Policies and Procedures

Click on a number to be taken immediately to that policy/procedure.

**Section 1 – General Administration**

1-1-1000  YTC Policy – Legal Authority and Operating Control
1-1-1001  YTC Policy – Ethics Requirements – Conflict of Interest
1-1-1002  YTC Policy – Process for Removal of Board Member and Appeal Process
1-1-1003  YTC Policy – Faculty Role In Governance
1-1-1003.1 YTC Procedure – Faculty Role In Governance
1-1-1010  YTC Policy – Adherence to College and State Board Policies and Procedures: Consideration/Adoption of College Policies and Administrative Procedures
1-1-1010.1 YTC Procedure - Policy and Procedure Development and Review
1-30-1000  YTC Policy – Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) Policy Compliance
1-30-1000.1 YTC Procedure – Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) Policy Compliance
1-30-2000  YTC Policy – Substantive Change Policy Compliance
1-30-2000.1 YTC Procedure – Substantive Change Policy Compliance

**Section 3 – Educational Programs and Related Activities**

3-0-1000  YTC Policy – Intellectual Property Rights
3-0-1000.1 YTC Procedure – Intellectual Property Rights
3-1-1000  YTC Policy – Academic Freedom
3-1-1010  YTC Policy – Credit Hours Awarded for Courses and Programs
3-1-1010.1 YTC Procedure – Credit Hours Awarded for Courses and Programs
3-2-1010  YTC Policy – Admissions
3-2-1010.1 YTC Procedure - Admissions
3-2-1050  YTC Policy – Grading System and Standards and of Student Progress
3-2-1050.1 YTC Procedure – Grading System and Standards of Student Progress
3-2-1060  YTC Policy – Student Code and Grievance Procedure
3-2-1060.1 YTC Procedure – Student Code and Grievance Procedure
3-30-1000  YTC Policy – Acceptance of Academic Credit
3-30-1000.1 YTC Procedure – Acceptance of Academic Credit
3-30-2000  YTC Policy – Distance Learning
3-30-2000.1 YTC Procedure – Distance Learning
3-30-3000  YTC Policy – Enrollment
3-30-3000.1 YTC Procedure – Enrollment
3-30-4000  YTC Policy – Attendance Requirements
3-30-4000.1 YTC Procedure – Attendance Requirements
3-30-5000  YTC Policy – Graduation Requirements
3-30-5000.1 YTC Procedure – Graduation Requirements

**Section 7 - Fiscal**

7-2-1010  YTC Policy – Tuition Refunds
7-2-1010.1 YTC Procedure – Tuition Refunds

**Section 8 – Human Resource Management**

8-30-1000  YTC Policy – Appointment, Employment, and Evaluation of Personnel
8-30-1000.1 YTC Procedure – Evaluation of Temporary Personnel
The York Commission for Technical Education shall adhere to the policies and procedures of the South Carolina State Board for Technical and Comprehensive Education (SBTCE) related to legal authority and operating control. The applicable SBTCE policies are:

SBTCE Policy 1-1-100, Functions of An Area Commission
SBTCE Policy 1-1-101, Local Policy Development

The functions of the Commission related to this Policy are:

- to approve and reaffirm the College Mission;
- examine College operations for financial stability;
- and to develop policies for local governance in compliance with all applicable State, Federal, and local laws, policies, regulations, rules, guidelines, and policies of the State Board for Technical and Comprehensive Education.

The President is designated as the Chief Executive Officer and primary administrator of the College, and he/she is to operate within the policies stipulated by the Commission and the State Board for Technical and Comprehensive Education. The President is responsible for seeing that the administration, staff, and faculty implement all local and state policies.
A member of the York Commission for Technical Education shall not use position for financial gain and shall disclose a potential conflict of interest in accordance with the following South Carolina Code of Law:

SC Code of Law, 8-13-700
YORK TECHNICAL COLLEGE

STATEMENT OF POLICY

POLICY NUMBER: 1-1-1002

PAGE: 1 of 1

POLICY TITLE: Process for Removal of Board Member and Appeal Process

DIVISION OF RESPONSIBILITY: Governing Board

DATE APPROVED BY BOARD: October 14, 2014

DATE OF LAST REVISION: October 14, 2014

DATE OF LAST REVIEW: October 14, 2014

Chairman

President

A member of the York Commission for Technical Education may be removed from the Commission by the Governor in accordance with the following South Carolina Code of Laws:

SC Code of Law, Section 1-3-240
SC Code of Law, Section 1-3-245

Section 1-3-250 of the SC Code of Laws outlines an appeal process for a member removed by the Governor.
It is the policy of York Technical College for faculty to participate in the governance of the College through the committees and councils on which they are appointed to serve. The President is designated as the Chief Executive Officer and primary administrator of the College; therefore, all college committees are advisory in nature and all actions of the committees are subject to the review and approval by the President.

The College shall develop a procedure that describes the role of faculty in academic and governance matters.
The primary means for faculty participation in academic and governance matters is through the Quality Learning Council (QLC).

The mission of the Quality Learning Council is to promote the quality of the educational programs of the College and to provide a vehicle for broad faculty participation in academic affairs at York Technical College through appropriate instructional applications. Implementation of alternative methods of instructional delivery is one means of meeting the changing educational needs of students. This supports the College’s instructional mission to "provide excellence in instructional programs which result in placement of graduates, retention of students in programs, maintenance of high enrollment, and meeting accreditation standards."

The QLC strives to develop and promote strategies for student success and retention and serve as contact persons for associated initiatives. The Council participates in the development of appropriate policies and procedures related to academic affairs, supports college-wide distance learning initiatives and other instructional technology applications, and recommends professional development opportunities for faculty, staff, and administration in support of student success initiatives. Council members communicate with their respective divisions to share and gather information so that the QLC is representative of all faculty.

The chair of the Quality Learning Council serves as an ex-officio on the Council of Academic and Student Affairs (CASA) and attends Executive Committee meetings as needed to report on the work of the QLC. The Council is composed of faculty members representing each of the instructional divisions,
one Associate Vice President, the Dean of the Center for Teaching and Learning and the Instructional Developer. Membership is composed of:

- Chair (selected by faculty vote)
- Chair Elect (selected by faculty vote)
- Dean of the Center for Teaching and Learning, Standing Member
- Instructional Developer, Standing Member
- Associate Vice President (1)
- Registrar

Faculty Representatives:

1. Corporate and Continuing Education Division
2. Industrial and Engineering Technologies Division
3. Health and Human Services Division
4. Business, Computer, Arts and Sciences Division
   (2) Business and Computers
   (2) Arts and Sciences
1. Developmental Studies
2. Adjunct Faculty Members (at large)

**Cross-Functional Project Teams**
Faculty serve on various college cross-functional teams to address issues such as strategic professional development, scheduling, distance learning and organizational development.

**Ad Hoc Committees**
Faculty shall serve on Ad Hoc Committees as needed.
YORK TECHNICAL COLLEGE

POLICY

POLICY NUMBER: 1-1-1010

PAGE: 1 of 2

POLICY TITLE: Adherence to College and State Board Policies and Procedures: Consideration/Adoption of College Policies and Administrative Procedures

DIVISION OF RESPONSIBILITY: Office of the President

DATE APPROVED BY BOARD: October 9, 2012

DATE OF LAST REVISION: January 13, 2015

DATE OF LAST REVIEW: January 13, 2015

Charles J. Robinson
CHAIRMAN

\[Signature\]

President

Adherence to State Board Policies and Procedures

York Technical College shall adhere to the official policies and procedures of the State Board for Technical and Comprehensive Education, as set forth in the State Board for Technical and Comprehensive Education Policies and Procedures Manual. Where there is not an existing State Board Policy or a supplement to one is necessary, the College will develop a Policy and have it approved by the York Commission for Technical Education. As stated in State Board Policy Number 1-1-101, the area commission shall develop policies for local governance of the College in compliance with all applicable State, Federal, and local laws, policies, regulations, rules, guidelines, and policies of the State Board for Technical and Comprehensive Education.

Consideration/Adoption of College Policies

Where additions or supplemental statements to State Board Policies have been adopted by the York Commission for Technical Education as College Policies, these statements shall be noted immediately following the summary of the State Board Policy to which the addition or supplement relates.

At the direction and under the authority of the York Commission for Technical Education, the College Policies shall stand as the guiding principles for the governance and administration of the institution and shall be in force as of the approval date indicated on the specific document. All College Policies shall be approved and authorized by the York Commission for Technical Education upon recommendation of the College President.
YORK TECHNICAL COLLEGE

STATEMENT OF POLICY

POLICY NUMBER: 1-1-1010

PAGE: 2 of 2

Consideration/Adoption of Administrative Procedures

At the direction of and under the authority granted by the York Commission for Technical Education, all Administrative Procedures shall be established and approved by the Executive Committee and signed by the President of the College. The Procedures shall express the operational direction and guidelines for the management of the institution and shall be in force as of the approval date by the College President indicated on the specific document.
New Policies and Procedures

Proposals for new policies and procedures should be directed to the Executive Committee member whose area of responsibility is most closely aligned with the content of the proposal. Proposals for revisions should be submitted to the Executive Committee member who has administrative responsibility for the policy and procedure. Policies and procedures will be reviewed at least once every three years. Off-cycle reviews and revisions will be conducted as needed.

Policy and Procedure Review

In January of each year, the Director of Planning will provide a list of policies and procedures scheduled for review during the coming year to the Executive Committee. For each policy and procedure scheduled for review, the Executive Committee member with administrative responsibility will invite input from various groups and individuals (i.e., Council for Academic and Student Affairs [CASA], Quality Learning Council [QLC], employees with responsibility for carrying out the particular policy or procedure).

The Executive Committee member responsible will distribute recommended policy and procedure revisions to the Executive Committee, as well as a list of policies and procedures for which review has resulted in no recommended revisions. The Executive Committee member will request that “Policy and
Procedure Review” be placed on the agenda of an Executive Committee meeting. Executive Committee will discuss those policies and procedures presented and take appropriate action.

Policies
Upon Executive Committee approval, the Director of Planning will send all recommendations for policy revision, as well as a list of policies for which review resulted in no recommended changes, to the Office of the President for distribution to the College Commission. Upon Commission approval, the revised policies, as well as a list of those policies which review resulted in no changes, will be communicated to employees. All policies sent forward will be given a new date of last review.

Procedures
Upon Executive Committee approval, the revised procedures, as well as those procedures for which review resulted in no changes, will be communicated to employees. All procedures sent forward will be given a new date of last review.

Necessary off-cycle reviews will follow this same process.

Policy and Procedure Development
In the case of a proposed new policy or procedure, the Executive Committee member whose area of responsibility is most closely aligned with the content of the proposal will distribute to the Executive Committee the recommended new policy or procedure. The Executive Committee member will request that the proposal be placed on the agenda of an Executive Committee meeting. Executive Committee will discuss the proposal and take appropriate action. New policy and procedures approved by Executive Committee will be handled as described above for revised policies and procedures.
York Technical College shall comply with the policies of the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) to ensure continued accreditation with SACSCOC. The College shall establish a procedure to monitor compliance with SACSCOC policies.
York Technical College's appointed Accreditation Liaison shall monitor the SACSCOC website and correspondence from SACSCOC for new and updated policy requirements. The Accreditation Liaison shall report to the Executive Committee (EC) and the Council of Academic and Student Affairs (CASA) any changes in SACSCOC policies. It is the responsibility of EC and CASA members to identify SACSCOC policies that are applicable to their respective areas and monitor compliance. Any compliance issues that arise should be reported to the Accreditation Liaison. The Executive Committee, in consultation with the Accreditation Liaison, shall ensure any potential compliance issues are resolved immediately.
York Technical College shall maintain compliance with the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) Substantive Change for SACSCOC Accredited Institutions Policy Statement through appropriate and timely reporting on areas of substantive change. SACSCOC defines substantive change as a significant modification or expansion of the nature and scope of an accredited institution. York Technical College shall develop a procedure to ensure that all substantive changes are reported to the Commission in accordance with the substantive change policy and, when required, seek approval prior to the initiation of changes.
The Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) Substantive Change for SACSCOC Accredited Institutions Policy Statement defines substantive change as a significant modification or expansion of the nature and scope of an accredited institution. Under federal regulations, substantive change includes:

- Any change in the established mission or objectives of the institution
- Any change in legal status, form of control, or ownership of the institution
- The addition of courses or programs that represent a significant departure, either in content or method of delivery, from those that were offered when the institution was last evaluated
- The addition of courses or programs of study at a degree or credential level different from that which is included in the institution’s current accreditation or reaffirmation.
- A change from clock hours to credit hours
- A substantial increase in the number of clock or credit hours awarded for successful completion of a program
- The establishment of an additional location geographically apart from the main campus at which the institution offers at least 50% of an educational program.
- The establishment of a branch campus
- Closing a program, off-campus site, branch campus or institution
- Entering into a collaborative academic arrangement that includes only the initiation of a dual or joint academic program with another institution
- Acquiring another institution or a program or location of another institution
York Technical College’s Accreditation Liaison, appointed by the President, will be responsible for:

- Communicating to members of Executive Committee (EC) and Council of Academic and Student Affairs (CASA) the SACSCOC Substantive Change Policy requirements.
- Collaborating with the appropriate staff in the planning and implementation for any initiative that requires substantive change notification or approval.
- Preparing substantive change notification letters for the signature of the President in accord with the SACSCOC substantive change requirements.
- Ensuring preparation of any required substantive change prospectus or application for the signature of the President in accord with the SACSCOC Substantive Change procedures.
- Monitoring the SACSCOC website for Substantive Change Policy changes.
- Serving as a liaison between SACSCOC staff and the institution regarding substantive change.
- Maintaining records of substantive change documentation to demonstrate compliance with the Substantive Change Policy.

Members of Executive Committee (EC) and the Council of Academic and Student Affairs (CASA) will be responsible for:

- Maintaining awareness of current SACSCOC Substantive Change Policy requirements.
- Communicating requirements to staff in their respective areas.
- Initiating communication with the Accreditation Liaison when an initiative or curricular change is being considered that may be defined as a substantive change.
York Technical College shall adhere to the policies and procedures of the State Board for Technical and Comprehensive Education (SBTCE) related to Intellectual Property Rights. The applicable State Board Policies and Procedures are:

SBTCE Policy 3-0-100, Intellectual Property Rights
SBTCE Procedure 3-0-100.1, Intellectual Property Rights

York Technical College shall develop a procedure detailing the intellectual property rights of students.
York Technical College maintains ownership, broadcast rights, property rights, and copyrights for all materials developed in conjunction with student coursework and/or student organization activities, including video, audio, print, and computer-based products.
York Technical College shall adhere to the policy of the State Board for Technical and Comprehensive Education (SBTCE) related to Academic Freedom. The applicable State Board Policy is:

SBTCE Policy 3-1-100, Academic Freedom

Complaints related to academic freedom will be addressed through the College’s informal complaint process.
York Technical College shall adhere to the policies and procedures of the State Board for Technical and Comprehensive Education (SBTCE) related to credit hours awarded for courses and programs. The applicable State Board policies and procedures are:

SBTCE Policy 3-1-101, Structure of Associate Degree, Diploma, and Certificate Programs
SBTCE Procedure 3-1-101.1, Structure of Associate Degree, Diploma, and Certificate Programs
SBTCE Policy 3-2-201, Length of Academic Semesters

York Technical College shall develop a procedure that further details the credit hours awarded for courses and programs.
Program Credit Hours
York Technical College follows established standards of The State Board for Technical and Comprehensive Education (SBTCE), which are contained in SBTCE Policy 3.1.101 and the corresponding SBTCE Procedure 3-1-101.1, to determine the credit hours for its degree, diploma, and certificate programs. SBTCE Procedure 3-1-101.1 states that the range of semester credit hours shall be standardized as follows:
- Associate degree programs: 60-84 semester credit hours
- Diploma programs: 40-52 semester credit hours
- Certificates: 8-40 semester credit hours

Educational programs offered by the College, including programs requiring courses available by distance learning or at off-site centers, are organized to conform to system-wide models for degree and diploma programs approved by the SBTCE. Approved credit hour ranges for each degree and diploma program appear in the statewide model for that major. SBTCE does not establish curriculum models for certificate programs, which are offered to address local needs within the service area.

Within the program length and completion requirements of SBTCE Policy 3-1-101 and each curriculum model, faculty determine the scope and length of each curriculum to ensure appropriate coursework and sufficient duration to promote student mastery of the subject matter. The Program Approval Process is used to ensure a complete analysis to determine program length appropriate for the program content. Faculty and department chairs continuously monitor and revise program content and length, as needed, based on student learning outcomes data; feedback from students, graduates, employers,
and advisory committees; professional accreditation requirements; licensure and certification data; and Developing A Curriculum (DACUM) analysis.

The curriculum and length for programs, and the learning outcomes are the same whether offered through distance learning or other formats.

Course Credit Hours
York Technical College follows established standards of The State Board for Technical and Comprehensive Education (SBTCE) in assigning credit hours to academic courses in degree, diploma, and certificate programs:

1) SBTCE Policy 3-2-201 Length of Academic Semesters - The instructional hour is identified as 50 minutes. One (1) semester credit hour is identified as 750 minutes of classroom instruction or equivalent laboratory time plus an exam period.
   - York Technical College uses a 16-week semester calendar with each instructional credit hour equal to 800 minutes of classroom instruction

2) SBTCE Guidelines for Credit Ratio – Laboratory, clinical practicum, and internship courses follow the 3:1 contact hour: credit hour ratio. Supervised comprehensive work experience courses follow the 4:1 contact hour: credit ratio. Cooperative work experience courses follow the 5:1 contact hour: credit ratio.

3) Catalog of Approved Courses – York Technical College uses academic courses from the SBTCE Catalog of Approved Courses (CAC), which defines course titles/numbers, course descriptions, and credit hour assignments.

Common Course Syllabus Process
York Technical College follows defined procedures as published in the Competency-Based Education Guidelines to require that all courses use an approved common course syllabus. The common syllabus ensures that the same course competencies, learning outcomes, and expectations are included each time the course is offered, regardless of course delivery mode, instructor, or location. Every student who takes a particular course at the College will have the same syllabus and the same course learning outcomes. Faculty develop course syllabi in compliance with the College’s syllabus review and approval process.

For each course syllabus, there is an addendum which is developed by faculty to identify instructional methods and materials, departmental standards, the course calendar, and required readings and assignments. Additionally, the addendum provides instructor contact information and instructor guidelines. Information contained in the addendum may not contradict information contained in the approved syllabus.
York Technical College shall adhere to the policies and procedures of the State Board for Technical and Comprehensive Education (SBTCE) related to the admissions of students. The applicable State Board Policies and Procedures are:

SBTCE Policy 3-2-100, Dual Enrollment  
SBTCE Procedure 3-2-100.1, Dual Enrollment  
SBTCE Policy 3-2-101, Open Admissions  
SBTCE Procedure 3-2-101.1, Open Admissions  
SBTCE Policy 3-2-102, Status of International Students  
SBTCE Procedure 3-2-102.1, Admission of International Students  
SBTCE Policy 3-2-103, Minimum Age of Admission

York Technical College shall develop a procedure that further details the processes involved with open admissions, international students, undocumented students, and minimum age of admission.

York Technical College shall publish special program admission criteria for students in accordance with program accreditation requirements.

York Technical College does not discriminate on the basis of sex, race, age, religion, veteran status, national origin or disability in its educational programs, activities, or employment practices.
YORK TECHNICAL COLLEGE

PROCEDURE

PROCEDURE NUMBER: 3-2-1010.1

PAGE: 1 of 4

PROCEDURE TITLE: Admissions

POLICY REFERENCE NUMBER: 3-2-1010

DIVISION OF RESPONSIBILITY: Academic and Student Affairs

DATE APPROVED BY EXECUTIVE STAFF (OR PRESIDENT): November 6, 2014

DATE OF LAST REVIEW: November 6, 2014

Open Admissions
Consistent with SBTCE Policies and Procedures, York Technical College makes an effort to minimize barriers to post-secondary programs and services offered by the College. An official high school transcript or GED score report showing evidence of high school graduation or completion of GED program, though desirable, is not a prerequisite for college admission; it may be required for admission to specific programs and for eligibility for scholarship and grant assistance. Students must score at a minimum eighth grade reading level on the College placement test in order to be admitted into a program or verify reading level through alternate documentation. Each academic department identifies specific entry-level skills required for admission into each program and determines minimum placement test scores on Reading, Math and English for placement. Students not meeting minimum placement criteria for admission may be admitted to the College and assigned to Career Development or referred to their local Adult Education to enhance academic skills.

In an effort to refine course placement for students, the College reserves the right to pilot comparable alternative placement methodologies with identified populations. Students who are admitted based on an alternative placement methodology sign an authorization and statement of understanding prior to enrolling in the course.

Residency Information
In accordance with South Carolina Code of Laws 59-112-20, York Technical College is required to determine the residence classification of applicants at the time of admission for tuition and fee purposes. Residency status may be determined by review of any applicant or student information received by the College. To qualify for in-state tuition, a legal resident must have maintained his/her own domicile in South Carolina for at least 12 months immediately preceding the first day of classes for the term for which resident classification is sought. In addition to the requirements above, legal residents of S.C. must also either be a U.S. citizen or have been awarded permanent resident status (documentation required) by the U.S. Department of Justice.
All non-citizens and non-permanent residents of the United States will be assessed tuition and fees at the non-resident, out-of-state rate except for those in certain approved non-immigrant visa classifications. Students who do not meet this requirement should contact the Enrollment Services for more information about documentation required for exceptions.

An out-of-state residency determination made at the time of admission prevails for each subsequent semester until the student successfully challenges the determination by completing and submitting a Verification of Residency Status Form with required documentation. An in-state residency determination made at the time of admission prevails until information becomes available that would impact the existing residency status. Students paying in-state tuition and fees who are later determined to be non-South Carolina residents will be required to pay the difference between resident and non-resident tuition and fees retroactive to the beginning of the semester in question or vice versa in an out-of-state determination.

**Citizenship and Legal Presence in the U.S.**
The South Carolina Immigration reform Act -S.C Code of Laws 59-101-430 prohibits persons unlawfully present in the U.S from attending a public institution of higher education in South Carolina and from receiving a public higher education benefit. The College will require submission of documentation that supports the claim of legal presence in the U.S. Any applicant who is found to be unlawfully present in the United States will be ineligible for admission or, if admitted, will be dismissed from the College.

York Technical College reaffirms its procedure on non-discrimination with specific reference to citizenship. For the purpose of this procedure, Non-U.S Citizens and non-permanent residents may become part of York Technical College if:

A. A verification of their immigration status with the federal government confirms lawful presence in the United States as stated by SC Code of Law 59-101-430
B. The student applicant meets all standard admission requirements to the college

Other Considerations:
A. All non-citizens and non-permanent residents of the United States will be assessed tuition and fees at the non-resident, out-of-state rate except for those in certain approved non-immigrant visa classifications.

**Deferred Action Students**
Deferred Action for Childhood Arrivals (DACA) is a temporary status given to certain individuals that were brought to the United States as young children, do not present a risk to national security or public safety, and meet several key criteria to be considered for relief from removal from the country or from entering into removal proceedings as defined by the Department of Homeland Security.

Deferred Action specific requirements for admission include:
A. Submission of documentation that supports the claim of legal presence in the United States is required. The applicant must submit a Verification for Deferred Action Form and Employment Authorization Card and/or letter of approval from United States Citizenship and Immigration Services (USCIS).
B. A verification through The Systematic Alien Verification for Entitlements (SAVE) Program is required for all DACA students prior to admission to the college
   a. The SAVE Program is a service that helps federal, state and local benefit-issuing agencies, institutions, and licensing agencies determine the immigration status of benefit applicants so only those entitled to benefits receive them
C. The SAVE verification must confirm Deferred Action status and/or lawful presence in the U.S
D. Deferred Action students are not eligible on the basis of residence for public higher education benefits including, but not limited to, scholarships, financial aid, grants or resident tuition as required by SC Code of Laws 59-101-430.

International Students
Non-residents who are in the United States for the purpose of studying at a college or university must attend a school that has been authorized by the U.S. Citizenship and Immigration Services (USCIS) to enroll foreign students. Foreign nationals holding an F-1 student visa must attend a college or university which is authorized to issue USCIS form I-20 (Certificate of Eligibility for Non-immigrant Student Status). York Technical College is not authorized to enroll foreign students in F, M, or J categories.

Minimum Age of Admission
Qualifications for students not meeting the following criteria may be individually reviewed by the Associate Vice President for Academic and Student Affairs or his/her designee.

Non-high school graduates under the age of 18 may attend York Technical College under the following special conditions:

1. Applicants who are at least 16 years old and currently enrolled in the eleventh or twelfth grade of a secondary school or state approved homeschool, based on the following conditions:
   a. Students must continue their enrollment in secondary school or homeschool.
   b. Students must submit written permission of one parent/guardian and secondary school official. In the case of an applicant for a dual credit course or from a homeschool, the agreement must be between the College and a district administrator from the school district or an authorized educational agency which has jurisdiction over the homeschool.
   c. Students must be at least 16 years of age on the first day of class for any desired course. In instances where the College has a written agreement with a student’s home district to offer early college coursework, qualifying students may be allowed to enroll in coursework prior to turning 16.
   d. High school students taking dual enrollment courses must meet the same or comparable requirements for an individual course as any other York Technical College student.
2. Applicants between the ages of 16 and 17 who are not enrolled in school may receive individual consideration for enrollment based on the following conditions:

   a. Students must submit written request of one parent or guardian and the written permission of the public school official in which school the applicant should be enrolled.
   b. Students must be at least 16 years of age on the first day of class for any desired course.
   c. Students must be eligible to return to the last high school attended before they can be considered for admission.
   d. High school students taking dual enrollment courses must meet the same or comparable requirements for an individual course as any other York Technical College student.

3. Applicants who are 16 years of age or older and who are eligible to enter the tenth grade in a secondary school may enroll in courses at York Technical College for the summer term with written permission of parent. A student seeking to transfer credits back to their respective school should also solicit the written permission of the appropriate public school official prior to registering for classes.

4. Students less than 16 years of age may enroll in non-credit, continuing education courses with parental or guardian permission. The students must be of an age appropriate for comprehension of the material being covered. The AVP of Academic and Student Affairs or his/her designee reserves the right to make this determination.

Readmission to the College
A student who has not attended the College as a credit student for two consecutive terms and wishes to re-enter must reapply. Readmitted students must meet the graduation requirements in the current catalog for their program unless an exception is recommended and approved by the academic division.
York Technical College shall adhere to the policies and procedures of the State Board for Technical and Comprehensive Education (SBTCE) related to grading systems and standards of student progress. The applicable State Board policy and procedure are:

SBTCE Policy 3-2-105, Grading System and Standards of Student Progress  
SBTCE Procedure 3-2-105.1, Grading System and Standards of Student Progress

York Technical College shall develop a procedure that outlines the institutions grading system and standards of academic progress within the parameters of the State Board policies and procedures.
York Technical College shall publish the following grading system and standards of progress to students.

**Grading System**
The College operates on a quality-point system. Semester credits represent the number of credit hours completed with a passing grade; quality points are determined by the grade earned. Each grade is assigned a grade-point equivalent in quality points for each credit hour scheduled. The grade-point average equals the sum of quality points divided by the sum of the semester credits carried.

Letter grades indicate the following achievement:

- **A** Excellent “A” indicates achievement of distinction and generates four grade-points for each credit hour. No grade points are earned for developmental courses; developmental courses are denoted by an “**” beside the grade.

- **B** Above Average “B” indicates above-average achievement and generates three grade-points for each credit hour. No grade points are earned for developmental courses; developmental courses are denoted by an “**” beside the grade.

- **C** Average “C” indicates average achievement and generates two grade-points for each credit hour. No grade points are earned for developmental courses; developmental courses are denoted by an “**” beside the grade.

- **D** Below Average “D” indicates below-average achievement and generates one grade-point for each credit hour. No grade points are earned for developmental courses; developmental courses are denoted by an “**” beside the grade.
Incomplete “I” indicates an incomplete course status. It can be assigned to allow a student, for an acceptable reason, to postpone completion of the class requirements until six weeks into the following term. “I” earns no credit hours or grade-points. Incomplete grades will result in a grade of “F” if the course requirements are not completed before the last day of the sixth week from the start of the subsequent term. Students should not re-register for the course until the incomplete status is resolved.

**CF** Carry Forward “CF” indicates that a grade will be assigned in a subsequent term. “CF” earns no Credit hours or grade-points. Students should not re-register for the course until the carry forward status is resolved.

**S** Satisfactory “S” indicates satisfactory progress; earns credit hours or Continuing Education Units (CEU). “S” does not generate grade-points.

**F** Failure “F” indicates unsatisfactory achievement; no credit hours earned and generates zero grade-points for each credit hour. Punitive to GPA for credit courses and non-punitive for developmental education courses; developmental courses are denoted by an “*” beside the grade.

**U** Unsatisfactory “U” indicates unsatisfactory achievement; earns no credit hours or Continuing Education Units (CEU). “U” does not generate grade-points.

**W** Withdraw “W” indicates a withdrawn course status and earns no credit hours or grade-points. Nonpunitive to GPA.

**WF** Withdrawn/Failure “WF” typically indicates student was withdrawn after mid-term and was Making unsatisfactory progress at the point of withdrawal (Some exceptions apply in disciplinary Sanctions and in certain programs). Earns 0 credit hours and generates zero grade-points for each credit hour; developmental courses are denoted by an “*” beside the grade. Punitive to GPA for credit courses and non-punitive to GPA for developmental courses.

**E** Exempt “E” indicates an exemption course status and is awarded for York Technical College Courses which students have been permitted to exempt as a result of testing, equivalent work experience or other educational experience. An “E” earns credit hours but no grade-points.

**TR** Transfer “TR” indicates a transfer course status and is given for allowable comparable York Technical College credits earned at other colleges or universities. “TR” earns credit hours but no grade-points.

**AU** Audit “AU” indicates an audit course status, earns no credit hours or grade-points. Audit status in a course must be declared when the student registers for that course or during the add/drop period.
NC No Credit “NC” indicates that no credits were earned. “NC” earns no credits or grade points. Non-punitive grade.

Continuing Education Grades
Continuing education courses are awarded a grade of S (Satisfactory) or U (Unsatisfactory).

Repeating a Course
When a York Technical College student repeats a course taken at the College, the highest grade earned in that course will be used in the calculation of student’s grade-point ratio. A grade of “TR” will be treated as the highest grade in the repeat policy when a student receives transfer credit for a course previously taken at the College in which he or she earned a grade of “D”, “F”, or “WF.”

Grade Point Average Definitions
Cumulative GPA is a calculation of the average of all final course grades the student has earned at York Technical College. It is used to determine honor graduate status. It is also used along with term GPA to determine satisfactory academic progress.

Term GPA is a calculation of the average of all final course grades a student has earned for a specific term. It is used to determine Dean’s List and President’s List each term. It is also used along with cumulative GPA to determine satisfactory academic progress each term.

Program GPA is a calculation of the average of grades for all courses identified in the program of study as well as any approved alternate courses. The program GPA is used to determine eligibility for graduation from a program of study.

Grade Reports
Grade report information will be available to students as soon as possible following the end of a term. Students are encouraged to carefully review their grade information and report any errors to the Academic Records Office. Any requests to validate the accuracy of grades earned must be submitted within one year of the ending date of the session in which the grade was assigned. Grade information will not be released to students owing past due funds to the College or to students who have not completed their loan exit counseling requirement (if applicable).
YORK TECHNICAL COLLEGE

PROCEDURE

PROCEDURE NUMBER: 3-2-1050.1

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Dean’s List
Students who earn seven or more credit hours in a term, excluding course hours for developmental education courses and courses for which grades of “W”, “E”, “TR”, and “AU” are earned, and who achieve a 3.50–3.99 excluding course hours for developmental education courses and courses which grades of “W”, “E”, “TR”, and “AU” are earned, and who achieve a 4.00 GPA will be named to the Dean’s List for that term. Students earning grades of incomplete “I” in any course in a term will not be eligible to be named to the Dean’s List for that term.

President’s List
Students who earn nine or more credit hours in a term, excluding developmental education courses and course hours for which grades of “W”, “E”, “TR”, and “AU are earned and who achieve a 4.0 term GPA will be named to the President’s List for that term. Students earning grades of incomplete “I” in any course in a term will not be eligible to be named to the President’s List for that term.

Standards of Progress for Credit Students
A semester/term and cumulative grade point average (GPA) of 2.0 shall be used at each technical college to determine satisfactory academic standing. Students who fall below this standard will be subject to institutional intervention strategies. Students’ academic standings are assessed and updated at the end of each term of enrollment. Any grade changes received after the academic standings have been determined are not assessed until the end of the next term of enrollment unless students petition the Academic Records Office.

Good Standing: Students whose term grade-point average (GPA) and cumulative GPA are 2.0 or above are in good standing for the following semester.

Academic Warning: Students whose term GPA or cumulative GPA is below 2.0 will be placed on academic warning for the following semester. Students on academic warning are encouraged to meet with their advisor to plan strategies for improving academic performance.

Academic Probation: Students whose term GPA or cumulative GPA remains below 2.0 after the academic warning term will be placed on academic probation for the following semester. Students on academic probation will be restricted from registering until they meet with a Student Engagement Counselor to identify strategies for improving academic performance.

Continuing on Academic Probation: Students whose term GPA or cumulative GPA remains below 2.0 following the academic probation term will remain on academic probation for the next semester of attendance. Students continuing on academic probation will be restricted from registering until they meet with a Student Engagement Counselor to identify strategies for improving academic performance.
Academic Suspension: Students whose term GPA and cumulative GPA are below 2.0 at the end of the academic probation term will be suspended for one semester. Students on academic suspension will be restricted from registering for a semester and must meet with a Student Engagement Counselor to identify strategies for improving academic performance. Students wishing to appeal their suspension status due to extenuating circumstances are required to contact a Student Engagement Counselor in Student Services for further information.

Standards of Progress for Career Development Students
Students wishing to pursue a degree, diploma, or certificate at the College may be accepted as Career Development students; however, they must complete any required placement tests or provide official evidence of prior college work in order to be accepted into their degree, diploma, or certificate program. Career Development students are subject to the same standards of academic progress as students enrolled in credit programs.

Standards of Progress for Developmental Courses
Students enrolled in one or more non-developmental courses are evaluated by the standards of progress for credit students. Students enrolled only in developmental courses must maintain satisfactory progress as measured by grades of "A", "B", or "C". Fifty percent or more of unsatisfactory grades of "D", "F", or "WF" will cause a student to be placed on academic probation. Any student on academic probation who fails to earn a majority of satisfactory work (grades of "A," "B," or "C") by the end of their next semester of work will be subject to suspension at the end of the probationary semester. Enrollment in developmental education courses numbering 001 through 099 (mathematics, reading, and English) shall be limited to a maximum of 30 semester hours. Students with extenuating circumstances who wish to appeal the maximum limit should contact an Enrollment Services Counselor in Student Services for further information.

Academic Fresh Start
The Academic Fresh Start procedure is designed to assist returning students, who meet specific conditions, to have a fresh start in how their previous academic records are applied toward meeting graduation requirements in credit programs leading to a degree, diploma or certificate. Students who meet the conditions below and who want to apply for academic fresh start should contact the Academic Records Office for an application.

Academic Fresh Start is available only to students after re-entry to York Technical College following two years' absence. It is the responsibility of the student to apply, in writing, for Academic Fresh Start within the first two semesters following re-admission (consecutive or non-consecutive). In order to qualify, students applying for Academic Fresh Start must have a cumulative GPA below 2.0 for all course work. Students must also establish a term of progress (2.0 term GPA) before Academic Fresh Start will be applied. Terms in which a student earns only grades of W are included as terms of enrollment.
Academic Fresh Start applies only to the course work taken prior to the term of re-enrollment. Under this process, all courses previously taken at YTC are removed from the grade-point average calculation but still appear on the student’s transcript with the original grades earned. Courses completed with grades of “A”, “B”, or “C” may still be used to meet program requirements, if applicable; however, grades of “D” may no longer be used. Academic Fresh Start does not apply when determining eligibility for academic honors at York Technical College. Academic Fresh Start does not make a student eligible for financial aid. Students must be reviewed on a case-by-case basis.

Final Examinations
Faculty in each department make the decision whether to give a cumulative final examination in each course in the department or whether to evaluate achievement in the course by periodic tests and daily grades without a final examination.

Auditing of Courses
A student who desires to attend class regularly but does not wish to receive a final grade or credit toward graduation for the course may register for audit status with the approval of the instructor of the class and the Division Dean or Associate Vice President by the end of the drop period for the term of enrollment. Audit students are expected to attend all classes regularly and to pay all tuition and fees. Financial aid programs and the Veterans’ Administration do not provide funds for auditing a class.

Course Syllabus
A syllabus serves as a roadmap and provides direction for both students and faculty. The syllabus describes a course, provides the plan for achieving objectives, and outlines student expectations. If more than one instructor teaches the same course, individual instructor guidelines are provided to students.
York Technical College shall adhere to the policies and procedures of the State Board for Technical and Comprehensive Education (SBTCE) related to Student Code and Grievance Procedure. The applicable State Board Policies and Procedures are:

SBTCE Policy 3-2-106, Student Code and Grievance Procedure
SBTCE Procedure 3-2-106.1, The Student Code for the South Carolina Technical College System
SBTCE Procedure 3-2-106.2, Student Code Procedures for Addressing Alleged Acts of Sexual Violence and Sexual Harassment
SBTCE Procedure 3-2-106.3, The Student Grievance Procedure for the South Carolina Technical College System
SBTCE Policy 8-5-101, Non-Discrimination and Anti-Harassment
SBTCE Procedure 8-5-101.1, Non-Discrimination and Anti-Harassment

York Technical College shall develop a procedure that details additional steps the institution or the student may take during the grievance process that are not outlined in the SBTCE Policy and Procedures. The procedure shall also describe how the institution maintains its record of student complaints.
York Technical College follows the State Board for Technical and Comprehensive Education (SBTCE) Student Code and Grievance Procedure. Any local procedures and/or clarification of SBTCE procedures are noted below.

Right to Participate in College Governance
York Technical College does not have a Student Government Association as referenced in the SBTCE Student Code. Student representation in college governance is achieved through participation in Deans’ Councils, student organizations, surveys, and focus groups.

Local Titles
York Technical has identified the positions responsible for fulfilling the roles listed below:
Chief Student Services Officer – Associate Vice President for Academic and Student Affairs
Chief Academic Officer – Executive Vice President for Academic and Student Affairs
Title IX Coordinator – Human Resources Director
Disciplinary Officer (Designee) – The Dean for Student Engagement is the primary disciplinary officer for both academic and student misconduct.

Clarification Related to the Definition of Suspension from the College
The Student Code states that suspended students will not receive academic credit for the semester in which the suspension was imposed. The college has multiple sessions within each semester; therefore, it is possible for a student to have earned credit prior to being suspended. Students who are suspended from York Technical College will not receive academic credit for any course work during the suspension period after a suspension is imposed.
Student Code Procedures for Addressing Alleged Acts of Sexual Violence and Sexual Harassment

The procedures described in SBTCE 3-2-106.2 will be followed to adjudicate alleged acts of sexual violence and sexual harassment. In compliance with other Federal and State laws (SC Campus Sexual Assault Information Act – Title 59-105-10; SC Campus Sex Crimes Prevention Act Title 59-106-10 and three Federal laws - Jeanne Clery Act – 20 USC -1092(f) as amended; SaVE Act - 2013; Title IX – 20 USC Education), the college provides additional Sexual Assault Prevention and Response Procedures on the College’s website.

GRIEVANCE PROCESS

Filing a Complaint:

First Step - The student should go to the instructor or staff member where the alleged problem originated. An attempt will be made to resolve the matter equitably and informally at this level. This procedure should be initiated by the student within 30 instructional weekdays of becoming aware of the decision, action, or event giving rise to the grievance. If the issue is not resolved with the instructor or staff member, the student may see the direct supervisor of the instructor or staff member to seek an informal resolution. Please note that in instances alleging discrimination or harassment, including sexual harassment and violence, the student is not required to initially try to resolve the matter with the person alleged to have committed the violation.

Second Step - If the student is not satisfied with the outcome of the informal conference (s), the student may file a written grievance to the next level of supervision. The Dean for Student Engagement will make a grievance form available to the student and explain the grievance process to the student. A complaint is considered official if it is submitted on the Student Grievance Form or if it alleges a violation of Title IX. The completed grievance form must be submitted to the Dean for Student Engagement within 30 instructional weekdays of becoming aware of the decision, action, or event giving rise to the grievance. No retaliation or adverse action will be taken against the student for filing a complaint. The Dean for Student Engagement will then refer the grievance to the immediate supervisor involved and/or the next level of supervision if the supervisor was involved in the informal resolution at step one. The supervisor and/or Dean/Associate Vice President shall respond in writing to the student within ten instructional weekdays of receipt of the grievance. As a part of the effort to resolve the issue, the supervisor and/or Dean/Associate Vice President will consult with the accused and the appropriate chain of command of the division involved.

Third Step - If the supervisor’s and/or Dean’s/Associate Vice President’s written response does not resolve the matter, the student may request to appear before the Student Grievance Committee. The student must submit a written request within five instructional weekdays after receiving the supervisor’s and/or Dean’s/Associate Vice President’s written response.

Fourth Step - If the student is not satisfied with the Student Grievance Committee’s decision the student may submit a written appeal to the President of York Technical College within ten (10) instructional weekdays of the Committee’s decision. The President shall review the Committee’s findings and render a decision within ten (10) instructional weekcays of receipt of the appeal. The President’s decision is the final step.
English Proficiency Student Complaint Procedure

In accordance with the Commission on Higher Education requirements, the English Proficiency Student Complaint Procedure shall be published under Academic Regulations and Student Services of the College Catalog.

If a student feels that he is unable to benefit from classroom instruction because of an instructor’s lack of English language proficiency, the student should follow the procedure outlined below in order to resolve the concern.

The student should talk with the instructor about language concerns and be specific about what language problems are distracting from the instructional process (i.e., talks too fast, pronunciation of key words, etc.).

If the student does not believe the concern has been resolved, the student should make an appointment to see the department chair of the instructional area involved. The Department Chair may request that the problems be specified in writing. The Department Chair will review the concerns (i.e., classroom observation, test review, other student input) and respond to the student in writing.

If the student feels that there is further need to address the concern, the student should specify the problem in writing to the Division Dean/Associate Vice President for Academic Affairs (AVP) and make a follow-up appointment for discussion. The AVP may elect to discuss the situation with the Department Chair, the instructor, and the student. The Division AVP with the Executive Vice President for Academic & Student Affairs will determine if the situation merits an English Proficiency Performance Review. The student should receive from the AVP a written response covering any subsequent recommendations/results.

If the student is not satisfied with the response from the Division Associate Vice President for Academic Affairs, the student may schedule an appointment with the Executive Vice President for Academic & Student Affairs.

Record Maintenance Procedures for Student Complaints

A formal complaint (official) is defined as one which is submitted to the Dean for Student Engagement, in writing, on the Student Grievance Form. All formal complaints are logged on a spreadsheet for record-keeping purposes. The following information is recorded on the spreadsheet: Student name, student ID number, date the grievance was received, a brief description of the grievance, the name of the person against whom the grievance is filed, and the outcome. Student files are maintained by the Dean for Student Engagement on each formal complaint which contains all of the communications and materials related to the complaint.

An informal complaint (unofficial) is one which is resolved at step one with the instructor or staff member or at step two with the direct supervisor. If the Dean for Student Engagement is involved with these complaints, an unofficial file is maintained so that the College can identify any patterns or issues which may require attention.
YORK TECHNICAL COLLEGE

STATEMENT OF POLICY

POLICY NUMBER: 3-30-1000

PAGE: 1 of 1

POLICY TITLE: Acceptance of Academic Credit

DIVISION OF RESPONSIBILITY: Academic and Student Affairs

DATE APPROVED BY BOARD: October 14, 2014

DATE OF LAST REVISION: October 14, 2014

DATE OF LAST REVIEW: October 14, 2014

CHARLES J. ROBINSON
CHAIRMAN

J. A. HUGHES
PRESIDENT

York Technical College shall adhere to the policies and procedures of the State Board for Technical and Comprehensive Education (SBTCE) related to the acceptance of academic credit. The applicable State Board Policies and Procedures are:

SBTCE Policy 3-1-103, Course Levels
SBTCE Procedure 3-1-103.1, Course Levels
SBTCE Policy 3-2-105, Grading System and Standards of Student Progress
SBTCE Procedure 3-2-105.1, Grading System and Standards of Student Progress
SBTCE Policy 3-5-101, Transfer of Student Credits Among Technical Colleges
SBTCE Procedure 3-5-101.1, Transfer of Student Credits Among Technical Colleges

York Technical College shall develop a procedure for how students may earn college credit through transfer and exemption options.
Students may earn college credit through transfer or exemption options. The following York Technical College procedures for transfer and exemption credit support the College mission and the maintenance of academic quality and integrity. At least 25 percent of the credit hours required for program completion must be earned through instruction at York Technical College.

**College Transfer Credit**
York Technical College adheres to the South Carolina Technical College System Procedure 3-5-101.1, Transfer of Student Credits Among Technical Colleges, and uses Transfer Credit Practices of Educational Institutions published by The American Association of Collegiate Registrars and Admissions Officers as a guide for acceptance of transfer credit. York Technical College analyzes credit accepted for transfer in terms of level, content, quality, comparability and degree-program relevance. Students planning to transfer courses from other postsecondary institutions to York Technical College must adhere to the following guidelines:

1. Students must have official transcripts of completed courses from postsecondary institutions sent to the College.

2. York Technical College accepts transfer course credit earned at postsecondary institutions accredited at the college level by a nationally recognized regional accrediting agency or by nationally recognized health accrediting agencies for hospital-based transfer credit. Credits may be considered for exemption credit from institutions which are non-regionally accredited; this credit will be reviewed jointly between
Academic Records and the Academic Department Chair. Additional documentation may be requested from the student at the time of the review.

3. York Technical College accepts qualifying transfer credit when the College offers a comparable course which is required or approved as an elective in the program of study. Courses transferred into a program must have equivalent or greater credits than the York Technical College course.

4. A grade of “C” or better must have been earned in each course to be considered for transfer.

5. Course credits being transferred must have been earned within the last 12 years unless a degree or diploma was earned. Shorter course eligibility time limits may apply to selected courses in certain programs.

6. Credit for the courses to be transferred must show on an official transcript from the granting institution.

7. Credits transferred from other institutions and applied to the program may not exceed 75 percent of the total credits required by York Technical College for graduation.

8. Courses accepted for transfer will be assigned a grade of “TR” and will not be calculated in the grade-point average (GPA).

9. New students eligible to receive transfer credit must enroll within two semesters of the time the credit is approved. Currently enrolled or former students may transfer credit back to York Technical College to graduate within two consecutive terms following the last term of attendance. If the student exceeds the two consecutive term time limit, he or she must be readmitted to the College and meet the program requirements in the current catalog.

10. Students may appeal transfer credit decisions by submitting an Academic Credit Appeal form.

Assessment of Prior Learning - College Exemption Credit
The following options are available for receiving exemption credit at York Technical College. Procedures may change based on specific needs.

Exemption Exams - All exemption examinations require an exam fee.

1. Conditions – Any student who requests an exemption exam must obtain approval of the Department Chair or designated faculty for courses other than those listed on the College’s website.
2. *Administration of the Examination* – The Department Chair will determine the appropriate time, place, and exam administrator.

3. *Kind of Credit* – Exemption credit will be awarded with a grade of “E” on the transcript, with no guaranteed transfer option, for exemption exams completed with the appropriate passing score.

4. *Exam Procedure* – Students must pay for the exemption exam at the Cashier’s Office prior to making the appointment for the exam. Students must present a picture ID and the receipt when they report to the Assessment Center for the exam. In order to receive exemption credit, students must:

- Be enrolled within two consecutive terms following the successful completion of the exemption test and complete a semester of coursework with good academic standing or
- Complete the exemption test successfully within two consecutive terms of their last term of attendance.

*Advanced Placement* – York Technical College has an approved list of courses for exemption credit that can be found on the college webpage. Students must receive a score of 3 or 4 on the exam and official score reports from the College Board Testing Service must be on file in Academic Records prior to credit being awarded. Other subject areas not listed may receive credit for a score of 3 or more. Students should consult with their academic department chair to determine if the exemption credit can be applied to their program.

*CLEP* – Students may receive credit for selected subject area College Level Examination Program (CLEP) exams if the scores meet the minimum score requirements at York Technical College. Exemption for CLEP subject area exams is only granted for courses for which there is a comparable York Technical College course.

Official CLEP score reports from the College Board Testing Service must be on file in Academic Records prior to credit being awarded. The York Technical College Assessment Center administers the CLEP for a fee.

*International Baccalaureate* – Students may receive college credit for scores 4 or greater on selected International Baccalaureate (IB) higher-level exams. The amount of college course credit awarded will be equivalent to the credit hour value of the college course for which the IB credit is being accepted.

*Military* – Students may receive credit for selected formal military course work and training. York Technical College uses the credit recommendations of the American Council on Education’s Guide for
the Evaluation Experiences in the Armed Services to evaluate military course work and consults with the subject-matter department chair, as needed.

**Foreign Credentials**—Students with foreign college credentials may request consideration for exemption credit by having a course-by-course report from an educational credential evaluation service sent to York Technical College’s Academic Records Office. The Academic Records Office and subject-matter department chairs will review the documentation to determine eligibility for exemption credit.

**Other Experiences**—Students may receive exemption credit for other experiences such as work experience, professional certificates, or other relevant collegiate or non-collegiate experience. Other experiences will be reviewed by Academic Records in conjunction with the academic department.
Privacy
York Technical College shall develop a written procedure for protecting the privacy of educational records of students enrolled in distance and correspondence education courses or programs.

Fees
York Technical College shall ensure students are notified at the time of registration or enrollment of any projected additional student charges associated with verification of student identity.
York Technical College protects the privacy of all students, including distance learning students, by safeguarding student information in adherence to the rules of the Family Educational Rights and Privacy Act of 1974 (FERPA), as amended, and SBTCE Policy 4-4-105. The official FERPA statement is available for student and public view through the York Technical College website. All employees who work with student information are required to participate in annual FERPA training.

York Technical College shall issue each student a unique identification at the time of application and each college employee upon the date of employment. These student and employee IDs become part of the unique identifier (user ID) for all individuals throughout their academic and professional career at York Technical College. The user ID is required for both students and employees to access the learning management software (LMS). The LMS is a secure environment for faculty members to post assignments and exams while ensuring privacy of individual students' assessments and grades.

Each employee and student is assigned a unique initial password that must be changed. Initial login prompts a forced change to a password of the user's choice. The learning management software (LMS) requires the unique user ID and password for login. All parties accept responsibility for the security of their personal passwords and have access to change their passwords on demand to maintain security.

Fees
York Technical College does not charge any fees for verifying a student's identity. Students will be informed of such through the College Catalog and Handbook and the College website.
York Technical College shall develop a procedure outlining enrollment processes for students.
Academic Advising
Academic advising at York Technical College is a shared relationship between the student (advisee) and his/her advisor that will help the student have a successful experience at the College. During their first academic term of enrollment, students will be assigned an academic advisor from their chosen program of study. The academic advisor will assist the student in developing and adapting an educational plan that matches his/her life goals from the time of acceptance into a program through graduation. Students are required to have advisor approval prior to registering for courses until they meet one of the following criteria:

1. Successfully complete a total of 24 institutional credit hours (excluding developmental education and non-degree coursework and courses transferred in from other colleges/universities) with a grade of "C" or higher

OR

2. Successfully complete a total of 18 credit hours (excluding developmental education and non-degree coursework and courses transferred in from other colleges/universities) with a GPA of 3.0 or higher.
Student Academic Load
Students who wish to enroll in more than 18 semester credit hours must receive the approval of their academic advisor. Once approval is received, written documentation is provided to the Academic Records Office and the course(s) is added to the students schedule. The Academic Records Office also documents the name of the academic advisor that granted overload status to the student.

Registration for Credit Courses
Students are required to register for each semester in which they plan to enroll. Registration and payment of tuition and fees must be made in accordance with the instructions and deadlines published by the College. After an academic term begins, students may not register for those sessions. Students are officially enrolled when they complete all the steps of registration, including the payment of all tuition and fees, and attend at least one day beyond the drop period.

Course Syllabus
A syllabus serves as a roadmap and provides direction for both students and faculty. The syllabus describes a course, provides the plan for achieving objectives, and outlines student expectations. If more than one instructor teaches the same course, individual instructor guidelines are provided to students.

Schedule Adjustment Period
The schedule adjustment period is the first two days of an academic term. Students should work with their advisors to make approved schedule adjustments. Advisors will consider schedule adjustment requests based on student success and attendance at all scheduled classes.

Drop Period
The drop period is the first five instructional days of a semester and the first three instructional days of all other academic terms.

Auditing of Courses
A student who desires to attend class regularly but does not wish to receive a final grade or credit toward graduation for the course may register for audit status with the approval of the instructor of the class and the Division Dean or Associate Vice President by the end of the drop period for the term of enrollment. Audit students are expected to attend all classes regularly and to pay all tuition and fees. Financial aid programs and the Veterans’ Administration do not provide funds for auditing a class.
YORK TECHNICAL COLLEGE

PROCEDURE

PROCEDURE NUMBER: 3-30-3000.1

PAGE: 3 of 3

Repeating a Course
When a York Technical College student repeats a course taken, the highest grade earned in that course will be used in the calculation of student’s grade-point average. If a student receives transfer credit for a course previously taken at the College in which he or she earned a grade of “D”, “F”, or “WF”, the grade of “TR” will be treated as the highest grade.

Course Reinstatement Procedure
Students who wish to request reinstatement to a course after being dropped or withdrawn must contact the instructor who will complete the Reinstatement Approval Form, if in the instructor’s judgment; the student does have acceptable justification and a reasonable chance to complete the course successfully, the instructor will sign the request indicating approval and submit it to the Division Dean or Associate Vice President for Academic Affairs. The student may continue in class only if the request is approved by the Division Dean or Associate Vice President for Academic Affairs.

Readmission to the College
A student who has not attended the College as a credit student for two consecutive terms and wishes to re-enter must reapply. Readmitted students must meet the graduation requirements in the current catalog for their program unless an exception is recommended and approved by the academic division.

Academic Fresh Start
The Academic Fresh Start procedure is designed to assist returning students, who meet specific conditions, to have a fresh start in how their previous academic records are applied toward meeting graduation requirements in credit programs leading to a degree, diploma or certificate. Students who meet the conditions below and who want to apply for academic fresh start should contact the Academic Records office for an application.

Academic Fresh Start is available only to students after re-entry to York Technical College following two years’ absence. It is the responsibility of the student to apply, in writing, for Academic Fresh Start within the first two semesters following re-admission (consecutive or non-consecutive). In order to qualify, students applying for Academic Fresh Start must have a cumulative GPA below 2.0 for all prior course work. Students must also establish a term of progress (2.0 term GPA) before Academic Fresh Start will be applied. Terms in which a student earns only grades of W are included as terms of enrollment. Academic Fresh Start applies only to the course work taken prior to the term of re-enrollment. Under this process, all courses previously taken at YTC are removed from the grade-point average calculation but still appear on the student’s transcript with the original grades earned. Courses completed with grades of “A”, “B”, or “C” may still be used to meet program requirements, if applicable; however, grades of “D” may no longer be used. Academic Fresh Start does not apply when determining eligibility for academic honors at York Technical College.
York Technical College shall develop a procedure outlining attendance requirements for students.
Attendance Requirements
Students are responsible for attending all scheduled meetings in the courses in which they are enrolled until they have completed all course requirements. When absent, students are expected to communicate with faculty members and are responsible for all material covered and for all assignments made in all classes. An absence is defined as nonattendance for any reason. Students who are absent from a class more than 10 percent of the hours assigned will be withdrawn unless:

1. Withdrawal would violate Title IX and/or other compliance requirements.
2. The student and instructor have made prior arrangements to deal with absences beyond the 10% limit.

If the student’s last date of attendance is on or before midterm, the student is withdrawn and a grade of “W” is assigned. If the student’s last date of attendance is after midterm, the student is withdrawn and a grade of “W” or “WF” is assigned at the discretion of the instructor.
Withdrawal from a Course
Students may withdraw from a course or courses by notifying their instructor(s). A grade of “W” is assigned if the student’s last date of attendance is on or before midterm of the session. If a student is withdrawing from a course and the last date of attendance is after midterm, the grade assigned may be a “W” or a “WF” based on the instructor’s discretion (Some exceptions apply in disciplinary sanctions and certain programs).

Withdrawal from the College
Students who find it necessary to withdraw from the College should first consult with their advisor and should then apply for an official withdrawal in Counseling and Support Services. Students who are receiving financial aid should also contact the Financial Aid Office to determine how the withdrawal will affect their eligibility and financial obligation to the College.

Course Reinstatement Procedure
Students who wish to request reinstatement to a course after being dropped or withdrawn must contact the instructor who will complete the Course Reinstatement Approval Form, if in the instructor’s judgment; the student does have acceptable justification and a reasonable chance to complete the course successfully, the instructor will sign the request indicating approval and submit it to the Division Dean or Associate Vice President for Academic Affairs. The student may continue in class only if the request is approved by the Division Dean or Associate Vice President for Academic Affairs.
YORK TECHNICAL COLLEGE

STATEMENT OF POLICY

POLICY NUMBER: 3-30-5000
PAGE: 1 of 1

POLICY TITLE: Graduation Requirements
DIVISION OF RESPONSIBILITY: Academic and Student Affairs

DATE APPROVED BY BOARD: October 14, 2014
DATE OF LAST REVISION: October 14, 2014
DATE OF LAST REVIEW: October 14, 2014

Chairman:

President:

York Technical College shall adhere to the policies and procedures of the State Board for Technical and Comprehensive Education (SBTCE) related to graduation requirements. The applicable State Board policy and procedure are:

SBTCE Policy 3-2-105, Grading System and Standards of Student Progress
SBTCE Procedure 3-2-105.1, Grading System and Standards of Student Progress

York Technical College shall develop a procedure outlining the graduation requirements for students to receive an associate degree, diploma, or certificate.
Requirements for graduation vary according to the curriculum. Students are responsible for fulfilling the requirements set forth in their curriculum. An associate degree, diploma, or certificate will be awarded to students who have satisfactorily completed the required programs of study for their chosen field and meet the following requirements:

1. Admitted to the curriculum and graduate under the catalog year under which they were admitted as long as they do not have a break in enrollment of two consecutive terms. Exceptions may be granted if recommended and approved by the academic Associate Vice President. Please note: A minimum of one course required for graduation must be completed after the effective term of the program.

2. Satisfactorily completed the required number of hours and courses specified in the curriculum in which they are enrolled. At least 25 percent of semester credit hours required for program completion must be earned through instruction from York Technical College.

3. Achieved a 2.0 program GPA as defined by the State Board for Technical and Comprehensive Education policy number 3-2-105. York Technical College calculates a Program GPA for each student, which includes grades for all courses identified in the program of study as well as any approved alternate courses.

4. Paid all required fees and other financial obligations due to the College and completed the Loan Exit Counseling requirement (if applicable).
5. Submitted an Application for Graduation to the Academic Records Office within the appropriate time frame.

- **Currently Enrolled Students** - Students who change programs while continuously enrolled at the College and who are seeking an associate degree, diploma, or certificate must meet the graduation requirements as stated in the catalog which is in effect at the time of acceptance into a new program or re-acceptance into a previous program.

- **Multiple Majors** - Students pursuing multiple majors must meet the graduation requirements in effect at the time they apply for graduation from the multiple major. Exceptions may be granted if recommended and approved by the academic Associate Vice President.

- **Former Students** - Students who re-enroll at the College after an absence of two consecutive terms or more and who are seeking an associate degree, diploma, or certificate must meet the graduation requirements as stated in the catalog which is in effect at the time of re-enrollment. Exceptions may be granted if recommended and approved by the academic Associate Vice President.

**Honor Graduates**

Honor graduate status is based on the student's cumulative grade-point average (GPA) earned at the end of the term in which he or she graduates. Honor designations are Cum Laude for students earning a 3.5–3.74 cumulative GPA, Magna Cum Laude for students earning a 3.75–3.99 GPA, and Summa Cum Laude for students earning a 4.0 cumulative GPA at the end of their graduation term. Diploma and degree graduates who earn a cumulative grade-point average (GPA) of 3.5 or higher for all their coursework at the College through the Fall Semester of their graduation year and apply for graduation by the published deadline of their graduation year will be designated as candidates for honor graduate status on the graduation program.
York Technical College shall develop a procedure for issuing tuition refunds to students or sponsoring agencies upon withdrawal from the College or net reduction of credit hours.
Institutional tuition charges for credit courses will be refunded at the following rates:

<table>
<thead>
<tr>
<th>Withdrawal or Net Reduction of Credit Hours</th>
<th>Refund</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>16 Week Session</strong></td>
<td></td>
</tr>
<tr>
<td>Before the first day of classes are offered (start of term)</td>
<td>100%</td>
</tr>
<tr>
<td>1st-5th Business Day of the Term</td>
<td>100%</td>
</tr>
<tr>
<td>After 5th Business Day of the Term</td>
<td>0%</td>
</tr>
<tr>
<td><strong>12 Week Session</strong></td>
<td></td>
</tr>
<tr>
<td>Before the first day of classes are offered (start of term)</td>
<td>100%</td>
</tr>
<tr>
<td>1st-3rd Business Day of the Term</td>
<td>100%</td>
</tr>
<tr>
<td>After 3rd Business Day of the Term</td>
<td>0%</td>
</tr>
<tr>
<td><strong>8 Week Session</strong></td>
<td></td>
</tr>
<tr>
<td>Before the first day of classes are offered (start of term)</td>
<td>100%</td>
</tr>
<tr>
<td>1st-3rd Business Day of the Term</td>
<td>100%</td>
</tr>
<tr>
<td>After 3rd Business Day of the Term</td>
<td>0%</td>
</tr>
<tr>
<td><strong>Summer Term – 10 Week Session</strong></td>
<td></td>
</tr>
<tr>
<td>Before the first day of classes are offered (start of term)</td>
<td>100%</td>
</tr>
<tr>
<td>1st-3rd Business Day of the Term</td>
<td>100%</td>
</tr>
<tr>
<td>After 3rd Business Day of the Term</td>
<td>0%</td>
</tr>
<tr>
<td><strong>Summer Term – 5 Week Session</strong></td>
<td></td>
</tr>
<tr>
<td>Before the first day of classes are offered (start of term)</td>
<td>100%</td>
</tr>
<tr>
<td>1st-3rd Business Day of the Term</td>
<td>100%</td>
</tr>
<tr>
<td>After 3rd Business Day of the Term</td>
<td>0%</td>
</tr>
</tbody>
</table>
Federal and State Refunds

Students receiving a Federal Pell Grant or Federal Supplemental Educational Opportunity Grant (FSEOG) funds who completely withdraw from a term are required to return a portion of their unearned aid to the appropriate Title IV aid program. Students receiving direct loans may have those funds returned to the lender if they are not enrolled in at least six credit hours at the time of disbursement. Enrollment is based on students' last dates of attendance in each course. Students earn their aid based on the period of time they remain enrolled. Students who remain enrolled beyond the 60 percent point during a semester earn all of their aid for that period. If at the time of withdrawal, all funds have not been disbursed, the student's account will be reviewed and if applicable, the student will be offered a post-withdrawal disbursement. Students who owe funds to a Title IV aid program will be notified and are not eligible to receive any additional Title IV funds until the amount owed is repaid or satisfactory repayment arrangements are made to the Department of Education. Students receiving the LIFE Scholarship or the South Carolina Need-Based Grant (SCNBG) who withdraw from a term will be reviewed based on the general refund policy.

Refund for Military Personnel Called to Active Duty

When any person is activated for military service, and is required to withdraw prior to receiving a grade in one or more courses, a complete refund of tuition and fees may be granted. The refund will be distributed proportionately to the student after considering other resources received by the student. In addition, the institution may provide a reasonable opportunity for completion of the courses after deactivation. Students are required to provide documentation of their call to active duty to the Dean for Student Engagement’s Office to apply for this refund.

Corporate and Continuing Education

Refunds will not be given to persons canceling less than two business days prior to the start of the program. If Corporate and Continuing Education is forced to cancel due to low enrollment, full refunds will be made. Some certificate programs may have non-refundable seating fees.
York Technical College shall adhere to the policies and procedures of the State Board for Technical and Comprehensive Education (SBTCE) related to the Appointment, Employment, and Evaluation of Personnel. The applicable State Board Policies and Procedures are:

**Appointment and Employment of Personnel**
SBTCE Policy 8-2-101, Notification of Employment Status
SBTCE Procedure 8-2-101.1, Notification of Employment Status
SBTCE Policy 8-2-102, Classified and Unclassified Employment Compensation
SBTCE Procedure 8-2-102.1, Compensation Plan for Unclassified Faculty Personnel
SBTCE Policy 8-2-103, Faculty Teaching/Work Load and Overload Compensation
SBTCE Procedure 8-2-103.1, Faculty Teaching/Work Load and Overload Compensation
SBTCE Policy 8-2-105, Compensation for Temporary (Adjunct) Faculty
SBTCE Procedure 8-2-105.1, Compensation for Temporary (Adjunct) Faculty
SBTCE Policy 8-2-108, Temporary Grant Positions/Employment
SBTCE Procedure 8-2-108.1, Temporary Grant Positions/Employment
SBTCE Policy 8-2-109 English Fluency Requirements for Faculty Employment
SBTCE Procedure 8-2-109.1 English Fluency Requirements for Faculty Employment
SBTCE Policy 8-2-110.1 Classification and Compensation Plan for Classified Positions/Personnel
SBTCE Procedure 8-2-110.1 Classification Plan for Classified Positions
SBTCE Procedure 8-2-110.2 Compensation Plan for Classified Personnel
SBTCE Policy 8-5-100, Disciplinary Action
SBTCE Procedure 8-5-100.1, Disciplinary Action
SBTCE Policy 8-6-100, Grievances and Appeals
SBTCE Procedure, 8-6-100.1, Grievances and Appeals
SBTCE Policy 8-7-100, Employment Practices
SBTCE Procedure 8-7-100.1, Employment Practices
SBTCE Procedure 8-7-100.2, Temporary Employment
SBTCE Policy 8-7-109, Criminal Background Checks
SBTCE Procedure 8-109.1, Criminal Background Checks
SBTCE Policy 8-8-100, Exit Interview
SBTCE Procedure 8-8-100.1, Termination
SBTCE Policy 8-8-100.2, Termination Checklist
SBTCE Procedure 8-8-100.3, Termination Questionnaire

Evaluation of Personnel
SBTCE Policy 8-4-100, Employment Performance Management System (EPMS)
SBTCE Procedure 8-4-100.1, Employment Performance Management System (EPMS) (Review Date Option)
SBTCE Procedure 8-4-100.2, Employment Performance Management System (EPMS) (Universal Performance Appraisal Option)
SBTCE Policy 8-4-101, Faculty Performance Management System (FPMS)
SBTCE Procedure 8-4-101.1 Faculty Performance Management System (FPMS)

York Technical College shall develop a procedure that describes how adjunct faculty and part-time, temporary staff are evaluated.
This procedure outlines the evaluation process for temporary employees.

All adjunct faculty hired to teach will be evaluated (Appendix A), by the department chair/program manager, during the first term they teach for the College and at least annually thereafter for those offered additional temporary teaching assignments. The performance outcomes will be shared with the adjunct faculty member and will be submitted to Human Resources to be included in his/her personnel file.

The part-time, temporary staff performance evaluation (Appendix B) is intended to be completed to determine acceptable performance and eligibility for potential re-hire. The supervisor/manager completes the performance appraisal document based on the performance upon completion of no more than six months of a temporary assignment.
Name:

Social Security No.:

Job Title:

Organizational Unit:

Employment Dates: _________________ to _________________

Rating Period (term):

THE EVALUATION PROCESS

The performance appraisal form contains job duties that describe the tasks that are required of each adjunct, part-time faculty member to successfully meet the requirements of their position. Optional job duties may be performed by each adjunct faculty member and should be included under number 3 of the job duty section.

The department manager completes the performance appraisal document based on the performance for the first semester that the adjunct faculty member is employed and annually thereafter if reappointment occurs. An annual evaluation may be one of the necessary criteria to be considered for increases in compensation.

PERFORMANCE LEVEL DESCRIPTIONS—For Job Duties, Objectives, and Overall Ratings:

UNSUCCESSFUL PERFORMANCE REQUIREMENTS (U) – Substandard work performance that is below the job requirements and expectations as evaluated according to the success criteria.

SUCCESSFUL PERFORMANCE REQUIREMENTS (S) – Work that meets the expectations and requirements of the assigned position throughout the rating period as evaluated according to the success criteria. Performance may fluctuate during the rating period to include exceeding the job requirements in some areas.

EXCEPTIONAL PERFORMANCE REQUIREMENTS (E) – Work that is consistently above the expectations and requirements of the job as evaluated according to the success criteria through the rating period.

THE LANGUAGE USED IN THIS DOCUMENT DOES NOT CREATE AN EMPLOYMENT CONTRACT BETWEEN THE EMPLOYEE AND THE COLLEGE. THE DOCUMENT DOES NOT CREATE ANY CONTRACTUAL RIGHTS OR ENTITLEMENTS. THE COLLEGE RESERVES THE RIGHT TO REVISE THE CONTENTS OF THIS DOCUMENT, IN WHOLE OR IN PART. NO PROMISES, WHETHER WRITTEN OR ORAL, WHICH ARE CONTRARY TO OR INCONSISTENT WITH THE TERMS OF THIS PARAGRAPH CREATE ANY CONTRACT OF EMPLOYMENT.

SIGNATURES AFTER PERFORMANCE APPRAISAL

Employee’s Signature ___________________________ Date _________________

Supervisor/Manager’s Signature ___________________________ Date _________________

Appendix A
JOB DUTIES

An exemplary adjunct instructor at York Technical College understands the mission and purpose of the College and creates a successful learning environment for students by demonstrating the following: a mastery of content, a mastery and utilization of instructional management techniques, and a mastery of teaching performances techniques.

1. **Job Duty: Teaching Performance**

   **Success Criteria:** Success criteria include providing students with course syllabus, grading/attendance policy, and other relevant information in timely manner; relating instructional materials, discussions, and examples and illustrations; pacing the instruction over the semester; providing students with timely assessments; returning assessment results in timely manner; relating assessments to course objectives; following acceptable department and college grading policies; utilizing appropriate instructional technology; maintain a positive environment for optimum student performance.

   Performance Comments/Recommendations - >

   Performance Level:

2. **Job Duty: Instructional Management**

   **Success Criteria:** Success criteria include submitting reports in timely manner; practicing effective class management; prioritizing duties and using time wisely; adhering to class schedules; providing effective classroom/lab supervision; maintaining accurate records; handling students’ work and records in professional manner; providing disciplinary action where appropriate; performing other duties as required.

   Performance Comments/Recommendations - >

   Performance Level: >

3. **Job Duty:**

   **Success Criteria:**

   Performance Comments/Recommendations - >

   Performance Level:>

4. **Job Duty**

   **Success Criteria:**

   Performance Comments/Recommendations->

   Performance Level: >
TEMPORARY STAFF EMPLOYEE PERFORMANCE REVIEW

EMPLOYEE NAME: ____________________________ DEPARTMENT: ________________

TITLE: ____________________________________

DATES OF TEMPORARY ASSIGNMENT: ________________________________

DATE OF PERFORMANCE REVIEW: ________________________________

DESCRIPTION OF DUTIES: __________________________________________

_____________________________________________________________________

LEVEL OF OVERALL PERFORMANCE:

SUCCESSFUL:

EXCEPTIONAL:

UNSUCCESSFUL:

ELIGIBLE FOR RE-HIRE: YES NO

RATER SIGNATURE: ______________________ DATE: ______________

REVIEWER SIGNATURE: ______________________ DATE: _____________

EMPLOYEE SIGNATURE: ______________________ DATE: _____________

The performance appraisal is intended to be completed to determine eligibility for potential re-hire. The supervisor/manager completes the performance appraisal document based on the performance upon completion of no more than six months of a temporary assignment.

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