average. Health Technologies students should refer to their respective section in this handbook for additional information about acceptable grades and limitations for repeating courses.

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

Service Excellence Award
Win a $200 scholarship!

Has an MTC faculty or staff member gone above and beyond to provide you with a good experience at MTC? Nominate him or her for the Service Excellence Award. If your nominee is selected for the award, you will win a $200 scholarship for your next term of attendance at MTC.

To nominate someone:
1. Complete a nomination form or submit a typed statement that includes the faculty or staff member’s name and indicate why you feel this person deserves to be recognized.
2. Provide your name, address, email address, and phone number along with your signature and the date.
3. Place your completed nomination in a sealed envelope with “Service Excellence Award” written on the envelope and drop it off at the MTC Receptionist in the Technical Education Center.

Deadlines — May 1 and December 1

Nomination forms are available from the MTC receptionist or in the publications rack in the hallway.

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

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

Step 1. The student shall meet with the person against whom he or she has a complaint (within five [5] class days). If there is no resolution of the problem, the student shall proceed with Step 2.

Step 2. The student shall document the grievance in writing (or by completing a grievance form) and submit it to the appropriate department dean or director or respective department head within five (5) class days after completing Step 1. The written complaint submitted by the student should include the nature of the complaint, the facts and circumstances leading to the complaint, reasons in support of the complaint, and the remedy or remedies requested. The written complaint should also note what attempts were made at informal resolution and should include any evidence pertinent to the issues identified. The department head shall provide the student with a written decision within five (5) class days of receiving the complaint or grievance form.

Step 3. Upon receipt of the written disposition, the student shall respond in writing whether the decision is satisfactory or dissatisfaction. If the student is not satisfied with the decision given in Step 2, he or she shall within ten (10) class days forward the written grievance or complaint and department head’s decision to the vice president of student services for consideration. The vice president of student services shall provide the student with his or her written decision within 20 class days of receiving the complaint or grievance form.

Step 4. Within ten (10) class days of receiving the written disposition from the vice president of student services, the student shall sign the form and indicate whether the decision is satisfactory or dissatisfaction. If the student is dissatisfied with the decision, he or she may request a review by the college president. The review shall take place within 20 class days after it is requested.

Step 5. The college president shall present his or her decision to the student. The president’s decision shall be considered final and is the last step internally for due process.

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

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

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

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

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

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

A. The term “college” means Marion Technical College.

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

C. The term “registered student organization” means a group or association of students who has received recognition from the Office of Student Activities.

D. The term “student publication” means written material, including but not limited to brochures, newsletters, and special interest material edited and/or published by students for distribution to members of the campus community.

E. The term “college document” means any MTC record or form, whether written or created in an electronic format.

F. The terms “college premises” and “college property” means all property, equipment, lands, buildings, and facilities owned, leased, used, on loan to, or controlled by MTC.

Charges

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

Misuse of Electronic and Computing Resources

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

Academic Misconduct

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

Disorderly or Disruptive Conduct

Disorderly or disruptive conduct that interferes with college authorized activities.

Endangering Health or Safety

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

Destruction of Property

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

Theft/Unauthorized Use of Property

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

Sexual Harassment/Misconduct

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

Unauthorized Presence

Unauthorized entrance or presence in any facility on college premises.

Dishonest Conduct

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

Failure to Comply With College Authority

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

Possession of Dangerous Weapons or Devices

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

Use, Possession, or Distribution of Illegal Drugs and Alcohol

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

Communicable Diseases

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

Tobacco

Use of tobacco, in any form, in any building on campus.

Gambling

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

Pets

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

Disciplinary Action

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

Procedure

This procedure is used when a student is accused by another student, faculty, or staff member of violating the college code. Charges against a faculty or staff member are referred to that employee’s vice president and/or the director of Human Resources.
Depending on the seriousness of the violation, the student may be given an interim suspension while the investigation is conducted and during the hearing process.

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

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

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

D. President’s Review:
   1. The president may reverse or affirm the Judicial Committee’s decision.

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

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

*An audio recording will be made at these hearings.

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

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

Dismissal
Permanent dismissal from the college.

Suspension
Dismissal from the college for a specified time:
   A. Indefinite Suspension - Dismissal from the college for not less than two semesters.
   B. Suspension - Dismissal from the college for not more than one semester.
   C. Interim Suspension - Temporary suspension, including immediate suspension, with a hearing to follow.

Interim suspension may lead to further suspension following the hearing.

D. Suspension Revoked - A suspension that is revoked if the student agrees to remain in school under certain conditions or as long as he/she does not violate specified conditions.

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

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

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

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

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

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

Student ID
An MTC student ID is required to borrow materials through the Library and to be admitted to some student activities programs. Many businesses offer student discounts upon showing a valid student ID. A current list of participating businesses is available in the Student Activities Office.

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

Student Insurance Program
An optional student insurance program is available to full-time (12 or more credit hours) students when they register for the first time each academic year. The fees for this program are established each year by the insurance carrier. A brochure describing the program is available in information racks in the Technical Education Center, or you can go to www.AnthemHelp.com or info@studentinsuranceusa.com for more information. MTC provides this for student information only and does not endorse this or any insurance product.

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