



# 2024 - 2025 *STUDENT RESOURCE MANUAL*

## Founded in 1964

McDowell Technical Community College was established as the Marion-McDowell Industrial Education Center, located in downtown Marion, NC near the corner of State Street and South Garden Street. M-MEIC operated as a satellite unit of Asheville-Buncombe Technical Institute until September 1967.



# ***About McDowell Technical Community College***

## **Message from the President**

### *Welcome to the Tech!*

I am grateful that you chose us to serve you on your education and career path. In addition to our expert faculty and staff, you will find that we sincerely care about your success. You can rely on us to be supportive and available as you strive toward graduation at McDowell Technical Community College.

At MTCC, you will find a welcoming community where you belong. Our passionate faculty are committed to helping you succeed and are eager to connect with you as you learn. I encourage you to engage with your advisor and coach, who are here to support you every step of the way. Additionally, there are numerous opportunities to get involved in campus life, and I hope you will take pride in being a Trekker.

In this publication, you will find information about our credential offerings, services, publications, an events calendar, and more to help you plan your journey. If you ever need assistance, please don't hesitate to reach out. Our online Faculty and Staff Directory contains contact information for individuals who are ready to help you.

Together, we look forward to your success in education and your future career. We are committed to learning, growing, and dreaming with you.

See you at graduation!

*JW Kelley*

Dr. JW Kelley

President, McDowell Technical Community College



# ***About McDowell Technical Community College***

## **Mission**

Consistent with the North Carolina Community College System, the mission of the college is to open the door to high quality, accessible educational opportunities that minimize barriers to postsecondary education, maximize student success, and improve the lives and well-being of individuals.

## **Mission Statement**

MTCC enriches our community with access to student-centered, affordable, high-quality, lifelong learning opportunities that promote workforce development.

## **Vision**

We learn and grow while focusing on individuals, our community, and our institution.

## **Values**

We are Caring and Supportive of all. We are Reliable and Available when needed. We are Sincere in our commitment. We are Amazing.

## **The college fulfills its mission through:**

- **Adult General, Basic and Secondary Education:** Courses and services for students who desire to complete a high school equivalency credential or improve their adult basic education, literacy, and English language skills or for enrolled high school students seeking acceleration opportunities.
- **Cultural, Citizenship, and Community Enrichment:** Activities, services, group travel, and special projects in response to cultural needs and quality of life interests of community populations and for the leisure enjoyment and enrichment of adults and youth served.
- **College Readiness Studies:** Courses and services for students in need of further growth and development of academic and basic skills preparation for acceptance into a curriculum and to succeed in college programs.
- **Economic/Workforce Development:** Customized courses specifically designed for and in collaboration with, business, industry, and the military including workforce readiness, job enhancement, and technical skill development.
- **Career and Technical Education:** Programs, courses, and services for students who plan to enter the workforce or upgrade their career training, professional skills, and work performance.
- **Student Development:** Programs and services to support and enhance student academic, career, and personal skill development and growth, and assure success for diverse and ever-changing student populations.
- **University-Parallel Education:** Programs and coursework for the freshman and sophomore years of an undergraduate education for students who plan to continue studies toward the baccalaureate or pursue postsecondary liberal arts studies.

# ***General Information***

## **Accreditation**

McDowell Technical Community College is accredited by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) to award associate degrees. Questions about the accreditation of McDowell Technical Community College may be directed in writing to the Southern Association of Colleges and Schools Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033.

The MTCC Health Information Technology program is accredited by the Commission on Accreditation for Health Informatics and Information Management Education (CAHIIM).

## **Performance Measures**

The MTCC College Performance Measures are available in Appendix A of this Catalog.

## **Academic Year**

McDowell Technical Community College operates on the semester system (Fall, Spring and Summer). Classes are regularly scheduled Monday through Friday for the day and evening curriculum classes. Weekend curriculum classes may also be offered on an occasional basis. Holidays, days for registration, and the first and last days for classes in each semester are indicated on the academic calendar. The Academic Calendar is published on the MTCC website and in Appendix B of this catalog.

## **General Responsibilities**

Students are expected to acquaint themselves with and observe College regulations and policies contained in the *Catalog and Student Handbook* and all announcements made by administrative officials.

## **Graduate Competencies**

McDowell Technical Community College strives to prepare graduates to:

1. Listen and communicate effectively, orally and in writing.
2. Demonstrate competence in reading.
3. Demonstrate quantitative competencies.
4. Demonstrate skills in using a personal computer.
5. Use information to analyze problems and make logical decisions.

## **Hours of Operation**

In general, the College will offer day and evening curriculum classes in technical, vocational, general education and college transfer programs from approximately 8:00 am to 10:30 pm Monday through Friday. Occasionally, classes will begin or end an hour earlier or later than these parameters. Weekend and summer semester classes may vary from this schedule.

The administrative offices of the College are open 8:00 am to 5:00 pm Monday through Thursday, and 8:00 am to 4:30 pm Friday. The Smith Academic Resource Center is open from 9:00 am to 5:00 pm, on Monday and Wednesday, and 9:00 am to 7:00 pm, Tuesday and Thursday. Closed on Friday. The Library is open from 8:00 am to 7:00 pm Monday through Thursday and 8:00 am to 1:30 pm on Friday.

Continuing Education classes will be offered across campus and throughout the community at varying times throughout the week. Consult the Schedule of Classes for Continuing Education class times. Hours

of operation for the annual Fire and Rescue College will be mailed to applicants several weeks prior to the event.

### **Inclement Weather**

At times, McDowell Technical Community College curriculum and/or continuing education classes may be delayed or canceled due to inclement weather, natural disaster, or another emergency. The President is responsible for making the decision of whether to delay or cancel classes and for communicating this decision to the Director of Communications, to the news media, and to the campus.

When it becomes necessary to discontinue or delay classes, an announcement will be made to local and regional radio and television stations. Morning announcements will be made about 6:15 am for day classes. All day classes will operate according to the announcement and will either be canceled for the day or begin at 10:00 am. Should it become necessary to change from the delayed class schedule to class cancellation, the media will be notified by 8:00 am.

Announcements concerning evening classes will be made over the same media outlets during the afternoon, usually by 3:00 pm. There is no abbreviated schedule for evening classes. Students may call the college if they cannot receive one of the radio or television stations listed. If the college is closed, students may access a recorded closing/delay message by calling the College at 659-0419. Announcements will also be listed on Facebook and at [www.mcdowelltech.edu](http://www.mcdowelltech.edu).

Students, faculty and staff may sign up for text alerts from the College to receive inclement weather announcements. Log onto the [MTCC website](#) and visit the section labeled "McDowell Tech Text Alerts" to sign up while on campus.

During inclement weather, students and staff members may listen to these stations for news about school delays or class cancellation:

*Class makeup:* The college recognizes its obligation to deliver the instructional services for which students pay tuition and fees. For this reason, all missed classes should be re-scheduled or made up in a manner determined by the Chief Academic Officer. The final attendance report must document how canceled classes were made up.

### **Housing**

McDowell Technical Community College is a commuter institution and does not provide living accommodations for students. However, if a student desires to live in the community while attending classes, the Student Services Office will refer him/her to appropriate resources for assistance in locating suitable housing.

### **Campus Access Parking and Security Fee (CAPS)**

Parking facilities are available for students, visitors, staff and faculty. All curriculum students are required to pay a \$25.00 per semester CAPS fee. CAPS fee receipts are utilized for student parking, campus security costs, including but not limited to, salaries, related benefits and operating costs associated with security personnel; contracted security services; vehicles, equipment and capital improvements necessary to secure college property.

### **Food Services**

A short order café is located in the Student Commons. The café serves lunch Monday through Thursday. The cafe may be closed when the college is holding special events in the Student Commons or when

class is not in session. Snacks and soft drinks may also be purchased from vending machines in the Student Commons.

### **Smith Academic Resource Center**

Library Services encompasses the library and audiovisual materials and equipment. Library staff members are available to help students and faculty as well as members of the community with library needs. The MTCC library hours are posted at the library entrances. The MTCC library can be accessed through the MTCC website by clicking on the “Campus Life” tab on the college website and then choosing Library from the drop-down menu.

A wide range of library resources is available to support the curriculum programs of the College. The book collection includes more than 9,000 volumes of current reference materials, college transfer, technical and vocational materials. Patrons are welcome to recommend materials for purchase. Audiovisual materials are available for classroom instruction. Audiovisual equipment is available in all classrooms on campus. The online card catalog, Evergreen provides easy access to Library materials and makes the check-out process smooth, quick and accurate.

Online databases include NCLIVE Databases: Gale and Cinahl Plus. Computers are available for Internet research, including NC LIVE. NCLIVE’s online collection includes access to 1.4 billion full-text articles, e-books, streaming videos, digitized newspapers, language learning tools and more. Remote access to the databases is available to online students through Open LMS as well as the website. Other students need a library account to get the passwords/urls for the databases. A library account is needed by all library patrons to use the computers in the library and to check out library materials.

### **Technology**

McDowell Technical Community College maintains multiple computer labs for instructional purposes in curriculum areas such as Accounting, Graphic Design, Business Administration, Computer Information Technology, Health Information Technology, Nursing, Office Systems, Photography and Web Technology. The Graphic Design and Photography labs utilize Macintosh computers with associated software while other labs contain PC workstations running Microsoft Windows with associated software. An open lab is available in the Smith Academic Resource Center. Printing is available in labs for instructional purposes. Wi-Fi is available across campus for guest use. No login is necessary, but users must read and accept the campus policy to access the internet. Violation of this policy could result in revocation of computer use privileges on campus. Please reference B.P 1.22 and CP 1.22.1 Acceptable Use of Computer Resources and Network for additional information.

### **Children On Campus**

It is College policy that children may not accompany students to class. Children who are brought to campus for other reasons must be closely supervised by a responsible adult and may be asked to leave if they become disruptive. Children enrolled in the MTCC Child Development Center are allowed on campus when supervised by college staff.

### **Child Development Center**

The McDowell Technical Community College Child Development Center is a 5-star center providing quality care for children 6 weeks to 5 years of age. We provide care during the day with full-time or part-time slots to students, MTCC/MEC/ MAI faculty & staff and the community. The center also houses a Pre-K classroom which is led by a NC certified licensed teacher. The Pre-K classroom hours are 8:30-2:30 during the school year and is free to qualifying families. A wrap-around service (2:30-5:30) is available for children enrolled in the Pre-K classroom. The Child Development Center is open from 7:30 am to 5:30 pm Monday through Friday. Financial assistance is available to qualifying applicants. For

additional information, fee schedules and application materials, please contact the MTCC Child Development Center at 828-652-0637.

### **Dress**

Students are to exercise judgment in dressing appropriately for classes and/or laboratory work. Students in certain curriculum programs may be required to wear particular items of clothing for safety and/or designation of their course of study. Refer to the student-oriented policies and procedures section of the Catalog and to Program Handbooks for more details.

### **Noise**

Students are to be considerate of classes which are in session. Excessive noise will not be tolerated within administrative or classroom buildings.

### **Tobacco Use**

McDowell Technical Community College is a tobacco-free campus (including cigarettes, chewing tobacco and e-cigarettes). Smoking/tobacco use is not permitted on campus. Those who violate this policy will receive a verbal warning for the first offense. Continued violation of this policy will result in disciplinary action. If you would like assistance with smoking cessation, please contact QuitlineNC at 1-800-QUIT-NOW or 1-800-784-8669. It is a free call.

### **Bulletin Boards**

Students may post notices on bulletin boards subject to the approval of the Student Government Advisor.

### **Lost and Found**

All lost or found items should be reported to the receptionist at the information desk in Building 11 (Cedar) 828- 652-6021. The receptionist will post information on items which have been turned in.

### **Social Media Guidelines**

The purpose of McDowell Technical Community College (MTCC) social networking sites such as Facebook, Instagram, TikTok, Twitter, and YouTube is to support the College's mission, programs, services, and events by offering news and information to the students, faculty, staff, and friends of MTCC. Social media sites are valuable as they provide a method for disseminating information. These procedures are also subject to other more recent forms of social media.

MTCC encourages feedback and comments from prospective and current students, alumni, faculty, staff, and members of the community. MTCC remains committed to maintaining these sites as safe, family-friendly forums for sharing information.

Guidelines are provided in order to protect the College's reputation and image. The establishment of guidelines ensures information follows the same high standards as printed and web publications.

To maintain a positive environment for MTCC website visitors, MTCC reserves the right to remove or block posts, users, or any content from official college-sponsored pages.

MTCC expects users to comply with the social website's terms of service.

- Facebook Statement of Rights and Responsibilities
- Instagram Terms of Service
- Twitter Terms of Service
- YouTube Terms of Service
- WordPress Terms of Service

## **Social Media Guidelines for Students**

Online behavior that violates the college's Student Code of Conduct (pg. 61) or the Appropriate Use of Computing Resources Policy which is brought to the attention of the Vice President of Learning and Student Services, will be treated as any other violation of the Student Code of Conduct.

The following types of content are prohibited from the MTCC social networking sites:

1. Derogatory language or demeaning statements about or threats to any third party.
2. Lewd, indecent, or incriminating images or information depicting hazing, sexual harassment, vandalism, stalking, underage drinking, illegal drug use, or any other inappropriate behavior or inappropriate language.
3. Content that violates local, state or federal law.
4. Online gambling.
5. Content that harasses any third party or personal attacks of any kind.
6. Selling goods or services for personal financial profit.
7. Comments or posts that are unrelated to MTCC.
8. Spam.
9. Infringement on copyrights or trademarks; and/or
10. Offensive comments that target or disparage any ethnic, racial, religious, or other group of people.

If you have questions or concerns about a post or comment, contact the Director of Communications. If a sanctioned student club or organization wishes to create a social media web page, the faculty advisor must follow the procedures outlined under Social Media Guidelines for Employees in the MTCC policy and procedure manual.

**Note: Refer to Individual Program handbook for potentially more stringent policy and consequences.**

## **Title IX**

McDowell Technical Community College ("MTCC"), in compliance with and as required by Title IX of the Education Amendments Act of 1972 and its implementing regulations ("Title IX") and other civil rights laws, as well as in furtherance of its own values as a higher education institution, does not discriminate on the basis of race, color, national origin, sex, sexual orientation, gender, gender identity, gender expression, pregnancy, disability, age, religion, veteran status, or any other characteristic or status protected by applicable local, state, or federal law in admission, treatment, or access to, or employment in, its programs and activities.

## **Non-Discrimination Notice**

McDowell Technical Community College is an Equal Opportunity Institution, complies with applicable federal and state laws prohibiting discrimination on the basis of race, sex, religion, age, ethnic origin, association, or disability. It is the policy of McDowell Technical Community College that no person shall be discriminated against in employment, admissions, or educational activities. The College will provide reasonable accommodations, modifications or adjustments through the use of nondiscriminatory policies and procedures for persons with qualifying disabilities.

**IMPORTANT INFORMATION FOR INDIVIDUALS WHO MAY BE VICTIMS OF SEXUAL ASSAULT, DATING VIOLENCE, DOMESTIC VIOLENCE, OR STALKING:**

If you or someone you know may have been a victim of the behaviors listed above or any other type of violence, you are strongly encouraged to seek immediate assistance.

ASSISTANCE CAN BE OBTAINED 24 HOURS A DAY, 7 DAYS A WEEK, FROM THE MARION POLICE DEPARTMENT (LOCATED AT 270 SOUTH MAIN ST, MARION, NC AND AVAILABLE BY PHONE AT 911). ASSISTANCE



CAN ALSO BE OBTAINED FROM THE MCDOWELL COUNTY SHERIFF'S DEPARTMENT (LOCATED AT 593 SPAULDING RD., MARION, NC AND AVAILABLE BY PHONE AT 911.)

During business hours (8:30 a.m. to 4:30 p.m., Monday through Friday), you are also strongly encouraged to contact one of the following individuals by contacting them at the phone or email or visiting their office in the Cedar Building (#11):

- Breanna Wilson, Title IX Coordinator 828-652-0618  
[bdrose59@go.mcdowelltech.edu](mailto:bdrose59@go.mcdowelltech.edu)
- Ryan Garrison, Deputy Title IX Coordinator 828-652-0627;  
[rtgarrison55@go.mcdowelltech.edu](mailto:rtgarrison55@go.mcdowelltech.edu)

For additional information about seeking medical assistance and emotional support, as well as important contact information for local law enforcement agencies, hospitals, and other resources, see the following exhibits on the college website at <https://mcdowelltech.edu/title-ix/>

### **Victim Referral Information**

[Exhibit A: Suggested Actions for People Who Have Experienced Sexual Harassment](#)

[Exhibit B: Sexual Misconduct Complaint Form](#)



# Academic Regulations

Final grades will be issued to all students at the end of the term, based on the criteria outlined below (with the exceptions given). At the end of each semester, quality points are assigned in accordance with the following formula. (The minimum grade-point average for graduation is 2.00 or an average of grade "C.") Grade point averages are determined by dividing the total number of quality points by the number of hours attempted. If a course is repeated, the latest grade will be used in determining a student's quality points.

Numerical Grade	Letter Grade	Quality Point Equivalent
90-100	A - Excellent	4 points per credit hour
80-89	B - Above Average	3 points per credit hour
70-79	C – Average	2 points per credit hour
60-69	D -Below Average	1 points per credit hour
Below 50	F -Failure	0 points per credit hour

*\*\*The above Numerical Grade does not apply to the Cosmetology and Esthetics Programs. Please see individual program handbooks for program requirements.*

*\*\*A grade of 80 or above is required to pass courses in Developmental Studies and Health Sciences Programs (HIT, Nurse Aide, Practical Nursing and ADN).*

## Non-numerical Grades

AU - Audit	No effect on grade point average
CR - Credit by Examination	After the first day of the subsequent semester, an incomplete grade becomes an F
I - Incomplete	No effect on grade point average
NS - No Show (never attended)	No effect on grade point average
P1 - Pass Developmental Tier 1	No effect on grade point average
P2 - Pass Developmental Tier 3	No effect on grade point average
P3 - Pass Developmental Tier 4	No effect on grade point average
R - Repeat Developmental	No effect on grade point average
W – Withdrawal	Student receives grade
No Withdrawals allowed after 75%	No effect on grade point average

## Incompletes

The grade "I," incomplete, may be assigned when a student is unable to complete a course by the end of **the semester**. The student must present valid reasons why the course cannot be completed and obtain the instructor's approval to receive an incomplete grade. This grade will be replaced with the grade earned when the work to be completed is satisfactorily accomplished prior to the first day of class in the following semester. If the incomplete course is a prerequisite to a course the student is registered for in the following semester, and if the student is unable to complete the requirements to satisfy the incomplete grade, the student will be withdrawn from the subsequent course. An incomplete grade is treated as a failing grade in GPA computation after the first day of the subsequent semester when the work has not been completed. The faculty member of the course will complete a Change of Grade Form to document that the incomplete has, in fact, been satisfied.

*Only under extenuating circumstances may the Chief Academic Officer (CAO) extend the deadline for the completion of an incomplete grade. In such a rare case, the student, faculty and Chief Academic Officer (CAO) will sign a memo of understanding outlining the terms of the extension.*

### Standards of Progress

All MTCC students are expected to make academic progress toward graduation. The grade point average required for graduation is 2.00, indicating that the student has a C average in all course work. The calculations listed below are the acceptable grade point averages which students are expected to maintain for the number of semester hours they have accumulated.

ASSOCIATE DEGREE PROGRAM		VOCATIONAL DIPLOMA PROGRAMS	
Cumulative Semester Hours	Minimum Grade Point Average	Cumulative Semester Hours	Minimum Grade Point Average
0 - 10	1.00	0 - 10	1.00
11 - 20	1.25	11 - 20	1.35
21 - 30	1.50	21 - 30	1.75
31 - 40	1.75	31 - completion	2.00
41 - 50	1.90		
51 - completion	2.00		

*\*\*There are additional regulations for Health Science (ADN, Practical Nursing, HIT) and Public Safety (BLET, EMS & Paramedic) and Cosmetic Arts Programs. Check with the Student Services Officer, the Health Science Department, or your advisor for these regulations. Also reference Graduation Requirements in this Catalog.*

### Academic Advisement/Probation

The above cumulative grade point averages are the minimums which must be attained in order for a student to make reasonable progress toward graduation. A 2.00 grade point average is required for graduation. Students who fall below the specified minimum will be placed on Academic Probation for the following semester and will be required to reduce their course loads and develop a plan of corrective action with their success coach or advisor that is approved by the Dean of Students and the Chief Academic Officer and submitted to the Registrar's Office.

### Academic Suspension and Readmission

Students who fail to earn a 2.00 GPA during any semester of academic probation may be suspended from their program of study. The period of suspension will not be less than one semester, nor more than one year. Students who have been suspended for academic deficiencies should submit requests for readmission to the Chief Academic Officer (CAO). Requests for readmission will be considered in light of the applicant's ability, evidence of growth and maturity, time elapsed since suspension and other extenuating circumstances. Additional consideration will be given to those who have completed course prerequisites. Enrollment limits and class sequencing will also be considered in evaluating a request for readmission.

### Recognition of Academic Honor Students

Students enrolled full-time (12 credit hours or more) who receive no incompletes are eligible for the following academic honor's lists:

- President's List - Grade point average of 4.00
- Dean's List - Grade point average of 3.75 - 3.99
- Honor List - Grade point average of 3.50 - 3.74

Academic honor lists are posted on-campus and provided to newspapers each semester.

### Faculty Advisors and Success Coaches

Each student enrolled at MTCC will be assigned an onboarding and faculty advisors. The onboarding advisor will provide each student personal assistance in orientation to MTCC's policies and procedures,

confirm the student's program major, and help the student register for first semester classes. The onboarding advisor will serve as a success coach for the student throughout the duration of enrollment at MTCC.

The student's faculty advisor will work with the student after the initial enrollment in classes at MTCC. The faculty advisor will provide assistance in developing an educational plan, evaluating the student's progress, and registration for courses for the remaining semesters at MTCC. The student's faculty advisor may be consulted regarding various problems, but must, in all cases, be consulted by the student in the following instances:

1. When planning each semester's schedule (after the first semester).
2. When changing courses within the current program.
3. When changing programs of study.
4. When preparing to enter a final semester of studies to determine graduation eligibility.

If a student is unsure who his or her current advisor is, the student should contact Student Services at 828-652-0622 to obtain the advisor name, office location, phone number and email address. Advisors maintain office hours as posted on their office doors.

### **Registration**

MTCC operates on the semester system (Fall, Spring, and Summer). All students are expected to register during the time set aside for that purpose. MTCC offers Pre-Registration dates to give students more time and flexibility to register and meet with their advisors as well as offering a one-time Late Registration Day. These dates are listed in the MTCC Catalog, the Schedule of Classes, and the MTCC website.

Students may not register for a semester until they have paid any deferred or past due charges owed to the College. These fees are paid through the Business Office. Students are responsible for obtaining registration clearance each semester before they are permitted to register for classes.

### **Procedure for Schedule Changes**

Students may change their academic schedules during the prescribed period without scholastic penalty. Courses dropped after the 10% point in the semester are not subject to a refund. Courses dropped after the 10% point in the semester will be marked "W" (Withdrawal). Withdrawal is not permitted after the 75% point of a semester. The steps below must be followed before schedule changes are official:

1. Students must speak with a Success Coach before withdrawing from courses.
2. The student secures an Add-Drop-Withdrawal Form from the Student Services Office and completes it.
3. Individual course changes must be approved by the appropriate instructor with a signature on the form.
4. The Add-Drop-Withdrawal Form is submitted to the Registrar's Office, where the change is recorded.
5. Students who do not withdraw officially from a course and who must be administratively withdrawn from the course because of absences will be dropped with a grade in accordance with the rules above.

### **Procedures for Student Withdrawal**

To officially withdraw from the College or from a course, the student must follow these procedures:

1. Students must speak with a Success Coach before withdrawing from courses.
2. The student reports to the Student Services Office to obtain a Drop-Add-Withdrawal form.

3. The student is responsible for obtaining each instructor's signature, last date of attendance and withdrawal grade on the withdrawal form, and is responsible for returning this form back to the Student Services Office. If the circumstances surrounding the withdrawal process do not allow the student to do the above, the Student Services Office will perform the withdrawal procedure for the student upon request.

4. A student may withdraw prior to the 75% point of the semester without scholastic penalty. This procedure, if followed, will entitle the student to have the permanent record show the notation "W" withdrawn. This notation indicates good standing and the privilege of readmission but may affect financial aid.

5. Any student who withdraws or is withdrawn after the 75% point of the semester will receive the earned grade, including coursework for the remaining portion of the semester.

6. Any student who fails to officially withdraw from the College may receive a grade of "F."

*STUDENTS ARE ENCOURAGED TO INITIATE AND FOLLOW THROUGH WITH OFFICIAL WITHDRAWAL PROCEDURES.*

### **Course Substitutions**

Students may be allowed to substitute one course for another to meet graduation requirements. The substituted course must contribute to the goals of the degree program equally as well as the original course. Students must obtain approval from the instructor, advisor, Dean and the Vice President of Academics and Student Services/Chief Academic Officer to gain approval. A course substitution form may be obtained in the Student Services Office or on the MTCC Website at [Resources > Student Forms](#).

### **Repeating Courses**

A course may be repeated for credit for the purposes of obtaining certification hours, gaining additional knowledge, improving a grade or for the purposes of auditing a class. A student may receive credit hours

toward graduation only once for a course. In the case of a course which has been repeated, only the quality points and hours earned in the most recent enrollment will be calculated in the GPA. However, all grades will be shown on the transcript during the semester in which the course was taken.

Students may receive financial aid one additional time for a repeated course that was previously passed if the student is attempting to better that grade. Students may also receive financial aid for a repeated course in which they previously received a grade of "F," regardless of the number of prior attempts, as long as they are maintaining satisfactory academic progress per financial aid guidelines.

Veteran's benefits may not be received by students repeating a course unless it is to achieve the minimum grade required for graduation.

### **Auditing Courses**

Students who wish to audit courses must register and pay the same tuition and fees as students taking courses for credit. Unless the instructor makes an exception, auditing students are subject to the attendance policy (as stated in the College Catalog and Student Handbook). Students auditing courses which involve laboratory work may work in labs only during the course's scheduled laboratory hours and under the direct supervision of the instructor. Otherwise, labs are closed to auditing students. No financial aid is received for audited classes. Audited courses are not eligible for Veterans educational benefit payments.

*\*Note: If auditing a course that is a prerequisite, a student cannot receive credit and progress to the next course. Contact your advisor for additional questions.*

### **Change of Program**

All MTCC students wishing to change their program of study must pick up a Major Change Form located in the Student Services Office or <https://mcdowelltech.edu/student-services/student-forms/>. A change of major will be applied at the beginning of each semester. Once your program change has been processed, a new advisor will be assigned for the purpose of re-evaluating your new program and transferring applicable credits.

Students who request a major change from a certificate or diploma program to an associate degree program will have to update placement tests through the Student Enrichment Center.

### **Credit or Contact Hours**

Credit for course work is recorded in semester hours. One semester hour credit is given for one hour of class work, two hours of laboratory or three hours shop work/clinical per week during a 16 week term. Work-based Learning credit is one semester hour of credit for 160 hours of work per semester.

### **Maximum Course Load**

Students are encouraged not to enroll in more courses than they can successfully complete. Students enrolling for 19 credit hours up to 22 maximum credit hours must have special permission from the faculty advisor and Chief Academic Officer and have a GPA of 3.00 or higher.

### **Class Attendance**

The following attendance requirements shall apply to all college students. Faculty members are responsible for administering these attendance rules for their respective courses, for excusing absences,

for determining how missed work should be made up, and for assessing grade penalties. Departments and programs may establish stricter attendance policies as required by program accreditation or secondary approving agencies.

1. Students are expected to attend and be on time for all classes, lab or shop sessions and clinical, preceptor, work-based learning and apprenticeship. Students should refer to each course syllabus for individual course attendance requirements. At the instructor's discretion, students may make up missed class, lab, shop or clinical work. When students must be absent, it is vital that they remain in contact with their instructors. Students who are absent for high-school or college related extracurricular activities, sports, clubs, etc. and are current in their class assignments shall be allowed to make up missed work at the instructor's discretion.
2. Any student who has not attended at least one seated class or completed and submitted one assignment in an online course by the date in which ten percent (10%) of the class has passed will be reported by the instructor as a "no show". A student who has never attended a course by the ten percent (10%) date is no longer enrolled in the class and will not earn credit or receive a tuition refund for the course.
3. The instructor may withdraw any student who has been absent from a course for fourteen (14) consecutive days in a 16-week term or seven (7) consecutive days in a shorter academic term. A student in an online, hybrid, blended, or hy-flex course will be withdrawn following fourteen (14) consecutive days in a 16 week term (or seven (7) consecutive days in shorter academic terms) of missed assignments, missed attendance (for hybrid, blended and hy-flex), and lack of communication with the instructor regarding course participation. Holidays, breaks and weekends are not included when calculating consecutive days. Consistent with policies establishing attendance in online courses, logging into a course site but failing to submit completed work does not constitute attendance. *Please note: Under extenuating circumstances, a student who has never attended by the ten percent (10%) date may petition for reinstatement in the class and earn course credit. The student should notify the instructor, in writing, of the extenuating circumstances prior to the ten percent (10%) date of the class and provide compelling documentation to support*

*the request for reinstatement. Reinstatement will only be considered by the instructor when the absences were due to unforeseeable and uncontrollable circumstances. Reinstatement requires the recommendation of the instructor of the course, the consent of the appropriate dean, and the approval of the chief academic officer.*

4. A student's absence while participating in a college-sponsored, school-sponsored or approved activity will be considered an excused absence for participating students. Such excused absences will not be considered in the student's class attendance for withdrawal purposes, nor will excused absences be included in the determination grade for "participation" of which class attendance is a part. The responsibility for making up missed work rests entirely with the student. All assignments, tests, labs, class time and final exams to be missed will be rescheduled prior to the excused absence or otherwise rescheduled at the discretion of the instructor.
5. Withdrawals: If a withdrawal is processed prior to the 75% point of a course, a grade of "W" (Withdrawn) will be assigned. After the 75% point, the student will receive the grade earned, including coursework for the remaining portion of the semester. (For Individualized Instruction, a student must complete 100% of required hours.)
6. Absences for Religious Observance
7. In compliance with North Carolina Administrative Code, Title 23, Chapter 2, Sub-Chapter 2C, Section .0213 requirement as authorized by Section 115D of the NC General Statutes, McDowell Technical Community College will grant any student of the College two excused absences each academic year for religious observances required by the faith of the student. The college provides reasonable accommodations including a minimum of two (2) excused absences each academic year, for religious observances required by a student's religious practice or belief.
  - a. An academic year shall be defined as starting on July 1 in one year and ending on June 30 in the following year. The Academic Term consists of fall, spring and summer semesters.
  - b. The two excused absences may be taken at any time during the academic year either on separate days or on two consecutive days.
  - c. The excused absences shall be taken within the absences allowed in the College's approved attendance policy as published in the Academic Information Section of the MTCC Catalog and Student Handbook.
  - d. The student must submit a "Request to be Excused for Religious Observance Form" to the Chief Academic Officer or his/her designee for the excused absences at least two (2) weeks prior to the date the student intends to be absent for the religious observance.
  - e. A "Request to be excused for Religious Absence Form" must be completed for each class missed. Forms may be obtained from the Student Services office.
  - f. The Chief Academic Officer or their designee shall notify appropriate faculty within 72 hours of receiving the request. Faculty members are expected to note the excused absences as appropriate in class record documents.
  - g. Students granted an excused absence for the purpose of religious observance shall be given the opportunity to make up any work or tests missed due to an excused absence within a reasonable accommodation and without undue hardship.
  - h. No more than two tests per day may be given to a student who is making up a test or tests due to the excused absence(s).
  - i. Instructors/faculty are prohibited from implementing unnecessary sanctions, requiring additional work, or making unreasonable requests of students who are duly granted excused absences for religious observance.
  - j. Should other provisions of the NC Administrative Code or the General Statutes apply, the College shall implement requirements to comply with those provisions.

**Reasonable accommodation:** Any change in an academic course or program of study with respect to the ways tasks or responsibilities are customarily done that enables a student to observe his/her religious practice or belief without creating an undue hardship.

**Religious practice or belief:** A practice or observance that is sincerely held within the tenants of that religious belief.

**Undue hardship:** An accommodation that would require significant expense or difficulty for the college or would result in the inability of the student to perform an essential function of his or her course/ program of study. The determination of undue hardship is dependent on the facts of each individual situation.

8. **Absences for Active Military Duty.** The college shall allow any enrolled student who is in the United States Armed Forces who has received temporary or permanent reassignment as a result of military operations and a National Guard service member placed onto active duty status during an academic term to be given an excused absence for the period of time the student is on active duty.
- a. The college shall provide the student the opportunity to make up any test or other work missed during the excused absence.
  - b. The college shall give the student the option, when feasible, to continue classes and coursework during the academic term through online participation for the period of time the student is placed on active duty.
  - c. The college shall give the student the option of receiving a temporary grade of “incomplete” or “absent from the final exam” for any course that the student was unable to complete as a result of being placed on state active duty status; however, the student must complete the course requirements within one (1) semester following their return from action service to avoid receiving a failing grade for the course.
  - d. The college shall permit the student to drop, with no penalty, any course that the student was unable to complete as a result of being placed on state active duty status.

#### **Procedure for Attendance in All (including online) Classes**

Per Department of Education regulations in 34 C.F.R. 668.22 (1) (7), the following activities are considered academic attendance or an academically-related activity:

- Physically attending a class where there is an opportunity for direct interaction between the instructor and students
- Submitting an academic assignment
- Taking an exam, an interactive tutorial, or computer-assisted instruction
- Attending a study group that is assigned by the institution
- Participating in an online discussion about academic matters
- Initiating contact with a faculty member to ask a question about the academic subject studied in the course.

The following activities would not be considered an academically-related activity:

- Logging into an online class without active participation
- Participating in academic counseling or advising

With the understanding that federal standards regarding attendance in distance education courses are more rigorous than those of the state, the procedure for documenting attendance in online courses should include:

- An activity scheduled for each week that indicates some form of active attendance; such as:
  1. Interactive tutorial in which the student must participate to receive an attendance mark
  2. Video with required completion of at least one question after viewing
  3. Discussion board/interaction with other students in class
  4. Practice exam
  5. Test review
  6. Quiz (less than 5 questions would be acceptable)



7. Required reading with completion of at least one question after reading
  8. Journal entry based on material covered or read
- An activity would not include simply downloading material for reading, watching a video without interaction or questions, logging in with no indication of work
  - There should be at least one activity each week that documents attendance; this documentation should be easily accessible for auditing purposes
  - If a student fails to participate in an activity for two consecutive weeks, the student should be withdrawn from the class with a last date of attendance equal to the last documented activity

### Grade Reports

Final grade reports will be posted in Self-Service. If the student has any outstanding debt to the college, the grade report will be held until the debt is resolved.

Grades will be changed due to a computational error within six weeks of the due date for final grade submission. Under no circumstances will a student be allowed to do makeup work to improve a grade once final grades have been submitted. All grade changes must be approved by the Registrar.

### Change of Name or Address

Students should immediately report any change of name or address on the appropriate form to the Student Services Office.

### Student Classification

Full-Time Student:*	A student enrolled for 12 or more credit hours.
Part-Time Student:*	A student enrolled for less than 12 credit hours.
Freshman:	A student with fewer than 32 semester hours of credit.
Sophomore:	A student with 32 or more semester hours of credit.

*\*Since the summer semester is an abbreviated term, 9 or more credit hours is considered full-time during the summer; less than 9 hours is considered part-time.*

For financial aid purposes, a student must be enrolled for 12 semester hours of credit during any semester for which he/she wishes to be considered full-time, including the summer semester.

### Graduation Requirements

It is the responsibility of each student to know and to meet the graduation requirements of the College in her/his particular program of study and to maintain the minimum required grade average. Counselors and faculty advisors are available to work with individual students, but the final responsibility for meeting graduation requirements lies with the student. The following list constitutes the minimum requirements for graduation:

1. Satisfy proficiency standards in English, math, and reading. Complete all course requirements as outlined by curriculums, achieve an overall grade point average of 2.00 or above with all passing grades.
2. Students who fail individual subjects or have incomplete grades must make up such deficiencies before being allowed to graduate.
3. A Graduation Application must be submitted via Self-Service prior to the completion of course requirements. One semester prior to the semester that the student expects to complete diploma or degree requirements, the student is expected to have a preliminary record check by an academic advisor. It is the student's responsibility to arrange for a final record check with the Director of Student Services or appointed designee.
4. Students must fulfill all financial obligations to the College.
5. If a student is administratively-identified as being eligible for completing a credential, they can be graduated from said credential, even if the student is not actively in the program.

### **Graduation vs. Conferring of Degrees**

McDowell Tech confers degrees three times a year: December (Fall), May (Spring), and August (Summer). Degrees can only be conferred once a student applies to graduate. Students should apply to graduate at least 45 days prior to graduation by submitting the Graduation Application in Self-Service. The graduation ceremony is in May. It is optional for all students. Students who are within 10 hours of program completion in the summer semester may participate in the May graduation ceremony.

### **Graduation with Honors and High Honors**

A graduate who completes his/her curriculum program at MTCC with an accumulated grade point average of 3.50 to 3.79 on a 4.0 scale will be graduated with “honors.” Graduates with an accumulated grade point average of 3.80 to 4.0 will graduate with “high honors.” These distinctions will be noted on the diploma and on the student’s transcript.

### **Completion of Two A.A.S. Degrees**

Any MTCC graduate who desires a second degree must fulfill all degree requirements for the second degree plus a minimum of 20 semester hour credits earned in residency beyond the first degree. Students with an Associate Degree from another accredited institution may receive a second Associate Degree from MTCC by fulfilling the conditions outlined above. Completion of both degree requirements will be noted on the student’s permanent record and credentials.]



## ***Distance/Online Learning***

Distance/Online Learning is teaching and learning across geographical distances through the use of a Learning Management System (LMS), a software program for online course delivery. MTCC utilizes Open LMS, enabling students to access course materials, lectures, notes, assignments and tests, via computers and the Internet.

Distance learning courses offer a high degree of flexibility and may eliminate barriers to achieve educational goals. Students taking courses by distance learning methods must be self-motivated, self-disciplined learners, and should have adequate computer skills. Online learning typically involves more independent work than traditional classes, it may not suit every student's learning style.

All facilities and resources available to traditional MTCC students are also available to the Distance Learner, including student services, library resources and support services. The same tuition and fees apply, as does the curriculum credit.

### ***Methods of Instruction in Distance Education Classes***

**Internet/Online (50-53 Section codes designated in the Academic Schedule)** class instruction is offered off campus and delivered via the Internet. Students receive their assignments and information from an instructor, participate in online discussion forums, submit work, and take tests through Open LMS. Instructors are available by MTCC Gmail, telephone, Zoom, and on campus during office hours.

*An **Orientation** for complete online classes is provided and highly recommended for **new students** to attend; the orientation will provide useful information, resources, and tutorials that can help a student to be better prepared to concentrate on the course content, rather than logistics and software issues. **Non-***

<b>Section</b>	<b>Method of Instruction</b>	<b>Description</b>
<b>01-05</b>	<b>Traditional (Day)</b>	Courses meet in the classroom face-to-face.
<b>06-09</b>	<b>Traditional (Evening)</b>	
<b>20-24</b>	<b>Hybrid (Day)</b>	Hybrid courses use a combination of online information and face-to-face class meetings. These classes will meet in a traditional classroom on the first day to receive the syllabus and review course requirements.
<b>25-29</b>	<b>Hybrid (Evening)</b>	
<b>30-34</b>	<b>Blended (Day)</b>	The primary delivery is via traditional face-to-face sessions with a requirement that students have internet access as a supplemental part of the course.
<b>35-39</b>	<b>Blended (Evening)</b>	
<b>40-44</b>	<b>HyFlex (Day)</b>	Multi-modal delivery method with option to deliver online portions synchronously, asynchronously, or both as long as 100% of the instruction is offered face-to-face with the instructor in a physical classroom.
<b>45-49</b>	<b>HyFlex (Evening)</b>	Multi-modal delivery method with option to deliver online portion synchronously, asynchronously, or both as long as 100% of the instruction is offered face-to-face with instructor in a physical classroom.
<b>50-53</b>	<b>Internet</b>	<a href="#">OpenLMS Orientation is available online</a>
<b>54-56</b>	<b>Internet w/Mandatory Meetings</b>	Primarily online with 3 to 5 Mandatory Meeting Dates.
<b>57-58</b>	<b>Internet w/Work Experience</b>	Primarily online with work experience.

### ***Traditional Classes***

#### **Individualized Instruction (Independent Study) (10 section code)**

Students may, under certain circumstances, register for courses by Individualized Instruction. Students who wish to register for a course through Individualized Instruction should contact the Student Services Office to procure the appropriate form to be completed.

The student is required to have:

1. A 2.50 grade point average or recommendation of faculty advisor.
2. Present written documentation for his/her inability to take the course in a regular classroom setting.
3. Submit the "Individualized Instructions" Form to Office of Student Services with the following signatures:
  - a. Instructor.
  - b. Advisor.
  - c. Department Chair or Dean.
  - d. Chief Academic Officer

No more than one course per semester may be taken as Individualized Instruction, for a maximum of 12 semester hours that can be counted toward graduation.



# ***Work-Based Learning (WBL)***

Work-Based Learning is designed to give students an opportunity to receive non-required core credit, and in some cases, required credit for on-the-job work experience. Students participating in a work-based learning course will work under the direction of MTCC's assigned Work-Based Learning Coordinator for the student's specific program of study, their job supervisor, and their Curriculum Advisor. The work experience for WBL must be significantly related to the student's program of study.

## ***Eligibility for WBL***

Any student who is enrolled in a curriculum program which offers WBL for academic credit may be eligible if they meet the following requirements:

1. Be approved by his/her advisor.
2. Be approved by the WBL Coordinator.
3. Have an employer or gain an employer that agrees to participate in the WBL program and follow the guidelines required in the WBL Student Handbook.
4. The employment is significantly related to the student's program of study.

## ***Academic Credit***

Students may earn a maximum of two WBL credits in one semester (four WBL credits if enrolled in an Apprenticeship NC program in one semester). The work-based learning student may receive a maximum of eight total hours of academic credit for an approved Associate of Applied Science (sixteen total hours of academic credit for an approved Associate of Applied Science when enrolled in an Apprentice NC program), up to four total hours of academic credit for an approved Diploma program (eight total hours of academic credit for an approved Diploma program when enrolled in an Apprentice NC program), up to two total hours of academic credit for an approved Certificate program, and one credit hour of academic credit in the Associate of Arts program. One college credit hour of WBL requires 160 hours of work.

## ***WBL Options***

Eligible students in the College Transfer program must use WBL credit for non-required core credit. Students in Technical Degree programs must use WBL credit for non-required core credit, except in programs where WBL courses are listed as a requirement. Substituting WBL for required curriculum courses must be approved by the WBL Coordinator or Director and the Chief Academic Officer.

## ***Application Procedure***

Students interested in participating in the WBL program must contact the WBL Coordinator for their program of study and their curriculum advisor. Students are selected for WBL based on an evaluation of their interview and other pertinent criteria. After a student has been approved for WBL, the curriculum advisor will assist them in locating an appropriate assignment. Students already working must have the approval of the College and employer.

## ***Registration***

Students must have the approval of the WBL Coordinator and curriculum advisor before registering for a WBL work experience. Those students who are approved must follow normal registration procedures. Students are invited to inquire for more detailed information regarding WBL from their program advisor.

## ***Apprenticeship Training***

North Carolina is requiring increasingly greater numbers of highly trained men and women to keep pace with our rapidly changing economy. New demands on the abilities and experience of workers because of changing methods, materials and technology, call for a new look into educational methods.

Apprenticeship is an effective means to develop formal skills. As such, it makes a major contribution to

our state's economic growth. McDowell Technical Community College can help train an employed apprentice by making available necessary courses, instructors and classrooms for the educational piece to ApprenticeshipNC.

The main objective for the Apprenticeship Program is to combine on-the-job training with a program of formal related instruction through MTCC. The major objective of the related instruction is to teach an apprentice that part of the technical information pertaining to his/her trade which can best be taught in the classroom. Other objectives include 1) development of an ability to apply technical related information to his or her trade, 2) evolvement of proper attitudes and human relations, and 3) adjustment to social problems encountered in the world of work. The North Carolina Community College ApprenticeshipNC program has mandated that related training be required of every ApprenticeshipNC participant.

MTCC has courses in the curriculum program that offer the apprentice an opportunity to acquire an associate degree, Diploma, Certificate, or Industry Recognized Credential at the same time they are completing the Apprenticeship Program.

Apprenticeships include pre-apprentice, adult apprentice, and youth apprentice programs. Students enrolled in an apprenticeship program earn pay from an employer. Many times, the employer pays while the employee is attending college classes. In addition, youth apprentices attend college tuition waived. Adults participating in an apprenticeship program may be eligible for state scholarships. For more detailed information, students should contact their program advisor.

#### **Enrolling in Work Based Learning or ApprenticeshipNC courses**

Subject to the approval of the Work-Based Learning Coordinator, students enrolled in designated programs of study may have the opportunity to participate in Work-Based Learning with a maximum of 8 credits for applicable associate degree programs, 4 credits for diploma programs, or 2 credits for certificate programs. For students enrolled in a registered apprenticeship, credits are increased to a maximum of 16 credits for associate degree programs, 8 credits for diploma programs, or 4 credits for certificate programs. The following course list is available at MTCC, please reference individual program of study for recommended course.

<b>Course Prefix &amp; Number</b>	<b>Course Title</b>	<b>Class Hrs</b>	<b>Lab Hrs</b>	<b>Work/ Clinical Hrs</b>	<b>Contact Hrs</b>	<b>Credit Hrs</b>
WBL 111	Work-Based Learning I	0	0	10	10	1
WBL 112	Work-Based Learning I	0	0	20	20	2
WBL 113	Work-Based Learning I	0	0	30	30	3
WBL 114	Work-Based Learning I	0	0	40	40	4
WBL 121	Work-Based Learning II	0	0	10	10	1
WBL 122	Work-Based Learning II	0	0	20	20	2
WBL 123	Work-Based Learning II	0	0	30	30	3
WBL 124	Work-Based Learning II	0	0	40	40	4
WBL 131	Work-Based Learning III	0	0	10	10	1
WBL 132	Work-Based Learning III	0	0	20	20	2
WBL 133	Work-Based Learning III	0	0	30	30	3
WBL 134	Work-Based Learning III	0	0	40	40	4
WBL 211	Work-Based Learning IV	0	0	10	10	1
WBL 212	Work-Based Learning IV	0	0	20	20	2
WBL 213	Work-Based Learning IV	0	0	30	30	3
WBL 214	Work-Based Learning I	0	0	40	40	4

# Student Expenses

McDowell Technical Community College receives financial support from local, state and federal sources, allowing educational opportunities at a minimum cost. Tuition fees are set by the State Board of Community Colleges and are subject to change without notice. Cost of textbooks and supplies are additional expenses which vary according to the program of study. The payment of tuition and all required fees must be made at the time of registration unless deferred payment arrangements have been made with the Business Office.

***\*Students are not officially registered until tuition payment and fees have been received in the Business Office or deferred by Financial Aid or a signed Promissory Note.***

***\*\*The following information applies to students enrolled in curriculum programs (technical, vocational, college transfer and general education). For information on Continuing Education fees, see the appropriate section of this catalog.***

## TUITION (In-State)

**\$76.00 per credit hour, up to a maximum tuition charge of \$1,216.00 per semester.  
(16 or more credit hours = \$1,216.00)**

## TUITION (Out-of-State)

**Any student whose legal residence is outside the State of North Carolina, or in the case of students who are boarding or living with relatives in the community, whose parents or guardians are living outside the State, shall pay tuition fees as follows:**

**\$268.00 per semester credit hour, up to 16 credit hours; maximum tuition charge of \$4,288.00 per semester.**

### ***Past Due Accounts***

Students may not register for a semester, receive transcripts (unless MTCC tuition and fees were paid with Title IV (federal financial aid) funds) or participate in graduation until deferred or past due charges are paid in the Business Office.

### ***Residency Status for Tuition Purposes***

Under North Carolina law, persons must qualify as state residents for a tuition rate lower than that for non-residents.

### ***Residency Determination Service***

All individuals applying to MTCC will be required to complete the online residency determination prior to applying to the college. It is recommended that applicants complete the residency determination well in advance of the semester they wish to start. Upon completion of the residency determination, students will be issued a Residency Certification Number (RCN) which will be utilized at all colleges in NC.

MTCC will continue to work with students who have business sponsorships, are using military benefits or other exceptions allowed by the state. All other residency determinations will be made by CFI and not MTCC.

The Residency Determination Service will provide separate processes to reach a residency classification. Most students will only be required to complete the Initial Consideration process. The Reconsideration and Appeal processes are for those students who experience a change in

circumstances (Reconsideration) or who have not had a change in status and believe their residency classification is incorrect (appeal).

All students, parents, faculty, staff, and constituents of the North Carolina Community College System should refer to the Residency website at [www.ncresidency.org](http://www.ncresidency.org) for more current details regarding the North Carolina Residency Determination Service, processes and required residency guidelines.

### ***Tuition Exemptions***

College tuition exemptions are as follows:

- Current high school students taking courses at community colleges.
- Some students enrolled in the BLET training program.
- Any person who is the survivor of a law enforcement officer, firefighter, volunteer firefighter, or rescue squad worker killed as a direct result of traumatic injury sustained in the line of duty may be eligible for a tuition waiver.
- Any spouse or children (ages 17 to 22) of law enforcement officers, firefighters, volunteer firefighters, or rescue squad workers who are permanently and totally disabled as a result of a traumatic injury sustained in the line of duty may be eligible for waiver of tuition.

### **Estimated Fees**

- *Activity Fee* - All curriculum students are required to pay the Student Government Activity Fee. The established fee is \$25.00 per semester. This fee is not refundable.
- *Student Insurance Fee* - In order that every student may be covered by insurance in case of an accident, institutional policy requires that each student enroll in the accident insurance program at registration. The established fee is \$1.30 per semester. This fee is not refundable.
- *Liability Insurance* - Students enrolled in Practical Nursing Education, associate degree Nursing, Nurse Aide, Teacher Associate, Cosmetology, Nail Technology, Health Information Technology, Phlebotomy and Early Childhood Associate are required to purchase professional liability insurance coverage. The cost of liability insurance is \$14.50 per year. This fee is not refundable.
- *Technology Fee* - In order to offset the cost of copies, toner, state-of-the-art computer labs, and other technology made available to students, a fee of \$25.00 per semester is charged to each student at the time of registration. This fee is not refundable.
- *Identification Badge* - All curriculum students are required to purchase a picture identification badge to be on his/her person at all times while on the campus grounds for a fee of \$5.00 for the academic year. This fee is not refundable.
- *Campus Access Parking and Security Fee (CAPS)* - Parking facilities are available for students, visitors, staff and faculty. All Curriculum students are required to pay a \$25.00 per semester CAPS fee. CAPS fee receipts are utilized for student parking, campus security costs, including but not limited to, salaries, related benefits and operating costs associated with security personnel; contracted security services; vehicles, equipment and capital improvements necessary to secure college property. This fee is not refundable.

### **Fees for Special Purposes-Student Success Fee**

All curriculum students are required to pay a Student Success Fee of \$25.00 per semester. This fee pays for the printed diploma, diploma cover, large mailing envelope, and purchase of a cap/gown/tassel unit. The Student Success Fee funds may also be utilized to pay for services or equipment that will benefit all students. This fee is not refundable.



**Educational Testing Fee**

Students enrolled in the Practical Nursing Education and Associate Degree Nursing Programs are charged an educational testing fee each semester. There are testing fees for PNE and for ADN students which will be provided at student orientation.

**Transcript Copy Fee**

Students should go to Student Services to request a transcript. A fee of \$5.00 is charged for copies of official transcripts.

**Additional Expenses**

Some curricula require students to purchase additional supplies, equipment and/or uniforms. Students should contact the instructor/advisor in the curriculum they plan to enter.

**Book Costs**

Students are required to purchase the necessary textbooks for courses. Copying of textbooks is not allowed and is a violation of copyright laws in most cases. Courses that utilize Cengage Unlimited® will have an annual fee of \$210.00. The average cost of textbooks and materials ranges from approximately \$500 to \$800 per semester, depending on the student's chosen curriculum. Workbooks and certain text materials which are expendable items may be required for some courses.

*In accordance with Department of Education regulation § 668.164 regarding student receiving Title IV funding, an option to opt out of the textbook program and receive a partial credit for the textbook portion of the One Fee must be offered. With the opt out option, students are responsible for directly procuring textbooks and course materials; students who opt out still have access to the online textbook portal for viewing textbook information.*

**Procedure for Opting Out of textbook costs**

The cost of textbooks and supplies required for completion of each program of study at McDowell Technical Community College is included in the total tuition cost. The amount of tuition and fees for a student's program is located on the student's registration form.

By including the cost of textbooks and supplies required for each program in the total tuition amount billed to students, MTCC is able to pass along costs, which are at or below competitive market rates, which helps to reduce the costs for students. In addition, the textbook(s) and supplies are provided to students at the beginning of each scheduled course, so students have the necessary material(s) for their coursework timely.

Students have the right to opt-out of the inclusion of Cengage Unlimited being included in the total tuition. If a student chooses to assume the responsibility to purchase textbooks and supplies on their own, they must understand their rights and responsibilities of this opt-out request. Listed below are some important responsibilities for students to consider:

- The student will be responsible for purchasing all resources that are required for each course.
- The student is fully responsible for purchasing and receiving all required textbook(s) and supplies for each course on or before the third day of the course. They should understand that the costs incurred to purchase these will likely be higher than the cost included in the program tuition.

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- If for any reason the student does not obtain their textbook(s) and or supplies timely, it is not the responsibility of MTCC (faculty or staff) to provide any accommodations.
- Once a student opts-out of including the costs of textbooks and supplies in the tuition cost for their program, the request cannot be reversed.
- The student must opt-out prior to the beginning of each semester.
- If a student changes his/her mind and wishes to opt-in, and if the opt-out period has not ended, you can opt back in during that period of time. Please log back into the opt-out portal and choose "Opt-In".

During the registration process, the student will initial their choice to opt-in or opt-out. Choosing to opt-in indicates their agreement to include the costs for textbooks and supplies provided by McDowell Technical Community College, in the total tuition. If a student chooses to opt-out, they will complete and submit the Cengage Unlimited Opt-out form, along with a copy of their registration paperwork, to the Financial Aid Office for processing. The total amount listed on the Textbook Supplies List for their program will be deducted from the amount of tuition and fees listed on the registration form.

#### ***Continuing Education Fire, Rescue and EMS College Fee***

Students attending the McDowell Fire, Rescue and EMS College will be charged a fee of \$15.00.

#### ***Returned Check Fee***

A \$25.00 service charge is assessed for each returned check.

#### ***Refund Policy***

Tuition refunds are automatic if a student initiates the drop before the 10% point of the semester. A 100% tuition refund can be made to a student who withdraws by registration day. A 75% tuition refund can be made to a student who withdraws before the 10% point in the semester. An official withdrawal must be made by completing the "Add/ Drop/Withdrawal" form. Tuition refunds will not be considered after the 10% point in the semester. There is no refund made on activity fees or insurance unless the class is canceled. "Add/Drop Withdrawal" forms may be obtained in the Student Services Office, or on the MTCC website.

Students will receive a copy of the textbook refund policy when textbooks are published in the College Bookstore. Books must be returned within ten days of registration for consideration of refund. All refunds are subject to the terms and conditions stated on the textbook refund policy.

#### ***Proctored Test Fee***

Non-MTCC Course Proctoring: McDowell Technical Community College (MTCC) offers proctoring services through the UNC Online Proctoring Network and for other colleges and universities as a community service. Proctoring is available in the Academic Resource Center (ARC) anytime during the hours of operation, when classes are in session. All proctored exams must be completed at least 30 minutes before closing time. There is a charge of \$25.00 per test for proctoring services. Proctoring fees may be paid in person in the Business Office. Fees must be paid prior to the testing appointment. Students must bring this receipt of payment to their scheduled proctoring appointment.

# ***Student Financial Aid***

Students who have satisfactory academic records and are in need of aid may qualify for financial assistance. Although the primary responsibility for financing an education remains with students and families, McDowell Technical Community College participates in several programs designed to supplement individual and family contributions. Financial aid may consist of grants, scholarships, campus employment, or any combination of these as determined by the policies of the Financial Aid Office.

## ***Eligibility for Financial Aid***

Eligibility requirements for receiving financial aid may change from year to year. Specific requirements are established by the U.S. Department of Education for federally funded aid programs. The North Carolina State Education Assistance Authority and the North Carolina Community College System determine eligibility for state funded programs. Any local and/or private scholarship sources determine the eligibility for awarding funds from their respective programs.

Students must be in a program leading to a degree, diploma, or eligible certificate (at least 16 semester hours and/or 38 contact hours in length) to be eligible for federal or state financial aid. Therefore, students enrolled as Special Credit/Undecided are not eligible to receive federal or state financial aid. In addition, any student in default of a student loan or owing a repayment of Pell Grant funds will not be awarded financial aid. Students must have a high school diploma, adult high school diploma or GED certificate in order to receive federal and/or state financial aid. Official transcripts must be on file with the admissions office in order to be eligible.

All students receiving financial aid must maintain satisfactory academic progress. At MTCC, students must maintain a grade point average of 2.0 and complete 67% of all credit hours attempted. Students that receive financial aid and subsequently withdraw from classes before the end of the semester may be required to repay a portion of Pell Grant, SEOG funds and state funds.

Students falling below the minimum standard for academic progress and/or in ineligible status due to overpayment of Pell Grant funds or student loan default should contact the MTCC Financial Aid Office to determine how their eligibility may be regained. (See upcoming section regarding satisfactory academic progress for further explanation.)

## ***Important Information for Pell Grant Recipients Regarding Lifetime Eligibility***

In December 2011, President Obama signed into law the Consolidated Appropriations Act of 2012 (Public Law 112-74). This law significantly impacts Federal Student Aid Programs.

One of the most significant changes is the Federal Pell Grant Duration of Eligibility. The law reduces the duration of a student's eligibility to receive a Federal Pell Grant to 12 full-time semesters (or its equivalent). This provision applies to all Pell Grant eligible students effective the 2012/2013 academic year. The calculation of the duration of the student's eligibility will include all years, no matter how far in the past, that the student has received Federal Pell Grant funding. Therefore, every semester that a student has received Pell Grant funding will count toward the semester limit. Students that have attended at less than full-time status in the past, or at present, will be assessed accordingly.

The MTCC Financial Aid Office will attempt to notify students of their remaining eligibility as they apply or reapply for financial aid

### ***Scheduled Pell Award***

The Scheduled Pell Award is the maximum amount a student can receive during the award year if the student attends full-time for a full academic year.

Beginning with the 2024-2025 academic year, the Department will no longer publish a Federal Pell Grant Payment Disbursement Schedule. Instead, each student's Scheduled Pell Award is:

1. An automatic Maximum Pell Grant Award (Max Pell);
2. The difference between the Annual Max Pell and the student's Student Aid Index (SAI) or;
3. A Minimum Pell Grant Award (Min Pell).

### ***Application for Financial Aid***

Students applying for Financial Aid at MTCC should complete the Free Application for Federal Student Aid (FAFSA). The FAFSA is completed and submitted via an online process at [www.studentaid.gov](http://www.studentaid.gov). There is not a technical deadline to apply for financial aid at MTCC, but students should apply at least 8 weeks prior to the beginning of their first semester at MTCC. The priority filing deadline for NC grants is August 15th. Funds are limited in some financial aid categories (i.e. Federal Work Study and Federal Supplemental Educational Opportunity Grant (FSEOG)). Therefore, early applicants are most likely to receive assistance if eligible and funds are available. Students may also be required to submit additional internal and external scholarship applications if interested in applying for aid other than or in addition to federal and state funds. Scholarship applications can be found on the MTCC Financial Aid Office webpage, as well as on the MTCC Foundation webpage.

Student financial aid information is kept confidential within the MTCC Financial Aid Office. Financial Aid awards can be adjusted according to changes in eligibility and enrollment.

### ***Awarding of Financial Aid***

Students must always be enrolled in at least six credit hours to be eligible for the North Carolina Scholarship.

Because of the number of credit and/or contact hours, the following certificate are not eligible for financial aid:

- C25800A Accounting Certificate
- C35100A Air Conditioning, Heating & Refrigeration Certificate Level 1
- C40130A Applied Engineering Technology Certificate Level 1
- C60160A Automotive Systems Technology Certificate Level 1
- C35130A Electrical Systems Technology Certificate Level 1
- C55460C Emergency Management- Criminal Justice Certificate
- C55460F Emergency Management- Fire Technology Certificate
- C25590A Information Systems Certificate
- C25590B Information Systems (Advanced) Certificate
- C25590E Information Technology Software Development Certificate
- C25590F Information Technology Advanced Software and Web Development Certificate
- C25590G Information Technology Web Administration and Design Certificate
- C25590H Information Technology Web Administration and Design Advanced Certificate
- C40350A Mechatronics Engineering Technology Certificate Level 1
- C50420A Welding Technology Certificate Level 1

### ***Nondiscrimination in Aid Awards***

As with all programs of the College, financial aid awards are made equitably without regard to age, race, color, sex, handicap, disability, religion, political affiliation, or national/ethnic origin. For further

information, see the College's policies on discrimination in the General Information Section of this catalog.

### ***Year-Round Pell Grants***

Beginning with the 2017-2018 academic year, students may be eligible to receive 150% of their yearly scheduled Pell Grant award for the year. To be eligible for additional Pell Grant funds, the student must meet the following criteria:

- Must be eligible to receive Pell Grant Funds based on a valid and completed financial aid application.
- Must be enrolled in an eligible degree, diploma, or certificate and taking classes within that program.
- Must be meeting satisfactory academic progress.

The additional Pell Grant funds received cannot exceed 50% of the student's yearly scheduled Pell Grant Award. Additional funds will be determined on a student-by-student basis and specific to the award year.

### ***Satisfactory Academic Progress Standards***

Federal regulations require that institutions of higher learning establish minimum standards of Satisfactory Academic Progress (SAP) that students must meet in order to receive federal/state financial aid. This progress is measured qualitatively and quantitatively. At McDowell Technical Community College, the records of students are evaluated at the end of each semester, including summer. In order to accurately measure a student's progress, the total academic record must be considered. This includes classes transferred from other institutions, developmental/remedial and curriculum classes. All classes transferred in from other colleges must be in the student's program of study at MTCC. These classes are counted as attempted and completed in the SAP calculation. Incomplete grades that are not finalized with a passing grade will be considered an 'F' Grade and calculated into the GPA accordingly. Students that withdraw from a class will receive a "W" and will not have their GPA negatively affected; however, the students' completion rate will be lowered. All grades are used in the calculation of overall GPA for SAP purposes, even if the class is retaken and a better grade is received. In this circumstance, both classes will be part of the calculation.

To be eligible for financial aid, students must meet the following minimum guidelines:

- Qualitative: Maintain a minimum grade point average (GPA) of 2.0
- Quantitative: Complete a minimum of 67% of cumulative credit hours attempted. Successful completion is defined as receiving a grade of A, B, C, or D.
- Time Frame: Must complete a program of study in a timeframe not to exceed 150% of the length of the program for full-time students.
- Transfer credits used toward the student's program of study will be considered for maximum time frame.

If a student fails to maintain satisfactory academic progress standards by either quantitative and/or qualitative measures, he/she will be placed on Warning for the following academic term. For the student to continue to receive aid while on Warning, the student must sign a Statement of Academic Warning and include a statement that must include the reasons for being unsuccessful in prior semesters(s) and a personal plan as to how they will be effective in completing all classes with passing grades.

This statement is presented to the Financial Aid Director or the Financial Aid Officer for consideration. If the warning status is granted, the student will receive aid for the upcoming semester and must agree to complete all classes with a grade of 'C' or better. Failure to do so will result in suspension of Federal

and/or State financial aid. If the student is unable to meet the minimum overall academic standards despite successful completion of all classes in the semester of warning, he/she may complete the Financial Aid Satisfactory Academic Progress Appeal Request to continue financial aid eligibility. The student will be counseled of the probability of this situation prior to being awarded aid for future terms. Additionally, if a student does not meet the requirements set forth in the Statement of Financial Aid Warning, he/she must appeal via the Financial Aid Satisfactory Academic Progress Appeal Request to apply for future financial aid eligibility. Appeal decisions are made by the MTCC Financial Aid/Scholarship Committee and are final. Only one appeal per academic year will be considered.

### **Financial Aid Appeal**

Students who have been unable to bring their completion rate and/or grade point average (GPA) up to the acceptable standards required (67% of attempted courses and 2.0 GPA) after the financial aid warning stage will be placed on financial aid suspension. Students placed on financial aid suspension have a right to appeal this decision. Mitigating circumstances for appeal include, but are not limited to:

- Death of an immediate family member
- Illness/injury and/or hospitalization of themselves or an immediate family member
- Changes in academic program
- Other extenuating circumstances that were not foreseeable to the student and affected their ability to meet academic progress standards.

To appeal the suspension of financial aid, the student must submit their MTCC Financial Aid Satisfactory Academic Progress (SAP) Appeal to the MTCC Financial Aid Office. Within this request, the student is asked to explain the circumstances surrounding their current SAP status, identify which appeal category best applies to their circumstances, give a personalized, detailed academic plan and documentation of the circumstances cited. Acceptable documentation could be doctor's and/or hospital notes, police reports, court documents and statements from witnesses that are privy to the situation. The student is also required to meet personally with their academic advisor about their plan and provide documentation they have done so. The advisor and student will determine how many classes have been completed and how many remain in order for the student to complete their program of study.

Appeals are accepted at any time. Each appeal will be reviewed by the Satisfactory Academic Progress Appeals Committee (made up of MTCC faculty and staff). Once an appeal is reviewed and a decision is rendered, the student is sent an email to their MTCC student email notifying them of the Committee's decision and their next steps. Appeals are typically reviewed within 1 to 3 days of receipt by the Financial Aid Office, however during peak processing times, the review may take 3 to 5 days. *Please note that incomplete appeals will not be considered.*

If the appeal is approved, a contract between the MTCC Financial Aid Office and the student is created by the Director. This contract outlines the requirements of the appeal, which are updated on a student-by-student basis. However, each appeal will state the student must earn at least 67% of all hours attempted in the specific term and earn at least a 2.0 GPA in the specific term.

If the appeal is denied, the student will be advised of what they need to do in order to be eligible to appeal in a future term. Students in a "terminated" status are unable to appeal until they have successfully completed (with a grade of D or better) at least 6 hours, paid out of pocket at their expense.

Students attempting to regain financial aid eligibility remain ineligible for financial aid assistance until the appeal process is completed and a definite decision has been made. Students are informed of their responsibility to pay tuition, fees and book expenses until that time.

### ***Title IV Repayment Policy***

Per Federal Financial Aid Regulations, students receiving financial aid from Title IV funds (Federal Pell Grant & Federal Supplemental Educational Opportunity Grant) will be required to repay a portion of their awarded financial aid if the student withdraws from **all** classes prior to the 60% point of the semester. If a student withdraws after the 60% point of the semester, 100% of all aid is considered earned. These requirements do not apply to any student who does not actually withdraw from all classes. For example, if a student enrolled in 12 credit hours withdraws from a three-credit hour course only, because the student has nine remaining hours, this is not a complete withdrawal.

Students eligible for federal financial aid begin earning Title IV funds on the first scheduled meeting day of class attendance. Students are awarded funds on the assumption that he/she is eligible for the full amount received. Students that stop attending classes should obtain a drop/withdrawal form from the Student Services department. Each instructor should be contacted so that the last day of attendance can be documented, and the appropriate grade given. If the student ceases to attend without informing his/her instructor and/or the Registrar's office, the student will be withdrawn from classes by the instructor as the maximum absence number in the class is reached.

Once the student is withdrawn from all classes, the MTCC Financial Aid Office is responsible for calculating any amount of overpayment based on the last date of attendance if the student completely withdraws from all classes. If the student withdraws prior to the 60% point of the semester, a calculation of unearned financial aid will be completed, and the amount of funds owed by the school and student will be determined. If the student withdraws after the 60% point, the calculation will still be completed.

However, the student will not owe return funds. If the student withdraws prior to the 60% point of the semester, he or she could be responsible for repayment in part to the US Department of Education (DOE), in addition to McDowell Technical Community College (MTCC). The student is given written notification via the US Postal Service of the amount that is owed due to overpayment.

There are two amounts that can be owed when the Title IV recalculation is done. The first amount is the portion of tuition, fees and books that the student did not earn. The school must initially return this portion and then the student is billed for this amount. The second amount is the portion of the financial aid disbursement that the student owes back to the Department of Education (DOE).

The amount of repayment is due in full when notification is received. As long as there is any unpaid balance at MTCC or with DOE, the student will not be awarded financial aid funds. Additionally, any unpaid balance to MTCC will prevent the student from future registrations or receiving MTCC transcripts.

The College returns Title IV funds to the programs from which the student received aid during the payment period, in the following order, up to the net amount disbursed from each source:

- Federal Pell Grant
- Federal Supplemental Educational Opportunity Grant

The College will return their portion of unearned Title IV funds within 45 days of the date the institution determined the student withdrew.

The student is responsible for repaying their portion of the original grant overpayment that is in excess of the total Title IV grant funds that he or she received. Student overpayments of \$50 or less are not to be repaid. A written notification will be sent to the student by the Financial Aid Office.

A student is allowed 45 days from the date of notification to repay grant overpayments to the College. A student who does not repay their portion of the funds within 45 days becomes ineligible for Title IV funds.

If the payment is not made within 45 days, the College reports the student portion overpayment to NSLDS. At the same time, the College will refer to Borrower Services. The College mails the student a letter which informs him or her how to contact Borrower Services in order to set up a payment agreement or make arrangements to pay the debt in full.

The College requires the student to repay the College the school portion of for all unearned funds returned by the College to the US Department of Education. The student has 90 days to repay these funds to the College. If the unearned funds are not repaid within the 90 days, the student's account will be turned over to the NC Department of Revenue for collection.

### **Verification Policy**

Verification is the process of confirming the accuracy of student-reported data on the financial aid application. Only a portion of MTCC's student population will apply for federal/state financial aid. A percentage determined by the Department of Education (DOE) will be selected and verified. All applications flagged by DOE are verified. MTCC will also request verification if there is conflicting information or a discrepancy and situation warrant investigation.

The following person(s) may be excluded from verification:

- Death of the student
- Student ineligible to receive Title IV aid due to a reason other than verification
- Student eligible to receive only unsubsidized loans (MTCC does not participate in the Federal Student Loan Program)
- Applicant verified by another school (letter from other school confirming verification process was completed is necessary)
- Both parents are mentally incapacitated (dependent student)
- Both parents and custodial parent are deceased (dependent student)
- Parents residing in country other than US and can't be contacted by normal means (dependent student)
- Parents can't be located because student does not have contact (dependent)
- Spouse has died or is mentally incapacitated (independent student)
- Spouse residing in country other than US and can't be contacted by normal means (independent student)
- Spouse can't be located because student does not have contact (independent student)
- Students have documents lost or destroyed due to natural disaster

### **Application/Verification Process:**

When the student and/or parent applies for federal/state financial aid via studentaid.gov, a consent is displayed at the beginning of the FAFSA form. The student and any contributors to the FAFSA must provide consent and approval to have the IRS transfer your federal tax information into the FAFSA form. All contributors (including the student) must provide consent and approval even if they don't have a Social Security Number, didn't file a tax return, or filed a tax return outside the US. If the student or any other contributors do not provide consent and approval, the student will not be eligible for financial aid.

The following items can be directly imported from the IRS to the FAFSA:

- Filing status
- Adjusted gross income (AGI)



- Taxes paid
- Income earned from work
- Exemptions
- Information from appropriate schedules

\*\* In addition, the following items are also imported if filing 1040

- Education credits
- IRA deductions
- Tax-exempt interest income
- Untaxed IRA distribution
- Untaxed pensions

There are three active verification tracking groups. Students selected for verification will be placed in one of these tracking groups by DOE.

V-1 Standard Verification Group		V4-Custom Verification Group	V-5 Aggregate Verification Group
(tax filers)	(non-tax filers)	*This group verified identity/statement of educational purpose	*This group verifies identity/statement of educational purpose in addition to all the items in V1-Standard Verification Group
Adjusted gross income	Income from work		
US income tax paid	Household size		
Untaxed portions of IRA distributions			
Untaxed portions of untaxed pensions			
IRA deductions and payments			
Tax-exempt interest income			
Education credits			
Household size			

All verification groups will complete the appropriate form(s) and provide documentation (forms available in the MTCC Financial Aid Office) and via [www.mcdowelltech.edu](http://www.mcdowelltech.edu) (under Financial Aid). Forms must be legible and signed by the applicant (independent) or applicant and parent (dependent). Typed signatures are not accepted.

The deadline for verification documentation for the 2024-2025 academic year is September 15, 2025 or 120 days after the last day of the student’s enrollment, whichever is earlier. If all information is not received by the deadline, the student forfeits their rights to any aid that might have been eligible for during that academic year.

A student may be eligible for a late disbursement if all verification documentation is received after that time. To be considered for a late disbursement, the Department of Education must have processed a FAFSA Submission Summary with an official SAI *while* the student was still enrolled.

Prior to applying for financial aid, students and parents (of dependent students) must create a Federal Student Aid (FSA) ID at [www.studentaid.gov](http://www.studentaid.gov). This ID is linked to the individual’s name, Social Security Number, and Date of Birth and acts as the individual’s signature on the FAFSA. Individuals who do not have a Social Security Number or an ITIN number must still create a FSA ID in order to be a contributor on a FAFSA for a child or spouse’s form.

Documentation of taxed/untaxed income and/or filing status that is seen as conflicting will be requested by the MTCC Financial Aid Office. All independent students or parents of dependent students that claim no tax return has been filed for the year being reviewed, will be asked to provide a written and signed

statement certifying for the tax year and the individual is not required to file a tax return and, if applicable, all sources and amount of earnings, other income, and resources for the tax year. For individuals without a SSN, ITIN, or EIN, that they do not have this information.

In addition, any student that is flagged with a 'C' code indicating a database mismatch will be asked to resolve the issue prior to aid being processed. Examples of circumstances warranting a 'C' code include:

- No citizenship verification
- Social security number/name discrepancy
- Defaulted student loan or one canceled for disability purposes
- Unusual enrollment history

After all documents are presented to the MTCC Financial Aid Office, the student's ISIR is compared to what is received. Any conflicting data or items will be updated by the Financial Aid office and processed back through DOE to make the necessary corrections.

Students are initially notified of their verification status via their go.mcdowelltech.edu email address. Students are asked to present all documents to the MTCC Financial Aid Office. After all documents are received and any necessary changes are made, the student is awarded if eligible. The student is notified of eligibility and award amount via their MTCC email and self-service portal.

### **Referrals to the Office of Inspector General of the Department of Education**

If after the application for financial aid is reviewed, it appears that the applicant is purposefully engaged in fraud or other criminal misconduct in order to gain eligibility for Title IV, HEA program assistance or to change their amount of assistance, the MTCC financial aid office is required to and will make a referral to the Office of Inspector General as potential fraud.

Examples of this type of information could be but are not limited to:

- False claims of independent student status
- False claims of citizenship
- Use of false identities
- Forgery of signatures or certifications
- False statements of income

Additionally, any credible information that indicates an employee, third-party servicer or agent of the institution that serves in a position that administers Title IV or HEA assistance, may be engaged in fraud will be reported to the OIG. The institution refers to any fraudulent activity that is relevant to the eligibility and funding of MTCC and our students.

## **Types of Aid**

### **I. Government Aid Programs**

#### ***Pell Grant***

The Federal Pell Grant Program provides the foundation on which the financial aid package is developed. Students begin the financial aid process by completing the Free Application for Federal Student Aid (FAFSA). From this application, a Student Aid Index (SAI) is calculated. This figure is used by the Financial Aid Office to determine the amount of the Pell Grant award. Federal Pell Grant awards can range from \$750 to \$7,395 per academic year depending on enrollment status.

#### ***Supplemental Educational Opportunity Grant (SEOG)***

This grant is awarded to students with exceptional financial need. Limited funds are available with priority given to students receiving Pell Grant funds with a low Student Aid Index (SAI). Applications are reviewed by date of submission for priority consideration.

### ***Federal Work-Study (FWS)***

A limited number of part-time employment positions are available to eligible students on campus. The work-study program provides students with an additional means of contributing to their educational costs. When possible, students are placed in an area of work which matches their career interests and skills.

### ***Vocational Rehabilitation***

Students who have a substantial handicap to employment from a physical or emotional problem may be eligible for funds through the N.C. Division of Vocational Rehabilitation. Application should be made through the V.R. Office in the county of residence.

## **II. State Aid Programs**

### ***The NEXTNC Scholarship***

The *NextNC* Scholarship works with federal aid to provide a guaranteed amount of financial assistance with additional state funding provided to students with exceptional need. Students enrolling at a North Carolina Community College with an Adjusted Gross Income (AGI) of \$80,000 or less and a Student Aid Index (SAI) of \$7,500 or less, as reported on the FAFSA, are guaranteed at least \$3,000 from combined federal and state aid.

Consideration for funding is automatic once the FAFSA is filed. The FAFSA filing priority date is August 15 for North Carolina Community Colleges. Applicants completing the FAFSA after this date may be denied if insufficient funds are available.

### ***North Carolina Longleaf Commitment Grant (NCLCG)***

North Carolina residents that have completed the Free Application for Federal Student Aid to determine eligibility for Pell Grant may also be eligible to receive the NCLCG Grant.

Eligible students for the Longleaf Commitment student aid grant are as follows:

- Be a 2021, 2022, or 2023 NC high school graduate. \*\*
- Be a North Carolina resident according to the NC Residency Determination Service. \*\*
- Be a first-time college student (Career & College Promise (CCP) and Early/Middle College High School students are eligible).
- Enroll in a curriculum program.
- Enroll in at least 6 credit hours per semester.
- Have a Student Aid Index (SAI) from \$-1500 to \$15,000

### ***Forgivable Education Loans for Service (FELS)***

This program is made possible through the North Carolina State Education Assistance Authority and allows students to obtain the degree they want and repay the loan funds by staying in North Carolina in areas with a critical need for more employees, such as nursing, teaching, allied health fields or medicine. Recipients of this loan sign a promissory note agreeing to work in North Carolina after graduation in an approved position for each academic year of funding received. Students should visit [www.cfnc.org/FELS](http://www.cfnc.org/FELS) for details on requirements and the application process.

### ***Golden LEAF Scholars Program - Two-Year Colleges***

This scholarship is funded through a grant from the Golden LEAF Foundation, a non-profit organization hoping to help North Carolina's economy. Selection factors include the effects of the declining economy on students and their families. The scholars program provides up to \$750 per semester for curriculum students and \$250 per semester for continuing education students. Students may apply by completing a Golden LEAF scholarship application. These are available in the MTCC Financial Aid Office.

### ***Less than Half Time Grant***

Funds for this grant are provided by the NC Department of Community Colleges. Students must be enrolled for less than six credit hours and fall within specific Student Aid Index (SAI) limits to be eligible for these funds in fall and/or spring semesters. No additional application is necessary; eligibility is determined from the FAFSA.

### ***Targeted Assistance Grant***

Funds for this grant are provided by the NC Department of Community Colleges. Students must be enrolled in one of the following programs to be considered for this grant: Machining Technology, Welding Technology, Air Conditioning Heating and Refrigeration (HVAC), Early Childhood Education, Building Construction Technology, and Mechatronics Engineering Technology. No additional application is necessary; eligibility is determined by the FAFSA.

## **III. Institutional Aid**

The McDowell Technical Community College Foundation provides students with financial support to expand learning opportunities and remove barriers to enrollment. Scholarships are available to pay for tuition, fees, books, required course materials. The MTCC Foundation is committed to ensuring MTCC students have the financial support they need to reach their educational goals.

Scholarship applications can be found online on the MTCC Foundation webpage as well at the MTCC Financial Aid webpage. Priority deadline is May 31 for the 2024-2025 school year.

## **IV. Veterans Benefits**

### ***U.S. Department of Veterans Affairs Benefits***

McDowell Technical Community College is approved by the North Carolina State Approving Agency for the enrollment of persons eligible for education assistance benefits from the U.S. Department of Veterans Affairs (DVA). Entitled veterans, participants in the Montgomery G.I. Bill® contributory program, active-duty military personnel in voluntary education programs, active members of the National Guard who are drilling, and eligible spouses and offspring who may be certified to the U.S. DVA Regional Office as enrolled and in pursuit of an approved program of education. This institution has been approved for one semester only of provisional admission. Due to late registration, some students may fail to have all admissions documentation (transcripts or test scores) and may be admitted as provisional students for one semester pending receipt of the required documentation. However, students who fail to submit all transcripts during the second semester will not be re-certified.

### ***Dual Programs***

McDowell Technical Community College is approved for Veterans' Affairs students to pursue dual programs simultaneously. Students desiring a second program must meet with the Veterans' Certifying Official and their advisor to complete a Dual Program Approval Form and follow the guidelines listed in the college catalog. Students must meet certain criteria to be certified for Veterans' Affairs benefits while seeking completion of dual programs. Dual programs must be related to a single career field.

### ***DVA Standards of Progress, Attendance and Conduct***

Public Law 93-508 requires that each educational institution approved for veterans to receive educational benefits (GI Bill®) must establish written policies that clearly state what is expected of

the veteran in the areas of academic progress, class attendance and conduct. Many of these expectations are required of all students, veterans and non-veterans, and are covered in this Catalog and Student Handbook.

Further requirements include that any recipient of veteran's benefits: (1) who withdraws from all subjects undertaken will have his or her educational benefits terminated from the last date of attendance; (2) who drops any of his or her courses may have benefits reduced; and (3) must maintain a level of satisfactory academic progress. Students are considered to be making unsatisfactory progress if they have not achieved a level of progress consistent with their time in the program. Veterans who are making unsatisfactory progress will be terminated by the Veterans Certifying Official. When performance meets the level of satisfactory progress, the recipient may be recertified. Recipients of DVA benefits need to consult the Veterans Certifying Official before enrolling in telecourses, Cooperative Education classes, Internet classes, or making course substitutions.

#### *Veterans Pay Schedule*

For accuracy, a veteran should contact the U.S. Department of Veterans Affairs Regional Office in Atlanta, GA, at 1-888- 442-4551 for an assessment of benefits which they may receive. Benefits will vary according to many criteria. *A period of six to ten weeks should be allowed for receipt of the Veterans Administration subsistence check.* For more information about programs available at this institution, contact the campus Veterans Certifying Official in the MTCC Financial Aid Office.



# ***Services to Students***

The MTCC One-Stop Student Services Office at McDowell Technical Community College is responsible for various types of student assistance: admissions, advising, orientation, testing, supervision of and assistance in planning student activities, financial aid, placement of graduates, school publications and community-school relations.

## **Objectives**

McDowell Technical Community College, operating under the “Open-Door” admissions policy of the North Carolina Department of Community Colleges, is committed to taking prospective students and placing them in a program of study commensurate with their interests and abilities through counseling, guidance and testing. As a result of this commitment, the Student Services Office must respond to the needs of a diverse student population. The ultimate objective is total service to the student and to the community. Specifically, the objectives can be broken down as follow:

1. To provide information to prospective students and the community on opportunities available at McDowell Technical Community College.
2. To provide a counseling and testing program to assist prospective students in selecting a suitable program of study.
3. To orient new students to the college environment.
4. To provide and assist in the development of a program of student activities.
5. To provide for the maintenance and utilization of student records.
6. To identify and utilize all community resources which can be used to the advantage of the student, school and community.

These objectives support the educational programs and the philosophy of McDowell Technical Community College so that each student can reach his/her fullest potential. The student is encouraged to seek the assistance available in the Office of Student Services.

## **Programs of Assistance**

### **Orientation**

At the beginning of each semester, new students must attend New Student Orientation (NSO) either online or face-to-face. Orientation helps acquaint students with basic ideas, procedures, student supports and learning resources, academic areas, administrative personnel and services of the college.

NSO is mandatory and students who do not attend face-to-face or online will receive a hold on their account, which will prevent future registration. Online NSO can be accessed online through the MTCC website.

### **Health Services**

The College does not have a health clinic to provide hospitalization or emergency services. The physical location of the College campus is easily accessible to hospital facilities in both Marion and Morganton. In the event of an emergency, EMS ambulances are available on a 24-hour schedule; phone 911. First-aid supplies are available in all shop areas and in each campus building.

### **Serious Injury or Illness**

In the event of Serious Injury or Illness, the following procedures should be followed:

1. Summon EMS ambulance service by calling 911.
2. Make the person as comfortable as possible WITHOUT MOVING HER/HIM UNTIL HELP ARRIVES.
3. As soon as possible, notify the Security Office at 828-442-1084, 828-652-0673, or the Receptionist/Switchboard Operator at 828-652-6021 extension 0.

*\*Note: Additional information about Safety and Security is available on the college's website ([www.mcdowelltech.edu](http://www.mcdowelltech.edu)) under [Campus Life > Safety and Security](#).*

Any student enrolling in the College may complete a student medical (health) data form. This information may be used for the purpose of referral in the event of an emergency and to notify appropriate personnel of conditions which may affect the student's enrollment in a particular program.

### **MTCC College Bookstore**

MTCC has books available through our virtual bookstore at [www.mcdowelltech.edu](http://www.mcdowelltech.edu) under [Campus Life > Bookstore](#)

Students who need assistance or have questions may contact the bookstore, located in Building 14. Bookstore staff may also be reached by phone or email: 828-659-0442 or [bookstore@go.mcdowelltech.edu](mailto:bookstore@go.mcdowelltech.edu)

The Campus Bookstore is open Monday through Thursday, 9:00 am - 5:00 pm and Friday, 9:00 am - 1:00 pm. (The bookstore is closed on Fridays during the summer semester.)

### **Transcript Requests**

Upon request by a student, MTCC will provide an official transcript that includes all the credit or clock hours for payment periods in which the student received Title IV, HEA funds; and for which all institutional charges were paid or included in an agreement to pay at the time

### **Student Enrichment Center**

The Student Enrichment Center provides a variety of testing and student support services. These include placement testing, career assessments and personality inventories to explore student interests and aptitudes, career counseling services, and tutorial assistance services. The campus contact for job placement is also located in the Center.

The Student Enrichment Center operates the MTCC Student Tutorial Program. Students interested in participating in the program as a tutor or those desiring tutorial assistance should contact the Center for further details.

All Student Enrichment Center services are free to the MTCC student. Walk-ins are accepted; however, appointments are encouraged to guarantee the student these services in a timely manner.

### **Placement Testing and RISE- Reinforced Instruction for Student Excellence**

The Pre-College (Developmental) program uses the Reinforced Instruction for Student Excellence (RISE) model. The RISE model places students into one of three pathways based primarily on their high school GPA and replaces prerequisite remediation with co-requisite remediation.

A high school GPA is the first placement measure for RISE. High school graduation must be from a U.S. high school. The only applicants who will be required to take a placement test are those who graduated from a foreign high school and fall outside the other RISE criteria, did not take Math 2 in high school, took the GED prior to 2014, or who earned an Adult High School diploma.

### **RISE Placement**

HS GPA = 2.8+	Gateway math or English without co-requisite
HS GPA = 2.2 – 2.799	Gateway math or English with co-requisite
HS GPA < 2.2	Transition Math Course and/or Transition English Course

**College level placement into English and math courses (without co-requisites) can also be attained by the following methods:**

- Submit official ASSET, Accuplacer or COMPASS scores taken within the last ten years from another college.
- Submit an official transcript showing completion of college level English or math at an accredited college with a grade of C or better.
- Submit official ACT and/or SAT scores for placement.

Contact the Student Enrichment Center if you have questions about placement and the RISE Placement Test at 659-0418.

### **Placement Testing Rules**

- Must have an application on file with Student Services.
- Must make an appointment with the Student Enrichment Center. Discuss special needs or concerns related to testing at that time.
- Persons with disabilities may request special accommodations and need to do so when scheduling the testing appointment to allow adequate time for needed arrangements to be made. Official documentation verifying the disability and the need for special accommodations must be submitted to the Accessibility Coordinator prior to testing.
- Must bring MTCC Student Identification Number and have a picture ID. Pencils and scrap paper will be provided.
- Placement test scores are considered current for ten years.

### **Reinforced Instruction for Student Excellence (RISE)**

McDowell Technical Community College has implemented a Reinforced Instruction for Student Excellence (RISE) initiative to identify and assist students with academic weaknesses. A student whose criteria falls below proficiency levels determined by the RISE measures is required to enroll in the transition and/or co-requisite courses appropriate for the identified weakness.

Required transition courses are prerequisites for math and English gateway courses and must be taken before entering gateway courses. Co-requisite courses are taken at the same time as the gateway math or English courses.

The transition and co-requisite courses may also be taken by others, at the student's initiative, or on the recommendation of a faculty member (except for those receiving Veterans Benefits).

### **Academic Resource Center (ARC) Lab**

The Academic Resource Center (ARC) serves as a common computer lab for all students. It provides students free access to computers and the internet in order to fulfill technological requirements in their



courses at MTCC. Students may bring their own laptops to the ARC where they will be able to find power outlets and access wireless internet.

The ARC also provides free tutoring in basic math and English topics during specified times each semester. Students do not need to set up an appointment to receive this free tutoring, but they do need to check on the times of availability each semester.

Proctoring is available in the ARC Lab anytime during the hours of operation, when classes are in session. All proctored exams must be completed at least 30 minutes before closing time. There is a charge of \$25.00 per test for proctoring services for non-MTCC students. Proctoring fees may be paid in person in the Business Office. Fees must be paid prior to the testing appointment. Students must bring this receipt of payment to their scheduled proctoring appointment.

### **Career Planning and Development**

Educational objectives generally are pursued by students for the purpose of preparing themselves for the world of work or for job mobility. The function of all personnel involved in the educational process is to provide ways and means to assist the student in career planning and individual development. Please contact the Student Enrichment Center for career assessments and exploration.

### **Job Placement**

The College offers job placement assistance through the Student Enrichment Center and the NC Works Career Center. A job placement counselor is available for the purposes of referral to the NC Works Career Center/Ford Miller Employment and Training Center. Although employment cannot be guaranteed by McDowell Technical Community College, every effort is made to notify students of job opportunities and assist them in securing positions of employment. The NC Works Career Center/Ford Miller Employment and Training Center provides resume preparation, counseling, and assists students in securing employment. Up-to-date job openings are posted and available on-line through resources provided at the NC Works Career Center/Ford Miller Employment and Training Center. Short-term employability skills classes are available to those seeking employment.

Students interested in full or part-time jobs are asked to complete a NC Works Customer Profile and have a conference with NC Works staff. Students are also encouraged to utilize the services of the North Carolina Division of Workforce Solutions located on Baldwin Avenue at NC Works Career Center/Ford Miller Employment and Training Center in Marion, NC for job placement assistance.

### **Campus Security**

The Security office is located just inside the front entrance of the Administration Building. Members of the Security Staff are available to serve you with any crisis, emergency or security situation that may arise. They can be reached immediately by telephone at cell number 442-1084, or at the office line, 652-0673. Otherwise, dial "0" on our local land line. Please feel free to call Security staff for any security needs you may have.

# ***Student-Oriented Policies & Procedures***

## **Diversity**

At McDowell Technical Community College, we believe when people feel a sense of belonging, they can be more creative, innovative, and successful. We are committed to demonstrating a welcoming and inclusive culture where everyone is respected and supported regardless of identities, experiences, or circumstances.

## **Non-Discrimination Policy**

It is the policy of McDowell Technical Community College that no individual shall, on the basis of sex, age, religion, race, color, national/ethnic origin, disability or political affiliation, be excluded from participation in, be denied admission to or the benefits of, or be subjected to discrimination in his/her education program, as required by Title IX of the Education Amendments of 1972, the Age Discrimination Act of 1975, Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act of 1990 (ADA). Any student who feels he/she has been discriminated against should contact Breanna Wilson, Business Office and Human Resources Manager, MTCC, 54 College Drive, Marion, NC 28752 Phone (828)652-0618. In addition, he or she may consult with or write to the Office for Civil Rights, District of Columbia Office, U.S. Department of Education, 1100 Pennsylvania Avenue., NW, Room 316; P.O. Box 14620; Washington, DC 20044-4620. (202)786-0500.

## **Provisions for Persons with Disability**

McDowell Technical Community College provides equal access to education for persons with disabilities in compliance with Section 504 of the Rehabilitation Act and Americans with Disabilities Act. It is the responsibility of the student to make his or her disability known and to request academic adjustments of modifications each semester. The Accessibility Services Coordinator advises and assists in securing academic adjustments, support services and other provisions for qualified students with disabilities. Requests for modifications, adjustments or accommodations should be made 30 working days before events or activities and submitted to the Accessibility Services Coordinator. Every reasonable effort will be made to provide accommodation.

In order to establish the student's eligibility for services, documentation of disability is required of all students who request academic accommodations or modifications. Documentation should be submitted to the Disabilities Coordinator and may include results of medical or psychological tests or other professional evaluations that verify the existence of an ADA-recognized disability. Students with learning disabilities should provide a current psychological evaluation that states the specific learning disability and the functional limitation within the learning environment. All documentation and records will be maintained in a confidential manner as outlined in the Family Educational Rights and Privacy Act of 1974.

College procedures for application and admission apply to students with disabilities. For additional information, contact the Accessibility Services Coordinator at (828)-659-0489.

## **Student Grievance Procedure (BP 4.3 and CP 4.3.1 Grievance Policy & Procedure)**

It is the policy of McDowell Technical Community College to provide all students with the means to seek resolution to any problem affecting their enrollment. The primary objective of a grievance procedure is to ensure that student rights are protected. Further, it is essential that the student be given adequate opportunity to bring valid complaints and problems to the attention of the College with the assurance that student's grievances will be handled fairly, rapidly, and in a non-threatening atmosphere.

A grievance is defined as the dissatisfaction that occurs when a student has reason to believe a condition or a situation, or an action affecting the individual is unjust, inequitable, and/or a hindrance to effective performance. A grievable action is an action that is in violation of written campus policies or procedures or constitutes arbitrary, capricious, or unequal application of written campus policies or procedures.

In implementing a grievance policy, the College emphasizes the importance of attempting to resolve any issues before utilizing the grievance policy. All students and faculty members, administrators, or staff members have an obligation to make every effort to resolve problems fairly and informally so that they do not become sources of grievances to be pursued formally through the grievance procedure. However, the College realizes that all problems cannot be corrected with an informal resolution. The procedure is not intended to initiate disciplinary action against a student or a member of the faculty, staff, or administration; or to alter college policy. It is important to note that all matters will be handled in a professional manner and parties will be treated professionally and fairly with no retaliation before, during or after the grievance procedure.

### **Procedures**

A formal complaint may be filed any time by students who believe that a personal right has been violated. The following procedure is established to provide prompt and equitable resolution as they relate to claims of discrimination based on age, sex, (including sexual harassment) religion, race, color, national/ethnic origin, disability or political affiliation, or have been excluded from participation in, be denied admission to or the benefits of, or be subjected to discrimination in his/her education program. (Because of the private and sensitive nature of certain incidents, an aggrieved student may choose a third-party mediator to help resolve complaints on an informal basis.) The following outlines the grievance procedure:

1. Students with concerns should first discuss their problem with the faculty or staff member(s) who are involved. (A third party may be present.) All parties should attempt to resolve the issue in discussion.
2. If the issue is not resolved, the student must talk with the faculty/staff member's immediate supervisor within ten working days, who will attempt to resolve the complaint.
3. If the grievance cannot be resolved within the department, students should submit a written grievance to the Chief Academic Officer within thirty working days after completion of step # two (2). The complaint should specify the time, place, and nature of the incident that resulted in the complaint. (Forms are available in the Student Services Office and on the MTCC website [www.mcdowelltech.edu](http://www.mcdowelltech.edu))
4. Copies of the complaint will be forwarded to the appropriate administrator of the area involved.
5. Within ten working days, the Chief Academic Officer will contact all parties involved (including third parties) and request a meeting.
6. If the situation cannot be resolved during the meeting in Step # 5, the Chief Academic Officer will establish the Grievance Committee within twenty working days. The student or employee may have persons appear on his/her behalf provided that a list of names is given to the Chairperson of the Grievance Committee five school days prior to the meeting. (The Committee with guidance from the Chair [who will receive appropriate training for the procedure] will investigate and evaluate all information provided. A period of ten days is allowed for this process.) The student or employee portion of the Grievance Committee meeting shall be taped to ensure that a full and accurate record of the information presented is available to the student or employee and committee members and to facilitate the writing of the minutes of the meeting. Copies of the tape may be made for the student at cost. The discussion following the student part of the meeting is considered a closed session.

The Grievance Committee shall consist of:

1. Chairperson (non-voting member).
2. Student Services administrator. This person will serve as a student advocate. (Non-voting member).
3. Two faculty members, at least one being from the same department as the aggrieved student.
4. Two students: the President of the SGA and one other student elected by the SGA.
5. One administrator: appointed by the College President.
6. Five (5) voting members are required before a vote can be taken. The decision of the Grievance Committee shall be by majority vote. Within ten (10) school days, the Grievance Committee shall submit its findings of facts and recommendations to the Chief Academic Officer. This will serve as the final decision. The Chief Academic Officer will make the student aware (in writing) within ten (10) days the decision of the Grievance Committee.
7. If the Grievant is not satisfied with the decision of the Grievance Committee, he/she may appeal the decision to the President. The appeal must be made to the President in writing within ten working days. The President will review all procedures and meet with the student
8. The President will render a decision within ten working days. In all cases, the President's decision shall serve as the final governing authority of the College.

### **Post-Secondary Education Complaints: Student Complaint Process**

In compliance with state regulations and the rules promulgated by the U.S. Department of Education, the University of North Carolina is committed to implementing a student complaint process that is fair, timely, and effective. This policy establishes a process by which students can initiate complaints against a post-secondary institution offering programs in the State of North Carolina when all other forums at the institutional level has been exhausted. The University of North Carolina System Office, serving as the clearinghouse for complaints concerning post-secondary institutions that are authorized to operate in North Carolina, will act upon those complaints within its purview and forward all other complaints to the appropriate agency. If you have questions about this process, please email student complaints at [studentcomplaints@northcarolina.edu](mailto:studentcomplaints@northcarolina.edu)

### **Equal Opportunity/Affirmative Action Institution**

McDowell Technical Community College is an Equal Opportunity/Affirmative Action Institution in compliance with all policies on non-discrimination. The College has an Affirmative Action Plan. The Affirmative Action Officer for McDowell Technical Community College is the VP for Finance and Administration. The contact number is (828) 652-0627.

### **Code of Student Conduct**

McDowell Technical Community College strives to maintain a safe, nurturing, and orderly learning environment that supports students, faculty and staff. This includes providing a healthful and safe environment, protecting property and records, and supporting the laws of the community, state and nation. In order to maintain an appropriate learning environment, the College expects students to conduct themselves as mature, responsible adults.

The Code of Student Conduct applies throughout the academic year as well as before classes begin or after classes end for the semester, and during periods of time between actual enrollments. The Code of Student Conduct shall apply to a student's conduct even if the student withdraws from classes while a disciplinary matter is pending. When, in the judgment of college administration, the student's conduct disrupts or threatens to disrupt the College community, appropriate disciplinary action will be administered in accordance with BP 4.5 and CP 4.5.1 Levels of Discipline and Appeal: Student. Students have the right to due process when accused of a violation of the Code of Student Conduct. All matters

related to alleged Title IX violation shall be referred to the college's Title IX Coordinator. For all matters regarding alleged discrimination and harassment, please refer to the Non-Discrimination Policy.

A student who is in possible violation of the Code of Student Conduct will be referred to the Dean of Students or designee. If the Dean of Students or designee determines the students' alleged actions are egregious and/or potentially threatening to the learning environment or to campus safety, the student may be immediately suspended for up to ten business days, pending a due process hearing or Behavioral Intervention Team review under the BIT Team Policy.

Students who have been found responsible for a violation of the Code of Student Conduct may be assigned consequences based upon the seriousness of the offense. Sanctions for violations may include but not be limited to verbal warning, written warning, a failing grade for an assignment, examination or course, administrative withdrawal from courses or academic program, restitution for damages, probation including mandatory periodic progress reports, consequences adapted to the specific violation, suspension, or expulsion. The President shall have final approval in the suspension of a student.

Jurisdiction of the Code of Student Conduct is in effect on college premises, in online classes conducted by the College, on property owned or leased by the College and at functions sponsored by or participated in by the College regardless of the locations. Violations of any federal, state, or local laws may lead to legal actions as well as College discipline. Violations of federal, state or local laws off campus may result in disciplinary action if the student's continued presence on campus constituted a threat to the safety and order of the campus. If a student is charged with a felony that may compromise the safety and order of campus, then the College has the right to suspend the student pending the outcome of the criminal charges. If the student is convicted, then the student may be limited in class location and course delivery options, and/or recommended for suspension or expulsion.

High School students who are dually enrolled at the College are also subject to the Code of Student Conduct. Students are expected to follow the behavior guidelines for their high school as well as the College. Therefore, high school students shall conduct themselves in accordance with the Code of Student Conduct of their school system as well as those rules and regulations set forth in the College Code of Student Conduct and published annually on the College website, in the Catalog, and Student Handbook.

***Note: Refer to Individual Program handbook for potentially more stringent guidelines and policies.***

#### **Sexual Misconduct, Dating Violence, Domestic Violence and Stalking Policy**

McDowell Technical Community College provides and is committed to maintaining programs, activities, and an educational and work environment founded on civility and respect, where no one is unlawfully excluded from participation in, denied the benefits of, or subjected to discrimination in any College program or activity on the basis of sex.

Sexual Misconduct, dating violence, domestic violence, and stalking are forms of sex discrimination that may deny or limit an individual's ability to participate in or benefit from college programs or activities and thus are inconsistent with the values and standards of the College community; incompatible with the safe, healthy environment that the College community expects and deserves; and will not be tolerated.

It is the policy of the College to provide educational, preventive, and training programs regarding sexual misconduct, dating violence, domestic violence, and stalking; encourage reporting of these behaviors;

take appropriate action to prevent incidents from denying or limiting an individual's ability to participate in or benefit from the College's programs; make available timely services for those who have been affected; and provide prompt and equitable methods of investigation and resolution to stop discrimination, remedy any harm, and prevent its recurrence.

The College is committed to fostering a community that promotes timely and fair resolution of sexual misconduct, dating violence, domestic violence, and stalking allegations. To that end, the College has appointed a Title IX Coordinator to oversee the investigation and resolution of such allegations and has adopted investigation and resolution procedures. Any allegation of sexual misconduct, dating violence, domestic violence, or stalking involving any member of the College community, occurring on College property, and/or occurring off of College property (if the conduct giving rise to the allegation is related to the College's programs or activities) will be investigated by the College's Title IX Coordinator pursuant to the appropriate procedures.

The Title IX Coordinator is Breanna Wilson, Business Office and Human Resource Manager, who can be reached at 828-652-0618.

### **Policy on Publications- Classroom use of equipment/materials/supplies**

McDowell Technical Community College strives to maintain up-to-date computers, printers, supplies and materials to be utilized by instructors and students. MTCC's equipment, including computers, printers, laboratory equipment, shop equipment, and supplies and materials are to be used for curriculum-coursework projects only. Any equipment/materials/ supplies utilized by students or staff for personal use or monetary gain are prohibited.

Any work produced must have the approval of the instructor and/or administration to be displayed within any area on campus. Any student observed not following the above regulations may be subject to suspension or dismissal from the College for the semester or longer.

### **Dress Code Policy for Students**

The following expectations for student dress have been established and approved by the McDowell Technical Community College Administration and the McDowell Technical Community College Board of Trustees. The following dress code shall be observed by all McDowell Technical Community College students:

1. Any clothing or accessory that is deemed offensive causing a distraction and hampering the learning environment is prohibited.
2. Clothing and accessories must be appropriate to the classroom/lab setting to provide a safe learning environment.
3. Footwear is required and must be safe and appropriate for classroom/lab activities.
4. Jewelry and accessories that are safety hazards or could be used as weapons are prohibited.

The President, Chief Academic Officer, and Deans may allow exceptions to the dress code only on special occasions, such as Student Government activities. Further dress requirements may be prescribed by the above persons for certain classes, such as physical education, vocational, and health science classes.

Violations of the dress code procedures and regulations shall result in disciplinary action as follows:

- **1st violation:** Verbal warning by instructor. Instructor will document the offense and forward a referral to the appropriate Dean and Chief Academic Officer for the record.
- **2nd violation:** After speaking with the student and the situation cannot be resolved, the instructor will present an official letter stating concerns and suggested actions to the appropriate Dean, the Chief Academic Officer and the President.

- **3rd violation:** Administration will investigate the situation. Depending on the results of the investigation, the student may be subject to suspension and/or dismissal from the college for the duration of the semester or longer.

Violations for which disciplinary proceedings may be initiated are as follows:

- **Academic Dishonesty:** Academic Dishonesty includes, but is not limited to, submitting someone else's work as one's own; using notes or other material without permission from the faculty on an exam, homework, or other assignments; receiving information from another student during an exam; obtaining a copy of an exam or questions from an exam prior to taking the exam; having someone else take one's exam and submitting it as their own, or using a commercial online learning platform to produce work and then submitting it as your own. Academic dishonesty includes any student who has someone else use an account and password for the purpose of submitting work as one's own.
- **Plagiarism:** the intentional theft or unacknowledged use of another's words or ideas. Plagiarism includes but is not limited to paraphrasing or summarizing another's words or works without proper acknowledgement; using direct quotes of material without proper acknowledgement; or purchasing or using a paper or presentation written or produced by another. If a student is uncertain about what constitutes plagiarism, he or she should discuss this with the class instructor. Submission of previously used work as an original work on subsequent assignments or in multiple courses is not acceptable unless the resubmitted work is substantially different and appropriately cited as previous work.
- **Cheating:** Using Notes or other material on an exam or classwork without permission from the class instructor; receiving information from another student during an exam; obtaining a copy of an exam or questions from an exam prior to taking the exam; submitting someone else's work as one's own; submitting written work, other artistic work, or assignment that was created or generated, in whole or in part, by an artificial intelligence tool or technology, platform, or software as one's own work; or having someone take one's exam and submitting it as his/her own.
- **Aiding Acts of Academic Dishonesty:** Providing information to another student with the awareness that the student intends to use it for deceptive purposes. Students are prohibited from sharing, distributing, uploading, or downloading course materials, including outlines, teaching materials, labs, videos, lectures, tests, exams, or other course material including note sharing or commercial study prep services without the permission of the instructor.
- **Alcoholic Beverages:** Students may not possess or use alcoholic beverages on campus. Students may not be under the influence of alcoholic beverages on campus or at College-affiliated activities. Possession, use or distribution of any substance is prohibited, except as expressly permitted by law. Any influence which may be attributed to the use of a substance shall not in any way limit the responsibility of the individual or the consequences of their actions.
- **Animals:** Students may not have an animal of any kind on campus, or at any College affiliated activities, sites or events. This includes animals left within a vehicle. Limited exceptions in cases of a certified service animal.
- **Assault:** Students may not assault or threaten to assault another person for any reason whatsoever.
- **Behavioral Intervention:** The College is committed to providing a safe learning and working environment. Mental or physical abuse (hazing) of any person on college premises, or at College sponsored or supervised functions; conduct which threatens or endangers the health or safety of any such persons. As such, the College utilizes a behavioral intervention team approach to assess and determine whether or not a student's behavior constitutes a potential safety risk to the individual or others. Matters that rise to the level of a potential threat will be handled by the Behavioral Intervention Team. If the potential violation of this procedure includes other behaviors or conduct that may also violate the Code of Student Conduct, the violations will also be handled through the Behavioral Intervention team assessment.

- **Bullying:** Students may not intimidate or threaten with harm any other individual. Bullying is defined as “any pattern of gestures or written, electronic or verbal communications, or any physical act or any threatening communication that takes place on College premises or at any College sponsored function that: (a) places a person in actual and reasonable fear of harm to his or her person or damage to his or her property; or (b) creates or is certain to create a hostile environment by substantially interfering with or impairing a student’s educational performance, opportunities or benefits, or a College employee’s ability to perform the essential functions of their job.”
- **Communicating Threats:** Students may not verbally, in writing, through a third party, or by any other means threaten to physically injure another person or that person’s child, sibling, spouse or dependent or willfully threaten to damage the property of another.
- **Copyright Infringement and Peer-to-Peer File Sharing:** Students may not violate the College’s Copyright Infringement and Peer-to-Peer File Sharing Policy through the act of violating, without permission or legal authority, one or more of the exclusive rights granted to the copyright owner under section 106 of the Copyright Act (Title 17 of the United States Code). These rights include the right to reproduce or distribute a copyrighted work. In the file-sharing context, downloading or uploading substantial parts of a copyrighted work without authority constitutes an infringement.
- **Damage to Property:** Students may not damage property of the College or of any other person working at or attending the College. Theft from, misuse of or damage to college property; theft of or damage to property of a member of the College community or a campus visitor, whether on college premises or at a college function. Unauthorized entry upon the property of the College, including entry after closing hours, unauthorized use of a key or entry into a restricted area is forbidden. Occupation or seizure in any manner of college property, a college facility or any portion thereof for a use inconsistent with prescribed, customary or authorized use; preventing, obstructing or substantially interfering with the use of a facility or a portion thereof by those persons to whom the space is assigned.
- **Demonstration:** Participating in or conducting an assembly, demonstration or gathering in a manner which threatens or causes injury to persons or property, which interferes with free access of college facilities which is harmful, obstructive or disruptive to the educational process or institutional functions of the College or remaining at the scene of such an assembly after being asked to leave by a representative of the College.
- **Disorderly Conduct:** Students may not conduct themselves in a way which will interrupt the academic mission of the College, or which will disturb the peace of the College. Lewd or indecent conduct, including public physical and/or verbal actions and distribution of obscene or libelous written materials.
- **Disrespect:** Students are expected to treat all College employees with respect and courtesy, particularly when and if disagreements arise.
- **Disruption:** Students may not disrupt the normal activities of the College by physically or verbally interfering with instruction, meetings, traffic, or scheduled administrative functions. Intentional obstruction or disruption of teaching, research, administration, disciplinary proceedings or other College activities, including public service functions and other duly authorized activities on college premises. Setting off a fire alarm or using or tampering with any fire-safety equipment, except with reasonable belief in the need for such an alarm or equipment use.
- **Drugs:** Students may not possess, use, or be under the influence of any narcotic or illegal drugs on campus or at any College-affiliated activities or event. Possession, use or distribution of any substance is prohibited, except as expressly permitted by law. Any influence which may be attributed to the use of a substance shall not in any way limit the responsibility of the individual or the consequences of their actions. This is in violation of the laws of the state of North Carolina of the United States.
- **Failure to Comply:** Students must comply with the directives of college officials or law enforcement officers during the performance of their duties. Students must identify themselves to these persons when requested to do so. Failure to respond to notifications of conduct charges is also prohibited.



- **False information:** Students may not present to the College or its employees' false information; neither may they knowingly withhold information which may have an effect on their enrollment or their status in the institution and which is properly and legally requested by the College. Willfully representing the College or a student organization without the group's permission or representing improperly the identity of any other member of the campus community. Forgery, alteration or misuse of college documents, records or instruments of identification with intent to deceive.
- **Gambling:** Students may not gamble on campus or at any College affiliated activities or events.
- **Internet and Campus Network Acceptable Use:** The College has an extensive policy The College has an extensive policy for appropriate use of the Internet. Users of the College computers acknowledge the policy whenever they sign on. Students may not use the College's access to the Internet for access to sexually explicit material or for downloading music. Email accounts are provided for student use; however, no right of privacy exists for use of email. Students may not share their account and password, nor may they access another student's account.
- **Possession of Weapons:** Students may not have a weapon of any kind, including a knife, stun gun, or any firearm in their possession on campus or at any College-affiliated activities or events except handguns as allowed by NC GS §14-269.2(k). Handguns are permitted under these circumstances:
  - The person has a concealed handgun permit that is lawfully issued.
  - The handgun is in a closed compartment or container within the person's locked vehicle.
  - The handgun is in a locked container securely affixed to the person's vehicle.
  - A person may unlock the vehicle to enter or exit the vehicle provided the handgun remains in the closed compartment at all times.
  - The vehicle is locked immediately following the entrance or exit. Law enforcement officers are exempt from this prohibition.

**Public Laws:** Violations of any federal, state or local laws occurring while on campus may lead to legal actions as well as College discipline. Violations of federal, state or local laws occurring off campus may result in disciplinary action if the student's continued presence on campus constitutes a threat to the safety and order of the campus.

- **Retaliation:** Retaliation against any person submitting a report of possible violation(s) of the Code of Student Conduct against another person is strictly prohibited. Retaliation includes, but is not limited to, any form of intimidation, punitive actions from authority figures or peers, reprisal (acts of vengeance) or harassment. Retaliation is a serious violation and should be reported immediately. The College will take appropriate disciplinary action against students found to have retaliated against another.
- **Skateboards, Hover Boards, and Roller Skates:** Skate boards, hover boards, and roller skates are not permitted to be used on campus outside College sanctioned events
- **Theft:** Students may not steal the property of another individual or of the College. Students who are caught stealing will be required to make restitution and may be eligible for civil or criminal prosecution as well as College discipline.
- **Threats:** Students may not engage in any behavior that constitutes a clear and present danger to the physical and/or emotional well-being of the student and/or other students, faculty and staff.
- **Trespass:** Students are trespassing if in an unauthorized area of the College campus or remain on the College campus after having been directed to leave by a College official.
- **Vaping, E-cigarettes and Tobacco:** Students may not use vaporizing devices, use e-cigarettes, or tobacco of any form, on campus or at any College-affiliated activity, sites, or events (BP 1.8 and CP 1.8.1 Tobacco Free Facilities)
- **Unauthorized Access to Records:** Students may not access, view, copy or change official college records without official authorization. (BP 4.16 and CP 4.16.1 Student Records and Confidentiality)
- **Use of Social Media:** Students should obey their social media platforms terms' of use. Students may not make, or cause to be made, communications (including electronically or through social media) to another person in any manner likely to seriously annoy or cause alarm. Social media may

not be used to breach privacy, discriminate or harass. Students may not make, transmit, or attempt to transmit audio or video of any person(s) on College property where there is an explicit expectation of privacy. Any posts or tweets deemed inappropriate on a MTCC social web site or blog will be deleted immediately and may result in having access to the site blocked permanently. (BP 1.18 and CP 1.18.1 Social Media Guide- lines and Procedures)

- **Violations of Expected Classroom or Learning Environment Behaviors:** May include, but not limited to, being disobedient, disrespectful, disruptive to the classroom or learning environment, or not abiding by professional conduct standards.

### ***Levels of Discipline and Appeal***

(BP 4.5 and CP 4.5.1 Levels of Discipline and Appeal: Student)

The following disciplinary actions are authorized for use by faculty and administrators of the College:

1. Oral warning
2. Written warning
3. Restriction, in writing, specifying the deprivation of privilege or other terms of restriction
4. Disciplinary probation, the conditions of which are expressed in writing, with an acknowledgement of notice signed by the individual placed on probation.
5. Oral suspension and immediate exclusion from specific institutional facilities or from all institutional facilities shall not exceed three school days unless superseded by suspension with written notice stating cause.
6. Suspension with written notice stating cause and specifying any conditions or terms of the suspension. Suspension with written notice shall be exercised only by the President, or in his absence, by his designated representative. The length of suspension will be identified in any written notice provided to the student.

**Expulsion or dismissal for cause.** This disciplinary action shall be taken only with approval of the Board of Trustees by formal resolution of motion adopted. Prior thereto, the individual shall be in a status of suspension with written notice stating cause. The Board of Trustees shall notify the individual, who shall be offered a full and fair hearing before the Board of Trustees or an impartial panel constituting a quorum of the Board, and shall have the right to be represented by counsel for defense, to bring witnesses for his defense, to confront, examine and cross-examine the witnesses against him, and to be provided at least five days before such hearing with a detailed statement of the charges against him and copies of document which may be presented as evidence against him. A record of hearing proceedings shall be kept.

### **Student Records: Confidentiality and Release**

***(Please refer to BP 4.16 and CP 4.16.1 Student Records: Confidentiality & Release for specific procedure related to this policy)***

McDowell Technical Community College recognizes the importance of exercising responsibility in the maintenance and security of all student records. In order to meet that responsibility and the requirements of the Family Educational Rights and Privacy Act of 1974 (FERPA), as enacted by Congress, and NC Session Law 2023-106 the College makes the following information known:

- I. Types of educational records and information which directly relate to students and which are maintained by the College, such as:
  - A. Permanent Student Files: Transcripts of work at other institutions, health forms or records, recommendation letters, placement test profiles, application and residency forms.
  - B. Transcripts: Academic record of all courses taken while enrolled at the College.
  - C. Student Financial Aid Records.
- II. The official responsible for the maintenance of each type of record, the persons who have access to those records and the purpose for which they have access:

- A. The Director of Students Services & Registrar is the individual responsible for the maintenance of student files and transcripts.
  - B. The permanent clerical staff in the Student Services Office have access to the files for maintenance purposes.
  - C. The Student Services counselors have access to the files for the purpose of academic advisement.
  - D. Other authorized College personnel have access whenever the nature of their responsibility requires access to student records or information contained therein.
  - E. Only Financial Aid Staff may access student financial aid records.
- III. The policy of the College for reviewing, maintaining, transcribing and expunging records:
- A. As a matter of policy, the institution destroys all student records except the official transcript five (5) years after the student leaves the College.
  - B. Parents and legal guardians of independent students 18 years of age or older do not have the right to view student records, grades, test scores, etc. unless written consent of the student is received. Parents of dependent students as defined in section 152 of the Internal Revenue Code of 1954 may review student records without the written consent of the student.
  - C. Requests for student transcripts will be honored for students with no outstanding debt to the College.
  - D. Student's records and/or official transcripts will be forwarded only upon the written request of the student.
  - E. Whenever it is requested that grades or records of students be released to faculty or to any agency, written permission must be obtained from the student except as outlined in II preceding. Forms are available in the Student Services Office for this purpose.
  - F. Unless otherwise requested by the student, instructors may post final exam and end of course grades provided a numerical code is used.
- IV. Compliance with Session Law 2023-106
- This section outlines the inclusion of students in various educational pathways and mandates compliance with session law 2023-106 by community colleges.
- A. Definitions:
    - a. The term CCP student (Career & College Promise) is inclusive of students enrolled in the College Transfer Pathways, Career and Technical Education Pathways, Cooperative Innovative High Schools (CIHS) encompassing early and middle colleges, and Workforce continuing education CTE Pathways in which unemancipated students under the age of 18 registered with a public school unit, including those participating in CCP programs on college campuses.
    - b. Child: A person under age 18 years of age who has not been emancipated pursuant to Article 35 of Chapter 7B of General Statutes.
    - c. Parent: A person with legal custody of a child, including a natural parent, adoptive parent, or legal guardian.
  - B. Community Colleges are not considered public school units under State law, they are required to collaborate with LEA's to ensure compliance with Session Law 2023-106 for unemancipated minors participating in CCP and CIHS programs.
  - C. State entities, including community colleges, must comply with certain requirements related to biometric data, blood, DNA, video and audio recordings of minors, and reporting criminal offenses.
    - a. Biometric Data, Blood and DNA:
      - i) Parents have the right to prevent anyone from creating, sharing or storing their child's biometric scans, blood, or DNA without prior written consent. The parent is required to provide written notice that colleges cannot create, store, or share these items. In other words, unless a parent asserts this right, parental consent will not be required.

- ii) Some exceptions to this requirement include when
  - (1) related to a juvenile justice offense;
  - (2) the biometric scan occurs in a place open to the public in which there is not expectation of privacy; and
  - (3) the biometric scan is used for security or surveillance of buildings, grounds, or school transportation only.
- iii) Usually, community colleges do not use or store this type of data, but if your college decides, it may need to create, use, or store such information, please contact your local college counsel for further advice.
- b. Video and Audio Recordings of Minors:
  - i) Obtain prior written consent from parents before creating video or voice recordings of their child, except in situations outlined in Session Law 2023-106.
  - ii) Maintain Records of consent for auditing purposes.
- c. Report Criminal Offenses:
  - i) Promptly notify the parent and the public school unit if an employee suspects a criminal offense against their child, unless notification would impede an investigation.
  - ii) Ensure coordination with public school units for effective communication and collaboration.
- d. Educational Records
  - i) Allow parents access to and review of all education records related to their child under FERPA.
  - ii) Ensure compliance with FERPA requirements for students under 18 years of age.
- D. Parental Request for Information
  - a. Requests must be made in writing from the Parent as defined in “A” above to the Chief Academic Officer.
- E. Provide training to faculty and staff members involved in CCP Programs regarding compliance requirements and procedures outlined in Session Law 2023-106.
- F. Monitoring and Review:
  - a. Regularly monitor compliance with Session Law 2023-106 and review procedures to ensure effectiveness and adherence to legal requirements.



# ***Student Activities***

## ***Student Government Association***

On February 5, 1981, the Board of Trustees of McDowell Technical Community College approved granting the existing Student Advisory Council full status as a Student Government Association. The duties and responsibilities of the SGA are to serve in an advisory capacity to the President, Administration and Faculty on matters pertaining to student interest and welfare. Participation in SGA is an important way for students to have input into decision-making at the college. The MTCC Student Government Association actively participates in and supports the state student government organization known as N4CSGA. The academic, educational, career and social needs and concerns of the students at MTCC are addressed and given due consideration through this association both at the local level and state level. The president of the SGA serves as an ex-officio member of the Board of Trustees of MTCC.

Any curriculum student who is attending at least half-time and has at least a 2.5 GPA is eligible to be a voting member of the SGA. Non-SGA members who wish to have input into college decisions or address issues which are of concern to themselves or others should contact an SGA member or the SGA Advisor to express those concerns. To request a time to speak before members of the Student Government Association, a student should contact the SGA advisor or an SGA officer to schedule time on the SGA meeting agenda. The SGA advisor can provide additional information about how to become an SGA member, more complete information about SGA activities, or a list of SGA members and officers. The staff member from Student Services who is designated as SGA advisor acts only to guide and represent staff and administrative viewpoints.

The Student Government Association sponsors various events, including Spring Fling and Fall Festival. All curriculum students are invited to participate free of charge; these activities are paid for through student activity fees at the beginning of each semester.

Occasionally, the Student Government Association will sponsor dances or other events. Announcements of these events will be posted or presented in class.

Students who wish to form a new club or organization on campus must seek official recognition through the Student Government Association.

## ***Phi Theta Kappa National Honor Society-Beta Zeta Lambda Chapter***

A chapter of the Phi Theta Kappa Honor Society was organized at McDowell Tech in 1998. The purpose of Phi Theta Kappa is to recognize and encourage scholarship among associate degree students. To achieve this purpose, Phi Theta Kappa provides opportunities for the development of leadership and service, for an intellectual climate to exchange ideas and ideals, for lively fellowship for scholars, and for stimulation of interest in continuing academic excellence. The Society is recognized by the American Association of Community Colleges as the official general honor society for two-year colleges.

Once yearly, the Beta Zeta Lambda chapter may extend an invitation to MTCC students who have been recommended by their advisors and have completed at least 12 credit hours of coursework required for an associate degree and who have a GPA of 3.5 or higher

## ***National Technical Honor Society***

McDowell Technical Community College faculty and staff organized a chapter of the National Technical Honor Society during the 2000-2001 academic year. NTHS, as it is abbreviated, began in 1984 to reward excellence in workforce education. It is an internationally recognized and proven program with over

1,500 member schools and colleges. Student membership in NTHS is available to those who seek to uphold critical workplace values and high levels of achievement. Once yearly, NTHS may extend an invitation to MTCC students who have completed at least 9 credit hours of coursework required for their program of study, have achieved a GPA of at least 3.25, and have been recommended by their faculty advisor.

***Student Publications***

McDowell Technical Community College recognizes the value of providing opportunities for students and faculty to engage in journalistic endeavors. Under the auspices of the MTCC administration and Student Government Association, manuals, newspapers and other periodicals may be published as sufficient student interest develops.

***Academic Excellence Award***

McDowell Technical Community College participates with the North Carolina Community College System in selecting an Academic Excellence Award recipient. Each college is asked to select one recipient for nomination each year based on the system office criteria.

***North Carolina Community College Student Leadership Institute***

McDowell Technical Community College participates in the Student Leadership Institute. Outstanding students are nominated by faculty/staff members.

***Kim Ledbetter Food Pantry***

Hours: Monday-Thursday, 9 am to 4 pm; and Friday, 9 am to 1 pm.

MTCC Student ID required.

For more information, contact 828-652-0622 or 828-659-0444.

# ***Continuing Education and Workforce Development***

McDowell Technical Community College, through the Department of Continuing Education, offers life-long learning opportunities to any adult, regardless of his/her educational background. A wide variety of programs are offered to provide opportunities for individuals to develop to their fullest potential whatever vocational, intellectual or cultural talents they wish.

Courses are designed to provide educational opportunities to prepare individuals for entry into an occupation, to retrain or upgrade the skills of those who are already employed, or to provide cultural and general interest courses for self-improvement. These non-curriculum classes may vary in length. Continuing Education courses may be organized on or off campus, day or night, based upon the interest shown by the community, the availability of competent instructors, and the limitations of available equipment, space, and funds.

## ***Admission Requirements***

In general, all Continuing Education courses are open for enrollment to persons 16 years of age or older. However, because some specialty and advanced courses may be more difficult and require a greater degree of preparation, potential enrollees should be aware of the nature of the course requirements to determine their possible success in those courses. In certain specialized courses, (e.g., listed here) potential students must be employed by or recommended by one of the requesting training agencies.

- Advanced Technology Training Apprenticeship Training
- Fire Services Training
- Law Enforcement Training
- Management Development Training
- New & Expanding Industrial Training

## ***Course Descriptions/Schedules***

Specific course descriptions are provided in course schedules or may be furnished upon request. A course schedule is published each semester. Courses are displayed via McDowell Tech's website and courses may be advertised in local newspapers or on local radio stations.

## ***Registration and Fees***

Individuals who wish to register for Continuing Education courses can register online at [McDowell Tech> Programs & Classes>Continuing Education and Workforce Development](#) or in person at McDowell Technical Community College.

Registration fees for Continuing Education courses are set by the N.C. Legislature, and are subject to change. Fees are non-refundable, except when the class fails to materialize. An extra charge may be necessary in some courses for books, materials, and class supplies. Books and supplies may be purchased in the College Bookstore.

- Registration fees for occupational, practical skills, vocational, and academic courses range from \$70-\$180.00 per course, depending upon the course length.
- Self-supporting class fees will vary depending upon the course.
- Registration fees for community service classes range from \$15-\$180.00 per course, depending on course length.

## ***Class Locations***

A number of Continuing Education classes are held on campus. Classes are conducted throughout McDowell County wherever a suitable meeting place can be arranged. Classes are organized in any

community whenever a sufficient number of prospective class members indicate an interest.

### ***Attendance***

Typically, a minimum enrollment of 8 persons is needed to conduct a class. Students are expected to attend class regularly. Insufficient enrollment may result in cancellation of the class.

### ***Certificates***

College credit is not granted for completion of courses in Continuing Education. However, certificates are awarded to students who successfully complete course requirements in classes which carry CEU credits. Licenses, diplomas, or other forms of recognition are awarded by certain agencies outside the College upon successful completion of specially designed courses. Certificates will not be released to students who have any outstanding debts to the college.

### ***Continuing Education Units (CEU)***

The Continuing Education Department will award Continuing Education Units (CEU's) for the successful completion of appropriate courses. The CEU was designed to recognize and record individual and institutional participation in non-traditional studies and special activities. The CEU is a recognized recording method for substantive non-credit learning experiences. A CEU is defined as "10 hours of participation in an organized Continuing Education experience under responsible sponsorship and qualified instruction or direction."

## **Programs Offered in Continuing Education and Workforce Development**

### ***General Adult and Community Services***

The College is always concerned with identifying community potentials and community needs, drawing together resources at the College and other agencies to create new educational opportunities. Programs afford the opportunity for individuals to gain personal satisfaction through self-advancement. This includes opportunities to grow intellectually, to develop creative skills or talent, to learn hobby or leisure time activities, and to gain civic and cultural awareness. The general types of programs offered are:

- Academic Courses
- Health and Safety
- Homemaking Education
- Music/Dance Education
- Consumer Education
- Citizenship Education
- Creative Arts Education
- Education
- Personal Business Education
- Language Arts Education
- Family Life

### ***Occupational and Continuing Education Programs***

The college offers a number of Occupational and Continuing Education Services, including Teleconference Workshops, Computer Training, and a variety of specialized programs designed to enhance an individual's employability, to help him or her learn a new career, to establish a pattern of growth and stability in business and industry, and to help individuals stay abreast of trends in their chosen field. These programs may be subdivided as follows:

#### ***Small Business Center***

McDowell Technical Community College's Small Business Center (SBC) began operations on September 6, 1988. The center was established to provide McDowell County with its first comprehensive small business development and assistance program.

The mission of the SBC is to train, counsel, develop and provide needed services for small businesses and their owners. As part of its provision of services, the SBC will attempt:

- To operate as an information service on small business issues and concerns.
- To coordinate the referral of small business owners/managers to acquire legal sources for



in-depth assistance, counseling and financial assistance.

- To assist in the preparation of business plans, loan packages and research projects related to small business growth and operation.
- To provide limited tax and accounting services for sole proprietorship and partnership businesses.
- To seek out information and assist in loan package preparation involving Federal and State financing programs for small business owners.
- To deliver one-on-one business counseling.
- To assist small business owners with marketing and management problems.
- To offer seminars/workshops on timely topics of interest to the small business owner.
- To offer a resource library of books and videos to be checked out by clients at no charge.

### ***Customized Training Program***

The Customized Training Program supports the economic efforts of the State by providing education and training opportunities for eligible businesses and industries. Amended in 2008, this program combines the New and Expanding Industry Training Program and the Customized Industry Training Program to more effectively respond to business and industry. The Customized Industry Training Program also includes the former Focused Industry Training Program and shall offer programs and training services to assist new and existing business and industry to remain productive, profitable, and within the State.

The purpose of the Customized Training Program is to provide customized training assistance in support of full-time production and direct customer service positions created in the State of North Carolina, thereby enhancing the growth potential of companies located in the state while simultaneously preparing North Carolina's workforce with the skills essential to successful employment in emerging industries.

### ***Occupational Industry Training***

McDowell Technical Community College conducts in-plant courses to assist manufacturing, service and/or governmental organizations with in-service training of their employees. In-plant training is defined as an occupational extension course that meets the following conditions:

1. Training shall occur in the facilities or at the sites in which the organization normally operates.
2. Enrollment shall be limited to the employees of the organization in which the training occurs; trainees may be newly-hired employees who need entry level skills or existing employees who, due to documented changes in job content, need up-grading or retraining.
3. Training may partially be conducted at the employee's assigned work station during normal working hours.
4. Training shall be directly related to job skills.

Examples of types of training offered to industry include: Statistical Process Control, Total Quality Management, Industrial Sewing, Weaving, Mold Line Training, Forklift Licensure, Blueprint Reading, Measuring Instruments, Metric System, Mathematics, Hydraulics and Pneumatics, Maintenance Mechanics, Industrial Safety, Fire Brigade Training, Upholstery, Technical Writing, Communication Skills, Furniture Making, Furniture Framing, Fixer Training, etc. Any industry officials who desire this type of training for their employees should contact MTCC for more information.

### ***Management Development Training***

MTCC offers several different training options concerning Management Development. The

college has certified instructors available in areas such as: McGraw-Hill Supervision Training, Zenger Miller Management Training, Deming Quality Control Training and the latest innovations in Total Quality Management.

### ***Emergency Services Training***

#### ***Fire Service Training***

MTCC provides a wide range of fire training opportunities to meet the continuing education training needs of area firefighters. The College offers all course and training requirements to obtain Firefighter Certification, Instructor Certification, Hazardous Material Awareness Level and Hazardous Material Operational Level. The College also holds an Annual Fire, Rescue and EMS College. In total, the College offers over 150 courses annually in virtually every area of Fire Training.

#### ***Rescue Training***

MTCC provides a wide range of training opportunities to meet the continuing education training requirements of Rescue Personnel. The college offers Technical Rescue (TR) Certification for area rescue personnel. The Annual Fire and Rescue College also provides courses in areas such as Vehicle Extrication, Search Procedures, Man-Tracking, Hazardous Materials, etc.

### ***Emergency Medical Services Training***

MTCC provides a wide range of training opportunities to meet the needs of area Emergency Medical Personnel. The college provides continuing education training as well as in-service training opportunities weekly to meet local needs. Advanced training opportunities are also offered including: Basic Cardiac Life Support, Advanced Cardiac Life Support, Pediatric Advanced Life Support, and Vehicle Operator Training. The College offers the following levels of Emergency Services Training: EMT Basic, Advanced EMT and Paramedic. In addition to these programs, the college offers over 100 courses annually in the areas of CPR Certification, First Aid Certification, CPR Recertification and Communicable Disease Training to help local government and industry leaders meet OSHA requirements.

### ***Law Enforcement Training***

MTCC provides a number of training opportunities to local Law Enforcement personnel. Training classes are provided to city, county and Department of Public Safety officers to meet continuing education needs. The college currently offers training opportunities in the following areas: Firearms Recertification, Breathalyzer Training, Unarmed Self-Defense Training, Basic Law Enforcement Training (see Curriculum Program description) and Specialized Training.



# ***College and Career Readiness (CCR) Programs***

College and Career Readiness programs are provided for students that are pre-college and may need basic education skills in writing, reading, math, computer literacy, and communication. Students who receive these services include low-skilled adults, individuals with disabilities, youth, justice-involved individuals, and English language acquisition students. Goals may include completing adult high school, or obtaining a high school diploma or its recognized equivalent, and/or earning employment related credentials necessary for post-secondary education or employment success. Coursework is based on The NCCCS College and Career Readiness Standards for Adult Education by the Office of Career, Technical, and Adult Education (OCTAE).

Transition programs and services using adult education career pathways and other platforms are also provided, and are aligned with adult education content standards, postsecondary education completion goals, college entry readiness, life skills, and employment instruction and training. They include academic instruction, non-academic services, and support for students to ensure student success and transition to postsecondary career and employment options. Transitions programs may also include integrating career awareness, bridge instruction, integrated education training, transitions academies, and computer skills. Current career occupation pathways, based on projected Foothills Workforce Development employment trends, include: Advanced Manufacturing, Health Sciences, and other pathways such as, Nursing Assistant, Early Childhood Education, Computer Information Technology, Welding Technology; and others.

A student may register at any scheduled orientation held at NCWorks (Marion) or Universal Advanced Manufacturing Center (UAMC) throughout the semester and attend the class that is most convenient to their schedule. Classes are offered year-round. CCR classes are open to any adults age 18 or over who can benefit from class content, regardless of status. Students as young as 16 who are not enrolled in a public, private or home school may also enroll with notarized documentation from parents and public/private/homeschool officials. In addition, classroom instruction is provided in English and Spanish.

All classes are fee-waived and texts are provided for in-class use in the following CCR programs:

## ***Adult Basic Education (ABE)***

Adult Basic Education is a program of instruction designed for adults who function below the high school level. Many of these adults have intellectual and developmental disabilities or similar barriers to independence. These classes work to assist adult learners with improving their academic, workplace, and independent living skills. Instruction is offered in reading, writing, math, English, science, digital literacy and career exploration with a focus on college and career readiness skills.

## ***Adult Secondary Education (ASE)***

Adult Secondary Education is a program of instruction (9.0 grade level and above or the equivalent) designed to prepare adults for further education or transition toward skill attainment and employment. Adult Secondary Education includes the Adult High School (AHS) Diploma program and the High School Equivalency (HSE) Diploma program.

## ***Adult High School (AHS)***

The Adult High School program is intended to assist adults in earning the remaining credits they need to receive a high school diploma. The Adult High School Diploma program consists of classroom instruction, learning laboratory courses, distance education, or a combination of instructional methods which deliver the course objectives required to earn an Adult High School

Diploma. The AHS Diploma Program is offered cooperatively with the local public school system to help adults earn an Adult High School Diploma. Diplomas are issued cooperatively by the community college and the local public school system. Official transcripts are maintained and issued by MTCC.

### **High School Completion**

Adults may complete high school education through the Adult High School Diploma Program or the High School Equivalency Program. These programs are available to all non-high school graduates who are at least eighteen years of age or those sixteen years of age who have officially withdrawn from the public school. Students between the ages of sixteen and eighteen must have a minor permission form signed by a parent or legal guardian, as well as the signature of the principal or superintendent of the last high school attended. Please note that students 16-17 years of age must contact the College and Career Readiness Department to complete registration and orientation to be eligible to take adult high school courses or high school equivalency assessments in North Carolina.

The Adult High School Program offers instruction to assist learners in preparing to successfully complete the credits required for a High School Diploma. Accumulation of a pre-determined number of credits as approved by McDowell County Schools (MCS) is required. Required courses are based on a transcript evaluation from the high school last attended and may include English, mathematics, science, social studies, health, and electives. Students must meet enrollment requirements and provide an official, sealed transcript from the high school last attended.

**Required Credits** - Colleges must offer at least the minimum number of credits required for graduation by the North Carolina Department of Public Instruction.

Link: <http://www.dpi.state.nc.us/docs/curriculum/home/graduation-requirements>

Electives are selected from a variety of program offerings and structured so that students develop a range of skills which qualify them to succeed in the labor market or to enter technical, vocational, or college transfer programs. There is no cost to students for courses. However, a minimal graduation fee may be required.

### **High School Equivalency (HSE)**

The High School Equivalency Diploma program offers instruction to assist learners in preparing to successfully pass a designated high school equivalency test. This test is designed to document knowledge and skills equivalent to that of a graduating high school senior. Students who successfully complete one of the approved test batteries earn the North Carolina High School Equivalency Diploma, allowing them to enter college, pursue further training or obtain employment.

The High School Equivalency (HSE) Diploma Program offers instruction to assist learners in preparing to successfully pass a designated high school equivalency assessment. The three nationally recognized assessments used to obtain a state-issued High School Equivalency credential in North Carolina are GED®, HiSET® and TASC®. All three High School Equivalency assessments are recognized by US Department of Education USDOE GEN-14-16 (link is external) and cover the same content areas. Passing any one of the assessments will lead to the same High School Equivalency Diploma issued by the North Carolina State Board of Community Colleges. Currently, MTCC offers two of the testing options, the GED® and the HiSET® examination.

The GED® Testing fee is \$80.00 and is a computer-based test of four subjects (Language Arts, Science, Social Studies, and Mathematics). Students may retake the test up to two times for free in the same calendar year.

The HiSET® Testing fee is \$50.00 and is a computer-based test of five subjects (Reading, Writing, Science, Social Studies, and Mathematics). Students may retake the test up to two times for free in the same calendar year.

### ***Basic Skills Plus***

Basic Skills Plus (BSP) is a program within CCR that offers transition and career pathway support to students preparing for entry into employment and post-secondary education programs. BSP students work to earn entry level employment and occupational credentials.

To be eligible for BSP, students must be co-enrolled in curriculum or workforce continuing education while earning their adult high school diploma. The high school diploma may be obtained in Adult High School (AHS) or High School Equivalency (HSE) classes.

Tuition for the curriculum or workforce continuing education classes may be waived for eligible students. Basic Skills Plus students may earn up to 96 hours in workforce continuing education program(s) or 18 hours in curriculum program(s) while part of BSP. Eligible students must apply for the Basic Skills Plus program and be approved by the Director of CCR.

### ***English Language Acquisition (ELA)***

English Language Acquisition classes are designed for students to improve their English speaking, reading and writing skills, as well as everyday life skills. Students will have an opportunity to practice basic conversation, improve inter- personal skills, and become a more involved member of the community. In addition, citizenship classes are available upon request.

### ***Integrated English literacy and Civics Education (IEL/CE)***

Integrated English Literacy and Civics Education are services provided to adults whose first language is not English, including professionals with degrees and credentials in their native countries, to enable them to achieve competency in the English language and acquire the basic and more advanced skills needed to function effectively as parents, workers, and citizens in the United States. Services include instruction in literacy, math, and English language acquisition and instruction on the rights and responsibilities of citizenship and civic participation, and may include workforce training. Students may register at any ELA class.

All classes are offered at a variety of times and locations. For more information or to sign-up, contact College and Career Readiness at 828-659-6001, ext. 137.

### ***Human Resources Development (HRD)***

The purpose of the Human Resources Development program is to educate and train individuals for success in the workplace. HRD courses provide skills training and assistance for adults who are trying to find employment, get back into the workforce or working to find their place in today's job market. The HRD program provides employability skills training (and more) and focuses on the unemployed and underemployed but is not limited to this group of people. These groups of people may include the following: unemployed insurance claimants, NCWorks customers, public assistance recipients, dislocated workers, out-of-school youth, justice-involved individuals, probationers, adult students, and individuals in career/job transition.

All classes in the HRD program are offered at no cost to unemployed individuals seeking employment and underemployed individuals who are working and meet special income guidelines. For individuals not in either of the categories, occupational extension fees will apply.

Classes are offered at the NCWorks Career Center, community sites (including prisons or jails), and employer locations. Classes are scheduled on a continuous basis throughout the year to meet the needs of the students who enroll. For more information, call the HRD office at 659-6001, ext. 140.

***HRD Basic Technology Literacy***

Make the transition into technology training easy by gaining an awareness of the role of technology in the workplace. Develop basic computer use skills, compile employment-related documents, research careers, and understand the impact of digital literacy and social networking on employment.

***HRD Career Planning and Assessment***

Explore your natural skills, search for the ideal career, and get in touch with the resources to reach your goals. Learn the career pathways with high projected employment needs in our workforce area.

***HRD Career Readiness Certificate (CRC) Prep***

Earn a North Carolina Career Readiness Certificate based on the ACT WorkKeys system. It is a portable credential recognized nationally, that shows employers your skill level in Applied Math, Workplace Documents, and Graphic Literacy. Prove to employers you have the skills to do the job by earning a bronze, silver, gold or platinum certificate. Business Writing and other ACT certificates are available as well.

***HRD Employability Keyboarding***

Gain basic knowledge of the keyboard to facilitate transitions into advanced keyboarding, introductory computer or office technology classes. Explore careers and understand the importance of keyboarding/data entry skills in employment.

***HRD Financial Literacy***

Gain the basic skills of finances. Learn how to write checks, how to open and balance a checking or savings account, how to track your spending, how to discern between wants and needs, how to budget, and how to build credit.

***HRD Job Fair Bootcamp***

Prepare for a job fair by gaining valuable insight on what employers are looking for. Assistance with creating an up-to-date resume as well as building interview skills will be discussed in this class. Classes are offered as needed.

***HRD Resume/Interviewing/Internet Job Search***

Professionally prepare for the job you want! Utilize resume development techniques to complete a professional resume; prepare for your interview; become familiar with application procedures; and do Internet job searches to assist you in locating and obtaining employment.

***HRD Success by Choice-Motivation and Retention***

Develop a healthy self-esteem and positive attitude to enhance personal and career success. Learn self-management skills, personal branding, and emotional intelligence skills. Establish goals and explore career opportunities.

***HRD Working Smart***

Learn employer expectations of self-management on the job, work ethics, communication skills, problem solving, and conflict management.

# **NCWorks Career Center**

## **at The Ford Miller Employment and Training Center**

### **Career Planning, Training & Placement Services**

#### **SERVICES**

##### **Adult High School (AHS) Diploma**

Career Assessment/Testing  
Career Counseling  
Career Exploration/Research  
Career /Job Related Fax & Copy Services  
Career Pathway Certificate/Diploma Course's

##### **Career Readiness Certificate (CRC)**

Computer Software Tutorials  
Education & Training Information  
English Language Acquisition (ELA)

##### **High School Equivalency (HSE) Diploma**

Internet Job Search  
Interview/Job Search Preparation  
Job Listings/Job Referrals  
Labor Market Information  
Needs & Service Referral  
Resume Preparation  
WorkKeys®Preparation  
WorkKeys®Testing

#### **SHORT-TERM JOB READINESS CLASSES**

*Classes are offered at no cost if you are unemployed, have been notified of a layoff, or are working and meet special income guidelines.*

Industry Pre-Hire or Re-Hire Training  
Internet Job Search/ NCWorks Orientation  
Resume & Interviewing

Computer Literacy  
TECH Academy  
Financial Literacy

#### **PARTNERING AGENCIES**

Division of Workforce Solutions  
McDowell Technical Community College  
Workforce Innovations & Opportunity Act (WIOA Adult and Youth Program)  
McDowell County Dept. of Social Services (DSS)  
Vocational Rehabilitation (VR)  
Community Action Opportunities (Life Works)  
McDowell Access to Care & Health (Match Program)  
Senior Community Service Employment Program (Title V)

#### **LOCATION & HOURS**

**NCWorks Career Center at**  
**The Ford Miller Employment and Training Center**  
316 Baldwin Avenue, Suite 2, Marion, NC 28752  
Phone: 828-659-6001 / Fax: 828-659-8733  
Monday – Thursday 8:30 am—5:00 pm  
Friday 8:30 am—12 noon