MARION TECH

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3357:10-1-15 **Freedom of expression and preventing harassment.**

(A) Marion technical college is committed to protecting the First Amendment right to free speech and expression, and encourages individuals to engage in respectful and thoughtful discourse to enrich learning experiences.

(B) Students, including student groups, and employees have a fundamental, constitutional right to free expression. Marion technical college, as an institution of higher education, encourages students to speak, write, listen, challenge, learn, and discuss freely in pursuit of higher learning.

(C) Marion technical college remains committed to the free exchange of ideas amongst students and employees, who are empowered to engage in that exchange and make conclusions on ideas themselves, with understanding those conclusions shall not suppress another's right to free expression.

(D) As an institution, we know that when people from different backgrounds come together and openly share their thoughts and perspectives, our college and community can learn and grow.

(E) Marion technical college affirms that freedom of expression is a right protected for all, and is beholden to providing that right to all students and employees, in accordnace with section 3345.0215 of the Revised Code, and affirms the following principles, which are the public policy of the state of Ohio:

(1) Students have a fundamental, constitutional right to free speech.

(2) A state institution of higher education shall be committed to giving students broad latitude to speak, write, listen, challenge, learn, and discuss any issue, except when constitutional protections do not exist (division (E) of section 3345.0215 of the Revised Code).

(3) A state institution of higher education shall be committed to maintaining a campus as a marketplace of ideas for all students and all faculty in which the free exchange of ideas is not to be suppressed because the ideas put forth are thought by some or even by most members of the institution's community to be offensive, unwise, immoral, indecent, disagreeable, conservative, liberal, traditional, radical, or wrong-headed.

(4) It is for a state institution of higher education's individual students and faculty to make judgements about ideas for themselves, and to act on those judgements not by seeking to suppress free speech, but by openly and vigorously contesting the ideas that they oppose.

(5) It is not the proper role of a state institution of higher education to attempt to shield individuals from free speech, including ideas and opinions they find offensive, unwise, immoral, indecent, disagreeable, conservative, liberal, traditional, radical, or wrong-headed.

(6) Although a state institution of higher education should greatly value civility and mutual respect, concerns about civility and mutual respect shall never be used by an institution as a justification for closing off the discussion of ideas, however offensive, unwise, immoral, indecent, disagreeable, conservative, liberal, traditional, radical, or wrong-headed those ideas may be to some students or faculty.

(7) Although all students and all faculty are free to state their own views about and contest the views expressed on campus, and to state their own views about and contest speakers who are invited to express their views on the campus of a state institution of higher education, they may not substantially obstruct or otherwise substantially interfere with the freedom of others to express views they reject or even loathe. To this end, a state institution of higher education has a responsibility to promote a lively and fearless freedom of debate and deliberation and protect that freedom.

(8) A state institution of higher education shall be committed to providing an atmosphere that is most conducive to speculation, experimentation, and creation by all students and all faculty, who shall always remain free to inquire, to student and to evaluate, and to gain new understanding.

(9) The primary responsibility of faculty is to engage an honest, courageous, and persistent effort to search out and communicate the truth that lies in the areas of their competence.

(F) Marion technical college supports an individual's right to free expression as protected by the First Amendment of the United States Constitution and Article I of the Ohio Constitution. However, the college's commitment to freedom of expression does not condone harassment on college premises (owned, leased, or controlled), at college-sponsored events, or in connection with a college recognized program or activity. In accordance with section 3345.0211 of the Revised Code, harassment is defined as unwelcome conduct that is so severe, pervasive, and objectively offensive that it effectively denies an individual equal access to the individual's education program or activity.

(G) Expression (either in-person, written, or by telecommunication) must meet the definition of harassment under paragraph (B) of this rule to be actionable, and must

take place on college premises, at college-sponsored events, or in connection with a college recognized program or activity.

(H) This rule shall not be construed to impair any right or activity, including expression or speech, protest, or assembly protected by the First Amendment of the United States Constitution and Article I of the Ohio Constitution.

(I) Further, Marion technical college reserves the right to maintain and enforce reasonable time, place, and manner restrictions developed to ensure significant institutional interests. Such enforcement will be clear, published, viewpoint- and content-neutral criteria, and provide for alternative means for expressive activities.

(J) Marion technical college is empowered to restrict expressive activities that the First Amendment of the United States Constitution and Article I of the Ohio Constitution do not protect, including:

(1) Constitutional time, place, and manner restrictions.

(2) Reasonable and viewpoint-neutral restrictions in nonpublic forums.

(3) Restricting the use of the college's property to protect free expression rights of students and employees, and instead preserving the use of college property for the advancement of the college's mission.

(4) Prohibiting or limiting speech, expression, or assemblies that are not protected by the First Amendment of the United States Constitution or Article I of the Ohio Constitution.

(5) Content restrictions on expression that are reasonably related to a legitimate pedagogical purpose, such as classroom rules enacted by faculty.

(K) Additionally, this policy shall not restrict or impair the college's obligations under federal law related to:

(1) Title IV of the Higher Education Act of 1965

(2) Title VI of the Civil Rights Act of 1964

(3) Title VII of the Civil Rights Act of 1964

(4) Title IX of the Education Amendments of 1972

(5) Section 504 of the Rehabilitation Act of 1973

(6) Title II of the Americans with Disabilities Act

(7) Age Discrimination in Employment Act

(8) Age Discrimination Act of 1975

(L) Students may report allegations of freedom of expression violations or harassment to the college via the student complaint form on the college's website, in accordance with AP 440 - "Student Complaints." This includes complaints that a grade for an assignment was penalized based on the content of the student's free expression and not on relevant academic standards. All other final grade complaints will still be handled through the process outlined in AP 568 - "Appealing a Final Course Grade."

(M) Employees may report allegations of freedom of expression violations or probable harassment to the human resources office and president's office.

(N) Any reports of freedom of expression violations or harassment will comply with the standards adopted by the chancellor of the Ohio department of higher education. Further, investigations shall be done through an impartial hearing to address the allegations. Should an investigation and hearing find violation of this policy, the Marion technical college board of trustees shall determine an appropriate resolution and work to prevent further violation of this rule.

3357:10-1-17 **Testing your faith act.**

(A) Marion technical college welcomes students from all backgrounds as learners. In order to reasonably accommodate all students, Marion technical college allows students to be absent up to three days each term for holidays that align with their religion, faith, or spiritual belief system, or to participate in organized activities conducted under the auspices of a religious denomination, church, or other spiritual organization (hereafter "sincerely held religious belief or practice"). Students will not receive an academic penalty as a result of an absence within the context of this policy. Instructors must accept, without question, the sincerity of a student's religious or spiritual belief system, in accordance with section 3345.026 of the Revised Code.

(B) If a student's absence affects the student's ability to take an exam or meet an academic requirement, the instructor must make accommodations for the student to complete the missed work (e.g., exam, homework) if:

(1) The student's sincerely held religious belief or practice severely affects the student's ability to take an exam or meet an academic requirement; and,

(2) The student provides the instructor with written notice of the specific dates of absence for with the student needs alternative accommodations within the first fourteen calendar days of the course.

(C) All requests for alternative accommodations to complete missed work must be kept confidential, and any alternative accommodations made should be without prejudicial treatment.

(D) Each course syllabus will include a statement regarding the college's policy on sincerely held religious beliefs or practices, which will include:

(1) Procedure for requesting alternative accommodations under this policy; and,

(2) Information on who to contact with further questions.

(E) Students who have a complaint regarding the administration of this policy may follow the college's complaint process outlined in AP 440 - "Student Complaints."

(F) The college will following the Ohio department of higher education's list of major religious holidays and festivals when administering this policy. However, please note that the list is non exhaustive and may not be used to deny alternative accommodations to a student if a religious holiday or festival does not appear on the list. The inclusion or exclusion of any religious holiday or festival on the list

shall not preclude a student from receiving reasonable alternative accommodations for any sincerely held religious beliefs or practices under this policy.

3357:10-1-42 Tobacco free college.

(A) Definitions.

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

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

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

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

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

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

(F) Compliance with this policy is mandatory. All employees and students have a collective responsibility to promote the safety and health of the campus community and therefore share in the responsibility of enforcement. Those using tobacco are expected to show consideration for the health and safety of others at all times.

3357:10-1-45 **Title IX, sexual harassment, and sexual violence.**

(A) Introduction

This rule outlines the process Marion technical college ("the college") will follow when it receives notice of sexual harassment, which includes sexual assault, dating violence, domestic violence, stalking, and retaliation (collectively "prohibited conduct").

(B) Jurisdiction

This rule applies to all students, employees, volunteers, vendors, and visitors to the college.

This rule applies to prohibited conduct that is reported to have occurred:

(1) In connection with the college's education program or activity; or

(2) On property owned or controlled by the college; or

(3) Using computer or internet networks, digital platforms or computer hardware or software owned or operated by, or used in the operations of, the college's programs or activities over which the college has substantial control; or

(4) Where the conduct is reported to have a continuing adverse effect on an educational program or activity of the college, including employment, regardless of where the conduct is reported to have occurred.

The college's response to prohibited conduct depends in part on its control over the respondent. This rule applies when the respondent is a member of the college community or was a member of the college community at the time of the alleged incident and intends to participate in an education program or activity of the college. However, if prohibited conduct is reported when the college does not have control over the respondent, the college will still work with the complainant regarding their options and appropriate supportive measures. The college also will consider whether it is appropriate to take any other actions to protect the safety of the college community under these circumstances.

The elements established in this rule have no effect and are not transferable to any other policy of the college except as narrowly defined in this rule. This rule does not set a precedent for other policies, procedures, or processes of the college and may not be cited for or against any right or aspect of any other policy, procedure, or process.

(C) Notice of non-discrimination and purpose of rule

The college does not discriminate in its educational programs and activities, admissions or employment on the basis of sex, race, color, religion, national origin, ancestry, age, disability, ethnicity, genetic information (GINA), medical status, military status, sexual orientation, pregnancy, protected veteran status, status as a parent of a young child or status as a foster parent, or gender identity and expression. Sex discrimination is prohibited by Title IX of the Education Amendments of 1972 and it's implementing regulations (34 C.F.R. Part 106, as amended by 85 FR 30026 [May 2020]).

The college is committed to fostering a climate free from discrimination on the basis of sex in the following areas: admissions, educational programs and activities, housing, access to classes and schools, counseling, financial assistance, employment assistance, health and insurance benefits and services, marital or parental status, and athletics. This policy is strictly enforced by the college, and reports of prohibited conduct receive prompt and equitable attention and appropriate corrective action.

Sex discrimination does not include where such differential treatment is explicitly permitted by federal law or regulations, such as where sex or gender is a bona fide occupational qualification reasonably necessary to the normal operation of the college.

This rule prohibits certain conduct, referred to as prohibited conduct. Sexual harassment (including sexual assault, dating violence, domestic violence, and stalking). prohibited conduct under this rule also is prohibited under the Clery Act as amended by the Violence Against Women Act (VAWA). The college will respond promptly in a manner that is not deliberately indifferent when the college has actual knowledge of prohibited conduct under this rule.

This rule sets forth the manner in which individuals can report or file a formal complaint of potential prohibited conduct, as well as the process that will be used to provide for the prompt and equitable resolution of such reports or formal complaints. Any person may report potential prohibited conduct, whether or not the person reporting is the person alleged to have experienced the prohibited conduct.

(D) Designation of Title IX coordinator and deputy coordinators

The college hereby designates and authorizes the following individual as the Title IX coordinator to coordinate its efforts to comply with Title IX:

Cretia Johnson, Title IX coordinator, 1467 Mount Vernon avenue, Marion, Ohio 43302, johnsonc@mtc.edu, (740) 386-4195.

Any inquiries or complaints concerning the application of Title IX may be referred to the Title IX coordinator using the contact information above, or pursuant to

paragraph (H) of this rule. Questions or concerns about Title IX, or the application of Title IX in this rule, also may be referred to the U.S. department of education's office for civil rights at https://ocrcas.ed.gov/contact-ocr.

The Title IX coordinator is responsible for managing the college's compliance with Title IX and the effective implementation of this rule. Any references to the actions of the Title IX coordinator in this rule may be performed by the Title IX coordinator or designee.

The college designates and appoints the following individuals as Title IX deputy coordinators to assist the Title IX coordinator in fulfilling efforts to comply with Title IX. Title IX deputy coordinators are also referred to in this rule as designee:.

Laura Woughter, Title IX deputy coordinator, 1467 Mount Vernon avenue, Marion, Ohio 43302, woughterl@mtc.edu, (740) 386-4217.

Callum Morris, Title IX deputy coordinator, 1467 Mount Vernon avenue, Marion, Ohio 43302, morrisc@mtc.edu, (740) 386-4231.

In addition to addressing complaints against a particular party, the Title IX coordinator also facilitates the handling of reports that college policies or practices may discriminate on the basis of sex, gender identity, gender expression, or sexual orientation. The Title IX coordinator conducts an assessment of such concerns and, using procedures the Title IX coordinator determines to be appropriate given the circumstances, and works with the college to ensure that its policies and practices are compliant.

(E) Non-discrimination in application

The requirements and protections of this rule apply equally regardless of sex, race, color, religion, national origin, ancestry, age, disability, ethnicity, genetic information (GINA), medical status, military status, sexual orientation, pregnancy, protected veteran status, status as a parent of a young child or status as a foster parent, and gender identity and expression covered by federal or state law. All requirements and protections are equitably provided to individuals regardless of such status or status as a complainant, respondent, or witness. Individuals who wish to file a complaint about the college's rule may contact the U.S. department of education's office for civil rights at https://ocrcas.ed.gov/contact-ocr.

(F) Definitions

(1) Actual knowledge - notice of sexual harassment or allegations of sexual harassment to the college's Title IX coordinator or any of the following officials who have the authority to institute corrective measures on behalf of

the college:

(a) Deputy Title IX coordinators;

(b) Campus public safety;

(c) Employees of human resources; or

(d) Administrative employees (directors and above) with managerial responsibilities, including all academic directors.

This standard is not met when the only official of the college to have knowledge is the respondent.

(2) Business day - the hours between eight a.m. and five p.m. Monday through Friday, excluding holidays and other times when the college is closed or notifies changes to its regular business hours.

(3) Calendar day - the period from one midnight to the following midnight.

(4) Coercion - a type of force that relies on unreasonable pressure for sexual activity against an individual's will. Coercion includes a wide range of behaviors which override the voluntary nature of participation in sexual activity. Coercive behavior differs from seductive behavior based on the type of pressure someone uses to get consent from another.

(5) Complainant - an individual who is alleged to have experienced conduct that could constitute prohibited conduct under this rule.

(6) Confidentiality - see paragraph (I) of this rule.

(7) Consent - a freely and affirmatively communicated willingness to participate in sexual activity, expressed by clear, unambiguous words or actions. It is the responsibility of the initiator of the sexual activity to ensure that the initiator has the other person's consent to engage in sexual activity, throughout the entire sexual activity. At any time, a participant can communicate that they no longer consent to continuing the activity. Consent may never be obtained through the use of force, including coercion, or if the victim is mentally or physically incapacitated, including through the use of drugs or alcohol. Consent cannot be assumed based on the existence of a previous intimate relationship or sexual encounter. Additionally, the initiator's use of alcohol or

drugs does not diminish the initiator's responsibility to obtain consent. There is no requirement of a party to resist the sexual advance or request, but resistance is a clear demonstration of non-consent. The presence of consent is not demonstrated by the absence of resistance. Sexual activity that is forced is by definition non-consensual, but non-consensual sexual activity is not by definition forced.

(8) Education program or activity - includes all of the college's operations, which encompasses employment, as well as locations, events or circumstances over which the college exercises substantial control over both the respondent and the context in which the conduct occurs.

(9) Exculpatory evidence - evidence that tends to suggest that the respondent did not commit a policy violation.

(10) Force - the use of physical violence and/or imposing on someone physically to engage in sexual activity and/or the use of threats, intimidation and coercion to overcome resistance to sexual activity.

(11) Formal complaint - a document, including an electronic submission, filed by a complainant with a signature or other indication that the complainant is the person filing the formal complaint, alleging prohibited conduct against a respondent about conduct within the college's jurisdiction (as defined in paragraph (B) of this rule) and requesting initiation of the formal procedure to investigate the allegation of sexual harassment. The Title IX coordinator, or designee, also may file formal complaints as explained in paragraph (N)(2) of this rule.

(12) Inculpatory evidence - evidence that tends to suggest that the respondent committed a policy violation.

(13) Incapacitation - a state in which a person cannot make rational decisions about engaging in sexual activity. Incapacitation may result from a temporary or permanent mental or physical disability, from sleep or unconsciousness, or from the taking of alcohol or other drugs. Apparent consent by an incapacitated complainant is not valid where a respondent knew or should have known that the complainant was incapacitated.

(14) Preponderance of the evidence - the standard of evidence used to resolve the disputed issue of fact and to make decisions as to whether prohibited conduct occurred. A preponderance of the evidence exists where the evidence establishes that the disputed fact is more likely than not to be true. A

preponderance of the evidence also exists where the evidence establishes that the prohibited conduct is more likely than not to have been committed. In determining whether a preponderance of the evidence exists, the decision-maker relies on the quality and relative weight of the evidence rather than the quantity of evidence.

(15) Privacy - see paragraph (I) of this rule.

(16) Prohibited conduct - the conduct prohibited by this rule. There are six types of prohibited conduct that qualify as "Title IX sexual harassment," each of which is defined more specifically below in paragraph (G) of this rule: quid pro quo sexual harassment; unwelcome conduct sexual harassment; sexual assault; dating violence; domestic violence; and stalking, on the basis of sex. The definitions used here are mandated by federal regulations.

(17) Relevant evidence and questions - relevant evidence and questions refer to any questions and evidence that tend to make an allegation of sexual harassment more or less likely to be true.

Relevant evidence and questions do not include the following types of evidence and questions, which are deemed irrelevant at all stages of this rule:

(a) Evidence and questions about the complainant's sexual predisposition or prior sexual behavior unless:

(i) They are offered to prove that someone other than the respondent committed the conduct alleged by the complainant; or

(ii) They concern specific incidents of the complainant's prior sexual behavior with respect to the respondent and are offered to prove consent.

(b) Any party or witness's medical, psychological and similar records unless the individual to whom the record pertains has given voluntary, written consent.

(c) Evidence and questions that constitute, or seek disclosure of, information protected under a legally recognized privilege, unless the individual who holds the privilege has waived it.

(18) Respondent - an individual who is alleged to have committed conduct that

could constitute prohibited conduct under this rule.

(19) Sexual harassment - means conduct on the basis of sex that satisfies one of more of the following: an employee of the institution conditioning the provision of an aid, benefit or service of the college on an individual's participation in unwelcome sexual conduct; unwelcome conduct that a reasonable person would determine is so severe, pervasive, and objectively offensive that it denies a person access to the institution's education program or activity; or "sexual assault" (as defined in the Clery Act), "dating violence," "domestic violence," or "stalking" as defined (all as defined in VAWA).

(20) Supportive measures - non-disciplinary and non-punitive resources and measures available to the parties. When a complainant reports potential prohibited conduct as defined in this rule, the Title IX coordinator or designee will contact the complainant to assess their immediate needs and offer supportive measures as appropriate. Complainants have the right to receive supportive measures from the college regardless of whether they decide to file a formal complaint. The Title IX coordinator also shall offer supportive measures to respondents. Supportive measures also include "protective measures" as that term is defined by the Clery Act and implementing regulations.

(21) Writing - includes written, electronic, or email communication.

(G) Prohibited conduct

Sexual harassment as defined by the Title IX regulations includes any one of the following:

(1) Quid pro quo - an employee of the college conditioning the provision of an aid, benefit or service of the college on an individual's participation in unwelcome sexual conduct;

(2) Hostile environment - unwelcome conduct on the basis of sex determined by a reasonable person to be so severe, pervasive and objectively offensive that it effectively denies a person equal access to the college's education program or activity;

(3) Sexual assault - a forcible or non-forcible sex offense as defined by the uniform crime reporting system used by the federal bureau of investigation pursuant to 20 U.S.C. 1092(f)(6)(A)(v), including rape, sodomy, sexual assault with an

object, fondling, incest and statutory rape. The following definitions prohibit the following behaviors:

(a) Vaginal, anal, or oral sexual intercourse with a person without their consent;

(b) Touching the private body parts of another person for the purpose of sexual gratification without their consent;

(c) Sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law. In Ohio, division (A) of section 3101.01 of the Revised Code provides that individuals nearer of kin than second cousins may not marry;

(d) Sexual intercourse with a person who is under the statutory age of consent. In Ohio, division (A)(1)(b) of section 2907.02 of the Revised Code provides that no person may have sex with a child under the age of thirteen. Division (A) of section 2907.04 of the Revised Code provides that no person over the age of eighteen may have sex with a child under the age of sixteen.

(4) Dating violence - violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the complainant. The existence of such a relationship shall be determined based on a consideration of the length of the relationship, the type of relationship and the frequency of interaction between the persons involved in the relationship.

(5) Domestic violence - felony or misdemeanor crimes of violence on the basis of sex committed by a current or former spouse or intimate partner of the complainant, by a person with whom the complainant shares a child in common, by a person who is cohabitating with or has cohabitated with the complainant as a spouse or intimate partner or by a person similarly situated to a spouse of the complainant under the domestic or family violence laws of the jurisdiction. Domestic violence also includes felony or misdemeanor crimes of violence committed by any other person against an adult or youth complainant who is protected from that person's acts under the domestic or family violence laws of the jurisdiction, where such conduct is on the basis of sex.

(6) Stalking - engaging in a course of conduct, on the basis of sex, directed at a specific person that would cause a reasonable person to fear for their safety or the safety of others or suffer substantial emotional distress.

Stalking and domestic violence, as defined in this paragraph, that are not conducted on the basis of sex will be addressed by human resources.

For reported behavior to qualify as Title IX sexual harassment under this rule, in addition to meeting the elements of the specific type of sexual harassment, as defined in this paragraph, it must meet all of the following threshold requirements, as determined by the Title IX coordinator and as mandated by federal law:

(a) The conduct must have occurred against a person in the United States;

(b) The conduct must have occurred within the college's education program or activity. For purposes of this provision, this means that the conduct must have occurred either (i) in a location, event, or circumstances over which the college exercised substantial control over both the respondent and the context in which the sexual harassment occurs; or (ii) in relation to a building owned by a student organization that is officially recognized by the college; and

(c) The complainant must be participating in or attempting to participate in the education program or activity of the college at the time the formal complaint is filed.

(7) Conduct that does not meet these threshold requirements may still be addressed by the college through its code of conduct or employee handbook.

(H) Reporting prohibited conduct

Anyone who feels they are in immediate danger are strongly encouraged to call 911.

(1) Making a report to the college

The college strongly encourages individuals who have experienced or witnessed prohibited conduct to file a report with the Title IX coordinator as soon as reasonably possible. Making a report does not require further action on the part of the reporter.

Employees of the college who become aware of behavior that may constitute prohibited conduct are required to report all information regarding such prohibited conduct to the Title IX coordinator as soon as reasonably possible (see paragraph (J) of this rule).

Any person may report potential prohibited conduct in person, by mail, by telephone or by email, using the contact information listed for the Title IX coordinator, or by any other means that result in the Title IX coordinator receiving the person's verbal or written report. Such reports may be made at any time, including during non-business hours.

MTC's Title IX coordinator: Cretia Johnson, Title IX coordinator, 1467 Mount Vernon avenue, Marion, Ohio 43302, johnsonc@mtc.edu, (740) 386-4195.

The Title IX coordinator and/or the deputy Title IX coordinators will consult with the complainant to determine if it is appropriate to make a formal complaint. Anonymous reports may be made, but depending on the level of information provided, anonymous reporting may limit the college's ability to respond. Employees who are required to make reports under this rule are not permitted to make such reports anonymously. If the anonymous report includes a crime, it will be counted in the college's crime statistics.

Any student, employee, or third party who reports that they have experienced sexual assault, domestic violence, dating violence, or stalking on the basis of sex shall be provided with a written explanation of their rights, options, and available services. These rights and options include the opportunity to access specific support services at the college and in the community, such as assistance with changing academic and working arrangements upon request. Appropriate college officials will determine if the request is reasonable. Such rights also apply to the respondent.

Please note, a report of prohibited conduct does not automatically result in a formal investigation. The Title IX coordinator will need to evaluate whether the report alleges sufficient information to meet the jurisdictional requirements.

Students or employees who knowingly or maliciously make a false or frivolous allegation of prohibited conduct will be subject to sanctions from the college. Student sanctions will follow procedures outlined in administrative policy 420 - "Student Disciplinary Action" and employee sanctions will follow administrative policy 306 - "Disciplinary Action." Where it is alleged that the Title IX coordinator has engaged in prohibited conduct, such report may be directed to the vice president for business affairs, who will designate an appropriate individual to act as the Title IX coordinator for purposes of that report.

(2) Reporting options

When an individual experiences prohibited conduct, the following options are

available to them, which can be explained in more detail by the Title IX coordinator:

(a) If the prohibited conduct constitutes a crime, the option to notify college law enforcement and/or local law enforcement. The college can help facilitate such notification;

(b) The option to seek a protection order and/or other legal orders through a court with jurisdiction, which will be enforced by the college as may be required by the order;

(c) The option to seek medical attention, counseling services or other confidential resources (see paragraph (I) of this rule);

(d) The option to file a report with the Title IX coordinator and request appropriate supportive measures;

(e) The option to report prohibited conduct to an employee who is required to file the information with the Title IX coordinator, except where the disclosure is made in the context of a confidential relationship (e.g., counselor-patient);

(f) The option to file a formal complaint with the Title IX coordinator to pursue informal resolution or a formal investigation;

(g) The option to report prohibited conduct using email address titleix@mtc.edu, sent directly to the Title IX coordinator and all Title IX deputy coordinators.

A complainant may choose multiple options, and the options they choose may change over time. For example, a complainant may choose initially to proceed with a criminal investigation, or this process, both or neither. Regardless of those choices, the complainant may seek a protection order, confidential resources, supportive measures, and/or file a formal complaint.

(3) Making a report to law enforcement

Where an individual has been subjected to violence or other criminal acts, the college encourages such individuals to seek assistance from medical providers and/or law enforcement immediately after the incident, whether or not the complainant intends to pursue criminal charges. This is to assist in the preservation of evidence and to begin a timely response by law enforcement.

Preserving evidence may later assist in proving that an alleged criminal offense occurred, or it may be helpful in obtaining a protection order if one is desired.

The Title IX coordinator can assist in notifying law enforcement authorities if the complainant chooses. Complainants also may decline to notify such authorities. Also see paragraph (J) of this rule regarding Ohio's felony reporting law.

(I) Confidentiality and privacy

Confidentiality and privacy are two distinct concepts under this rule.

Privacy means that information will be protected except to the extent it is necessary to disclose information in order to respond to a report, effectuate supportive measures, facilitate an informal resolution, administer a formal complaint under this rule, provide remedies to those who experience prohibited conduct and ensure the safety of individuals and the college community. The Title IX coordinator and college employees are expected to respect the privacy of the parties and witnesses to a report or formal complaint and share information only on a "need to know" basis. Personally identifiable information regarding students is further protected by the federal Family Educational Rights and Privacy Act (FERPA), but sharing information as required by this rule is permitted under that act.

Confidentiality means that information will not be shared by the individual who receives the information except in limited circumstances, such as where there is an imminent threat of harm to the individual or to others, or where there is knowledge or suspicion of child abuse (including sexual abuse and molestation) or neglect.

(1) Individuals seeking confidential assistance through college resources may contact the following:

(a) Student resource center - (740) 386-4200 (currently enrolled students only)

(b) Matrix EAP counselors - (888) 628-4824 (employees)

(c) Mike Stuckey - (740) 386-4171

(2) Individuals seeking confidential assistance outside of the college may contact the following:

(a) Mental health providers

(i) Marion area counseling center - (740) 387-5210

(ii) Center street community health center behavioral health services - (740) 751-6380

(b) Domestic violence and intimate partner violence assistance through the following:

(i) Ohio domestic violence network - https://www.odvn.org/find-help/

(c) 24/7 hotlines:

(i) Child help national child abuse hotline - (800) 422-4453

(ii) Crisis text line - text "HOME" to 741741

(iii) Gay, lesbian, bisexual and transgender national hotline - (888) 843-4564

(iv) National domestic violence hotline - (800) 799-7233

(v) National human trafficking hotline - (888) 373-7888

(vi) National sexual assault hotline - (800) 656-HOPE

(vii) National suicide prevention lifeline - (800) 273-8255

(viii) National teen and young adult dating abuse helpline - (866) 331-9474 or text "loveis" to 22522

(ix) Ohio hispanic coalition domestic violence hotline - (614) 746-3534 (Spanish and English)

(x) Ohio sexual violence helpline - (844) OHIO-HELP

(d) The college is required by the Clery Act to keep certain publicly available records regarding crimes that are reported on or near campus property. Such records do no include personal information regarding victims of such crimes, to the extent permissible by law.

(J) Employee and volunteer reporting responsibilities

All employees are required to notify the Title IX coordinator or, in absence of the Title IX coordinator, one of the deputy Title IX coordinators upon learning of prohibited conduct.

Although employees cannot provide confidentiality when they learn of potential prohibited conduct, they will maintain the privacy of those involved to the greatest extent possible.

All individuals, including employees and volunteers of the college, are required by Ohio law to report felonies, including sexual assault, to law enforcement unless they learn of such conduct in the context of a confidential relationship, such as counselor-patient treatment. The Title IX coordinator can assist in facilitating this reporting upon request.

All employees and volunteers of the college are required to report potential sexual abuse and molestation of a minor to law enforcement or child protective services. The Title IX coordinator can assist in facilitating this reporting upon request.

Employees and volunteers who fail to comply with these reporting responsibilities are subject to disciplinary action, up to and including termination of employment.

(K) Supportive measures

Upon receipt of a report of potential prohibited conduct, the Title IX coordinator shall offer the complainant reasonably available and appropriate supportive measures. The Title IX coordinator also shall offer supportive measures to respondents. The supportive measures that are offered to the parties may evolve as circumstances change, and either party may request different or additional supportive measures from the Title IX coordinator at any time. It is not necessary for a party to file a formal complaint or make a report to law enforcement in order to receive supportive measures.

Supportive measures are non-disciplinary, non-punitive individualized services offered as appropriate, as reasonably available, and without fee or charge to the recipient of the measures. The measures shall be designed to restore or preserve equal access to the college's education program or activity, including employment, without unreasonably burdening the other party. Supportive measures may be designed to protect the safety of a party or of the college's educational, and/or working environment, or they may be designed to deter prohibited conduct. The Title IX coordinator is responsible for determining and coordinating the effective implementation of supportive measures.

Examples of supportive measures that may be offered include:

(1) Counseling;

(2) Extensions of deadlines or other course-related adjustments;

(3) Modifications of work or class schedules;

(4) Campus escort services;

(5) Mutual restrictions on contact between the parties;

(6) Changes in work locations;

(7) Increase security and monitoring of certain areas of the campus;

(8) Changes to academic and working situations;

(9) Other similar measures as deemed appropriate by the Title IX coordinator.

College employees are expected to keep supportive measures private except as may be necessary to provide the supportive measures.

The Title IX coordinator is responsible for maintaining records of all supportive measures that are given to each party, information about which measures were requested by a party but not offered and the rationale for such decision, and information about which supportive measures were offered but rejected by a party. If the college does not offer supportive measures to a party, it must document the reasons why such response was reasonable in light of the known circumstances

As required by the Clery Act, the college provides written notification to student and employee complainants about existing counseling, health, mental health, victim advocacy, legal assistance, visa and immigration assistance, student financial aid and other services available for complainants who report being victims of crimes.

(L) Emergency removal

The college retains the authority to remove individuals who are alleged to have committed prohibited conduct under this rule from its program(s) or activity(ies) on an emergency basis. If a respondent is alleged to have committed sexual harassment, the college will undertake an individualized safety and risk analysis in order to determine if there is an immediate threat to the physical health or safety of any student or other individual arising from the allegations of prohibited conduct which justifies a removal.

If the college determines such removal is necessary, the respondent who is alleged to have committed sexual harassment will be provided notice and an opportunity to challenge the decision immediately following the removal.

(M) Administrative leave

The college retains the authority to place a non-student employee respondent on paid administrative leave during this rule. Paid administrative leave is not considered to be an "emergency removal" for purposes of paragraph (L) of this rule.

(N) Formal investigation and decision-making process

(1) Overall time frame

The time frame for the formal investigation and resolution process begins with the filing of a formal complaint. The process will be concluded within a reasonably prompt manner, and no longer than sixty business days after the filing of the formal complaint. However, the process may be extended for good cause, including but not limited to the unavoidable absence of a party, a party's advisor, or a witness; the complexity and scope of the allegations; the complexity and amount of evidence submitted for consideration; the number of witnesses involved; concurrent law enforcement activity; intervening college breaks or closures; or the need for language assistance or accommodation of disabilities. In the event that an extension is granted by the Title IX coordinator, the parties will be notified by written communication of the reason(s) for the delay and the expected adjustment in time frames.

Parties may request the extension of deadlines within this process for good cause provided that the requester provides reasonable notice and the delay does not overly inconvenience other parties. The Title IX coordinator shall have sole discretion to determine such extensions, which if granted, shall be provided to the parties to the extent applicable.

(2) Filing a formal complaint

To file a formal complaint, the complainant must file a signed written document (which may be electronic) that alleges prohibited conduct against a respondent and requests that the college investigate the allegation of prohibited conduct. Such complaints must be filed with the Title IX coordinator in person, by mail, or by email. If a complainant is not eighteen years of age and is not enrolled in the college, the college must obtain the voluntary, written consent of a natural parent, guardian, or an individual acting as a parent in the absence of a parent or guardian before proceeding

with an investigation.

Upon receipt of a formal complaint from a complainant, the Title IX coordinator will conduct an initial assessment to determine whether the formal complaint properly alleges prohibited conduct under this rule. The Title IX coordinator may gather additional information if necessary to make such a determination. formal complaints alleging prohibited conduct will be handled according to this rule. The Title IX coordinator also may consolidate potential violations of other college policies into a formal complaint where they relate to the alleged prohibited conduct and the Title IX coordinator determines, in their sole discretion, that it is appropriate to do so under the circumstances. Formal complaints that do not allege any prohibited conduct under this rule will be addressed by the appropriate policy and/or forwarded to the appropriate college office, if any, for further consideration.

If a formal complaint is brought against a respondent that is not subject to substantial control by the college, such as where the respondent is not an employee or student, the Title IX coordinator may, in their sole discretion, consult with the campus public safety office to determine if a criminal trespass order is appropriate and/or take other steps to protect the safety of the campus in lieu of any further investigation or decision-making. In such situations, all parties simultaneously shall be notified by written communication that the formal complaint has been dismissed and the reasons for dismissal The Title IX coordinator still shall offer appropriate supportive measures to the complainant pursuant to this rule.

The Title IX coordinator also may file a formal complaint upon receiving a report that potential prohibited conduct has occurred. Factors to consider when making this decision include the preferences and concerns of the complainant, the nature and circumstances of the allegations in the report, the severity and impact of the reported conduct, allegations of repeated behavior by the respondent, whether the respondent has admitted to the conduct, whether there are multiple complainants or respondents, whether the respondent has threatened further prohibited conduct or violence against the complainant or others, whether the respondent is an employee and whether the college possesses independent means to obtain relevant evidence if the complainant is not willing or able to participate. If a complainant requests that no formal action be taken, the college will balance that request with its responsibility to protect the college community from prohibited conduct. The Title IX coordinator will inform the complainant of whether the college will take formal action on the formal complaint by written communication. If the Title IX coordinator decides to take formal action, the Title IX coordinator will inform the complainant of this decision prior to notifying the respondent of the formal complaint. If the complainant chooses not to participate in the formal complaint and the process that follows it, they are still entitled to

receive all notices issued under this rule.

The Title IX coordinator may consolidate formal complaints alleging prohibited conduct against more than one respondent, or by more than one complainant against one or more respondents, or by one party against the other party, where the allegations of prohibited conduct arise out of the same facts or circumstances.

The Title IX coordinator, or designee, will acknowledge receipt of the formal complaint within two business days.

Nothing in this rule prevents a complainant from seeking the assistance of law enforcement alongside the appropriate college process. If a formal complaint is filed in relation to a concurrent law investigation, the college will coordinate with law enforcement to ensure its procedures do not interfere with that investigation.

The Title IX coordinator may, in their sole discretion, dismiss a formal complaint or any of the allegations therein if at any time during the investigation or decision-making process:

(a) A complainant notifies the Title IX coordinator in writing that they would like to withdraw the formal complaint or any allegations therein;

(b) The respondent is no longer enrolled in or employed by the college; or

(c) Specific circumstances prevent the college from gathering evidence sufficient to reach a determination as to the formal complaint or allegations therein.

If a formal complaint is dismissed, the college will promptly send written notice of the dismissal and the reasons for the dismissal simultaneously to the parties. Where a formal complaint is dismissed, the college may take action under another provision of its policies and/or codes of conduct.

(3) Title IX hearing eligibility

When a formal complaint is filed, the Title IX coordinator will determine whether the matter is potentially eligible for a Title IX hearing.

Under the federal Title IX regulations, only certain cases are eligible for a Title IX hearing. To be eligible for a Title IX hearing, all of the following must be true:

(a) The formal complaint was filed by a complainant who, at the time of filing, was either participating in or attempting to participate in a college education program or activity, including employment;

(b) The formal complaint alleges sexual harassment;

(c) The sexual harassment is alleged to have occurred against a person in the United States;

(d) The sexual harassment is alleged to have occurred within the college's education program or activity.

Sexual harassment and/or other prohibited conduct under this rule that does not meet the listed criteria will be addressed by the non-Title IX resolution process described in paragraph (N)(8) of this rule.

This determination of whether the matter will proceed to a Title IX hearing or a non-Title IX resolution will be finalized after the investigative report is submitted, as described in this rule.

(4) Notice to the parties

Where a formal complaint has been determined through an initial assessment to properly allege prohibited conduct, the Title IX coordinator, or designee, shall provide written notice to the parties that shall include the following:

(a) Notice of this rule.

(b) Notice of the allegations of prohibited conduct, including sufficient details known at the time of the notice and with sufficient time to prepare a response before any initial interview. Such notice shall contain:

(i) The identities of the parties involved in the incident(s), if known;

(ii) The allegations of prohibited conduct;

(iii) The date and location of the reported incident(s), if known.

(c) A statement that the respondent is presumed not responsible for the reported conduct and that a determination regarding responsibility is made at the conclusion of the process.

(d) A statement that the parties may have an advisor of choice, who may be an attorney, accompany them to any related meeting or proceeding under this rule.

(e) A statement that the parties may inspect and review evidence as provided in this rule.

(f) A statement that the parties may suggest witnesses and provide statements and evidence as permitted by this rule.

(g) A statement that the allegations may be eligible for a Title IX hearing under this rule, or whether they may be subject to a "mandatory dismissal" from the Title IX hearing process under this rule.

(h) Notice that the college prohibits knowingly making false statements or knowingly submitting false information during the process of filing and addressing a formal complaint.

(i) Notice of how to request supportive measures under this rule.

(j) A statement that retaliation is prohibited under this rule.

(k) Information about how to request reasonable accommodations relating to a disability.

If, during the course of an investigation, the Title IX coordinator determines it is appropriate to include additional allegations in the investigation, the Title IX coordinator, or designee, will provide written notification of those additional allegations and sufficient details of such allegations to the parties.

(5) Role of the advisor

Each party may bring an advisor of their choice with them to all meetings and/or proceedings under this rule. The advisor may be an attorney, or another individual that the party chooses. Advisors may not be disruptive to the process. At any point, advisors may be removed or dismissed from the process for disruptive behavior or where they do not abide by the restrictions on their participation. Except as described below with regard to live hearings in paragraph (N)(9) of this rule, the advisor's role is limited to providing advice and support to the party.

(6) Informal resolution

After the initiation of a formal complaint, if all parties voluntarily consent by written communication, the college may determine whether it is appropriate to assist the parties in an informal resolution process. An informal resolution process is available at any time prior to reaching a determination regarding responsibility, except that federal regulations prohibit informal resolution in the cases of reports of sexual harassment brought by a student against a college employee.

Before initiating an informal resolution process, the college will: provide the parties a written notice that an informal resolution process is available to them; and obtain the parties' voluntary, written consent to the informal resolution process. The written notice to the parties will disclose the allegations, the requirements of the informal resolution process (described in this paragraph) and any consequences resulting from participating in the informal resolution process, including the records that will be maintained or could be shared.

The college does not require as a condition of enrollment or continuing enrollment, or employment or continuing employment, or enjoyment of any other right, the waiver of the right to an investigation and adjudication of formal complaints under this rule. Similarly, the college will never require the parties of a formal complaint under this rule to participate in an informal resolution process.

The college's informal process provides any party, at any time prior to agreeing to a resolution, the right to withdraw from the informal resolution process and resume the formal resolution process with respect to the formal complaint.

When allegations of prohibited conduct can be resolved through informal resolution by mutual consent of the parties and on a basis that is acceptable to the Title IX coordinator, the resolution process shall be considered final and binding and there will be no subsequent process or appeal.

(7) Investigation

formal complaints shall be investigated by a trained investigator who is free from bias or conflicts of interest. The Title IX coordinator, in their discretion, may assign more than one investigator to a case and may perform the role of investigator while carrying out the duties of Title IX coordinator. The investigator(s) shall gather relevant evidence sufficient to reach a determination regarding responsibility, as the burden of proof and the burden of gathering evidence is an obligation that rests on the college and not the

parties.

(a) Submission of evidence and witnesses

The parties each have the opportunity to be interviewed by the investigator(s), submit relevant evidence and witness names and contact information to the investigator(s) and provide a written statement to the investigator(s) if they choose. The parties may present fact and expert witnesses to the investigator(s).

Each party shall be provided with written notice of the date, time, location, participants and purpose of all investigative interviews or other meetings that they are expected to attend, with sufficient time for the party to prepare to participate. Each party may bring an advisor to all investigative meetings or interviews. Except as described with regard to live hearings in paragraph (N)(9) of this rule, the advisor's role is limited to providing advice and support to the party.

(b) Review of evidence

When the investigator(s) believes they are ready to prepare the investigation report, the Title IX coordinator will send to each party and the party’s advisor, if any, the evidence subject to inspection and review in an electronic format or a hard copy, and the parties will have ten calendar days to submit a written response. The parties will have an equal opportunity to inspect and review any evidence obtained as part of the investigation that is directly related to the allegations raised in the formal complaint, including the evidence upon which the college does not intend to rely in reaching a determination regarding responsibility and inculpatory or exculpatory evidence whether obtained from a party or other source. The college will not consider or provide for inspection and review of evidence which the college knows was illegally or unlawfully created or obtained.

Parties and their advisors are not permitted to download, print, share or otherwise disseminate any of the evidence subject to inspection and review. Parties who download, print, share or otherwise disseminate the evidence will be subject to sanctions or disciplinary actions determined by the Title IX coordinator.

(c) Preparation of investigative report and party response

The investigator(s) will review the parties' written responses, conduct any follow-up investigation the investigator(s) deems appropriate and

prepare an investigative report that summarizes relevant evidence. The investigative report will not include a summary of evidence not considered to be relevant. If the complaint involves multiple complainants, multiple respondents, or both, the college may issue a single investigative report.

Each party and their advisor shall receive a copy of the investigative report for their review and written response, at least ten calendar days prior to a hearing or other time of determination regarding responsibility. If a party disagrees with the investigator's determination about which evidence is relevant, the party may include arguments for or against relevance of evidence in their written response.

(d) Final determination as to hearing eligibility

The investigative report will include an assessment as to whether the reported conduct is eligible for a Title IX hearing. Under the federal Title IX regulations, only certain cases are eligible for a Title IX hearing. To be eligible for a Title IX hearing, all of the following must be true:

(i) The formal complaint was filed by a complainant who, at the time of filing, was either participating in or attempting to participate in a college education program or activity, including employment;

(ii) The formal complaint alleges sexual harassment;

(iii) The sexual harassment is alleged to have occurred against a person in the United States; and

(iv) The sexual harassment is alleged to have occurred within the college's education program or activity.

The Title IX coordinator will review the assessment and determine whether they concur with the assessment of the investigator(s) and whether a Title IX hearing will be held.

If the Title IX coordinator determines that none of the conduct, if proven, meets the requirements for a Title IX hearing, the Title IX coordinator shall notify the parties that the case is subject to mandatory dismissal from the Title IX hearing process found in this rule and the case shall proceed to a non-Title IX resolution pursuant to paragraph (N)(8) of this rule.

If the Title IX coordinator determines that the case is eligible for a Title IX hearing, the case shall proceed to a Title IX hearing pursuant to paragraph (N)(9) of this rule.

The Title IX coordinator's decision regarding Title IX hearing eligibility may be appealed to the vice president of business affairs within three business days of receipt of the decision. The vice president's decision is final and binding.

(8) Non-Title IX resolution

Cases that do not proceed to a Title IX hearing will be resolved through the non-Title IX resolution process. Such process is typically completed within thirty calendar days of referral for decision, except where extensions are appropriate for good cause as determined by the Title IX coordinator in consultation with the student conduct officer, if the respondent is a student, or human resources, if the respondent is an employee. The Title IX coordinator will give written notice of the reason for the extension.

Where the respondent is a student or former student, the case shall be referred to the student conduct officer for resolution through the student discipline process, in accordance with administrative policy 420 - "Student Code of Conduct and Disciplinary Action."

Where the respondent is an employee or former employee, the case shall be referred to human resources, who shall resolve it pursuant to the employee discipline process, in accordance with administrative policy 306 - "Disciplinary Action" and other relevant policies.

The decision-maker in this process will inform the respondent and the complainant, as appropriate, of the determination and options to appeal, in writing.

(9) Title IX hearing

The college will hold a live hearing after the investigation, where the case is determined to be eligible for such hearing. Hearings are typically held within thirty calendar days of referral for hearing, except where extensions are appropriate for good cause as determined by the Title IX coordinator with written notice to both parties of the reason for the extension.

The Title IX coordinator will appoint a trained decision-maker (hereinafter "hearing officer") to serve as decision maker during the hearing. The hearing officer will not be the Title IX coordinator, the investigator(s) who investigated the allegations, or the individual coordinating informal

resolution. The hearing officer is under an obligation to objectively evaluate all relevant evidence both inculpatory and exculpatory. The hearing officer has the right to ask questions and elicit information from parties and witnesses on the hearing officer's own initiative.

The college will not limit the choice or presence of an advisor for complainant or respondent in any meeting or related proceeding. Advisors are required to abide by college restrictions regarding the extent to which they may participate in proceedings, and any restrictions will apply equally to the parties. If a party's advisor refuses to comply with restrictions set by the college, the college may require the party to use a different advisor.

At least five business days prior to the hearing, a separate pre-hearing conference will be held with each party, the party's advisor, the Title IX coordinator and the hearing officer. At the pre-hearing conference, the party and advisor must disclose the witnesses that will be requested and the evidence that will be submitted for consideration. Evidence and witnesses may only be considered at the hearing if they were submitted to the investigator, unless they were previously unknown or unavailable to the party during the investigation. The hearing officer will decide whether to grant any requests for new evidence and new witnesses at the pre-hearing conference. The hearing officer also will discuss guidelines for appropriate behavior and decorum during the hearing. The parties are not required to attend but are encouraged to do so.

Hearings will be conducted with all parties physically present in the same geographic location or, at the college's discretion, any or all parties, witnesses and other participants may appear at the live hearing virtually, with technology enabling participants simultaneously to see and hear each other.

The college will create a recording, or transcript, of any live hearing and make it available to the parties for inspection and review.

At the live hearing, the hearing officer will permit each party's advisor to ask the other party and any witnesses all relevant questions and follow-up questions, including those challenging credibility. Before a complainant, respondent, or witness answers a question, the hearing officer will first determine whether the question is relevant and explain any decision to exclude a question as not relevant.

The hearing officer is not required to give a lengthy or complicated explanation of a relevancy determination during the hearing and may send to the parties after the hearing any revisions to the hearing officer's explanation that was provided during the hearing.

Cross-examination at the live hearing will be conducted directly, orally and in

real time by the party's advisor of choice and never by a party personally. All questioning will be relevant, respectful and non-abusive. No party will be yelled at or asked questions in an abusive or intimidating manner.

If a party or witness does not submit to cross-examination at the live hearing, the hearing officer will not rely on any statement of that party or witness in reaching a determination regarding responsibility. However, a respondent's alleged verbal conduct that itself constitutes the reported prohibited conduct at issue is not considered the respondent's "statement" and therefore may be considered even if the respondent does not submit to cross-examination. Similarly, video or audio evidence showing the conduct alleged within a complaint may be considered, even if the party does not submit to cross-examination. The hearing officer will not draw an inference about the determination regarding responsibility based solely on a party's or witness's absence from the live hearing or refusal to answer cross-examination or other questions.

If a party does not have an advisor present at the live hearing, the college will provide, without fee or charge to that party, an advisor of the college's choice to conduct cross-examination on behalf of that party. That advisor may be, but is not required to be, an attorney.

Relevancy determinations will be made pursuant to paragraph (N)(10) of this rule. Credibility will be considered pursuant to paragraph (N)(11) of this rule. Decisions will be prepared pursuant to paragraph (N)(12) of this rule. Sanctions, if any, will be determined pursuant to paragraph (N)(13) of this rule. Additional remedies, if any, will be determined pursuant to paragraph (N)(14) of this rule.

(10) Relevance

Relevant evidence is evidence that tends to make a fact that is important to the case either more probable or less probable. Relevant questions are those questions that are designed to elicit relevant evidence.

The following may be considered irrelevant:

(a) Repetitive or duplicative questions or evidence;

(b) Information that is protected by a legally recognized privilege, such as attorney-client privilege;

(c) Questions and evidence about the complainant's sexual predisposition or prior sexual behavior, unless:

(i) Such questions and evidence about the complainant's prior sexual behavior are offered to prove that someone other than the respondent committed the conduct alleged by the complainant; or

(ii) The questions and evidence concern specific incidents of the complainant's prior sexual behavior with respect to the respondent and are offered to prove consent;

(d) Any party's medical, psychological and similar records, unless the party has given voluntary, written consent for their use in the process.

The college will not exclude relevant evidence because such relevant evidence may be unduly prejudicial, concern prior bad acts (unless excluded in this paragraph) or constitute character evidence. However, the hearing officer may objectively evaluate such evidence by analyzing whether that evidence warrants a high or low level of weight or credibility.

Pattern evidence may be determined to be relevant by the hearing officer where the respondent was previously found to be responsible for the offense, the previous incident was substantially similar to the present allegation and the information indicates a pattern of behavior and substantial conformity with that pattern by the respondent.

(11) Credibility

The hearing officer will evaluate all admissible, relevant evidence for weight and credibility. The degree to which any inaccuracy, inconsistency, or implausibility in a narrative provided by a party or witness should affect a determination regarding responsibility is a matter to be decided by the hearing officer, either after reviewing the case file in the case of non-hearing resolution, or after having the opportunity to ask questions of parties and witnesses, and to observe how parties and witnesses answer the questions posed by the other party in the case of a hearing. Corroborating evidence is not required.

Credibility determinations are not based solely on observing demeanor, but also are based on other factors such as the level of specific details and consistency of each person's account, whether corroborative evidence is lacking where it should logically exist and the inherent plausibility of the statement. Credibility determinations will not be based on an individual's status as a complainant, respondent, or witness.

The hearing officer should evaluate the answers given by anyone testifying in context, including taking into account that the person testifying may

experience stress while trying to answer questions.

If a party or witness does not submit to cross-examination at the live hearing, the decision-maker will not rely on any statement (factual assertion to prove or disprove the allegations) of that party or witness in reaching a determination regarding responsibility.

(12) Decision

The hearing officer will conduct an objective evaluation of all relevant evidence, including both inculpatory and exculpatory evidence, and issue a written determination of responsibility for prohibited conduct using a "preponderance of the evidence" standard. The same standard of evidence applies to all formal complaints regardless of the status or title of the respondent.

The determination of responsibility will include:

(a) Identification of the allegations potentially constituting prohibited conduct;

(b) A description of the procedural steps taken from the receipt of the formal complaint through the determination, including any notifications to the parties, interviews with parties and witnesses, site visits and methods used to gather other evidence and hearings held;

(c) Findings of fact supporting the determination;

(d) Conclusions regarding the application of this rule to the facts;

(e) A statement of, and rationale for, the result as to each allegation, including a determination regarding responsibility, any disciplinary sanctions or disciplinary actions the college imposes on the respondent (see paragraph (N)(13) of this rule), and whether remedies will be provided by the college to the complainant (see paragraph (N)(14) of this rule), and;

(f) The college's procedures and permissible bases for the complainant and respondent to appeal (see paragraph (O) of this rule).

The nature of remedies, if any, will not be included within the determination. The determination will be provided to the parties simultaneously. The determination becomes final only after the time period for appeal has expired

or, if a party does file an appeal, after the appeal decision has been sent to the parties.

(13) Sanctions

The college recognizes that not every case of prohibited conduct is alike in severity. Therefore, the college reserves the right to consider a range of reasonable sanctions. This range includes, but is not limited to, a formal warning, receiving a reprimand in the course of employment, mandatory training, behavioral contracts, administrative referrals, community service, loss of privilege, disciplinary probation, removal from a course, restitution, facility suspension/expulsion, banishment from college property, revocation of admission, revocation of degree, suspension, expulsion, employment demotion and/or termination of employment.

Where a respondent is found to have engaged in sexual assault, dating violence, domestic violence (regardless of whether based on sex), or stalking (regardless of whether based on sex), the sanction will generally result in either suspension or permanent removal from the college.

A respondent's prior disciplinary record will be taken into consideration in assigning sanctions. More than one sanction may be imposed for any single violation. Any sanction imposed will be in effect on all college-owned or -controlled property, and at all events or functions sponsored by or under the supervision of the college, unless otherwise provided in the written decision.

(14) Remedies

Where a determination of responsibility for prohibited conduct is made, the college will provide remedies to a complainant designed to restore or preserve equal access to the college's education program or activity, including employment. Such remedies may include the same individualized services provided as supportive measures; however, remedies need not be non-disciplinary or non-punitive and need not avoid burdening the respondent. The Title IX coordinator is responsible for effective implementation of remedies.

Where the final determination has indicated that remedies will be provided, the complainant can then communicate separately with the Title IX coordinator, or designee, to discuss what remedies are appropriately designed to preserve or restore the complainant's equal access to education. Remedies for a complainant which do not affect the respondent must not be disclosed to the respondent.

(O) Appeals

Any party may appeal the determination regarding responsibility, or the college's dismissal of a formal complaint or any allegations therein. The parties will have a reasonable, equal opportunity to submit a written statement in support of, or challenging, the outcome.

The appeal must be made in writing to the Title IX coordinator within five calendar days of the written notice of the outcome. The appeal must identify the grounds for appeal and must contain information in support of such grounds. The college will notify the other party in writing when an appeal is filed and provide access to the appeal. The non-appealing party may submit a written response within five calendar days of receiving access to the appeal from the Title IX coordinator.

The only appropriate grounds for appeal are:

(1) Procedural irregularity that affected the outcome of the matter;

(2) New evidence that was not reasonably available at the time the determination regarding responsibility or dismissal was made, that could affect the outcome of the matter, and;

(3) The Title IX coordinator, investigators, or hearing officer had a conflict of interest or bias for or against complainants or respondents generally or the individual complainant or respondent that affected the outcome of the matter.

Disagreement with the results, by itself, is not sufficient grounds for an appeal. All grounds for appeal will be available to all parties.

The Title IX coordinator shall appoint a trained appeals officer to issue a written decision describing the result of the appeal and the rationale for the result and provide the written decision simultaneously to the parties. The appeals officer will not be the Title IX coordinator, or designee, who coordinated the case, the investigator(s) who investigated the case or the hearing officer who reached a decision in the case. The appeals officer is typically an administrator of the college.

The appeals officer shall issue a written decision within ten business days of receiving the appeal(s) and response(s) from the Title IX coordinator. Extensions may be granted by the Title IX coordinator for good cause and with written notice provided to the parties, including the reason for the extension. The appeals officer's decision will include the result of the appeal and the rationale for the result. The decision will be provided simultaneously to the parties and is final and binding on the parties.

(P) Training, impartiality and bias

The Title IX coordinator, investigator(s), hearing officer(s), appeals officer(s), and facilitator of informal resolution for each case must be trained as required pursuant to the Title IX regulations and, if applicable, pursuant to the Clery Act regulations.

Such individuals must not have a conflict of interest or bias for or against complainants or respondents generally, or for or against an individual complainant or respondent. An individual's current job title, professional qualifications, past experience, identity, or sex shall not automatically indicate bias. The Title IX coordinator will apply an objective, common sense approach to evaluating whether a particular person serving in a Title IX role is biased and will exercise caution not to apply generalizations that might unreasonably conclude that bias exists.

(Q) Retaliation

Retaliation is strictly prohibited and takes the following forms:

(1) Intimidating, threatening, coercing, or discriminating against any individual for the purpose of interfering with any right or privilege secured by these procedures or by Title IX and its implementing regulations;

(2) Intimidating, threatening, coercing, or discriminating against any individual because the individual has made a report or complaint, testified, assisted, participated, or refused to participate in any manner in an investigation, proceeding, or hearing under these procedures or under Title IX and its implementing regulations; and

(3) Pursuing charges against an individual for code of conduct or disciplinary violations that do not involve sex discrimination or sexual harassment, but arise out of the same facts or circumstances as a report or complaint of sex discrimination or a report or formal complaint of sexual harassment, for the purpose of interfering with any right or privilege secured by this rule or under Title IX and its implementing regulations.

The exercise of rights protected under the First Amendment does not constitute retaliation. Charging an individual with a code of conduct or disciplinary violation for making a materially false statement in bad faith in the course of any portion of this rule does not constitute retaliation. A determination regarding responsibility alone is not sufficient to conclude that any party made a materially false statement in bad faith.

An allegation of retaliation as defined in this rule will be addressed by the Title IX

coordinator.

(R) Record-keeping

The Title IX coordinator shall ensure that the college maintains the following records for a period of seven years after a case file is closed:

(1) Records of each investigation regarding sexual harassment, including any determination regarding responsibility and any audio or audiovisual recording or transcript of the hearing, any disciplinary sanctions imposed on the respondent, and any remedies provided to the complainant designed to restore or preserve equal access to the college's education program or activity;

(2) Any appeal of a decision regarding sexual harassment and the result therefrom;

(3) Any informal resolution of a formal complaint regarding allegations of sexual harassment and the result therefrom;

(4) All materials used to train the Title IX coordinator, investigators, decision-makers and any person who facilitates informal resolutions. Such materials shall be made available on the college's website;

(5) Information regarding the college's response to any reports of sexual harassment that may meet the hearing eligibility requirements, including any supportive measures provided by the college. The college's documentation must include the basis of its conclusion that its response was not deliberately indifferent, as well as documentation that measures were designed to restore or preserve equal access to the college's education program or activity;

(6) If the college does not provide a complainant with supportive measures in a case involving allegations of sexual harassment, then the college must document the reasons why such a response was not clearly unreasonable in light of the known circumstances.

(S) Disability accommodations

This rule does not alter any institutional obligations under federal disability laws, including the Americans with Disabilities Act of 1990, and Section 504 of the Rehabilitation Act of 1973. Parties may request reasonable accommodations for disclosed disabilities to the Title IX coordinator at any point before or during this rule that do not fundamentally alter the process. The Title IX coordinator may consult with the director of disability services or with the college's ADA

coordinator when considering a request for accommodations. The Title IX coordinator will not affirmatively provide disability accommodations that have not been specifically requested by the parties, even when the parties may be receiving accommodations in other institutional programs and activities.

(T) Academic freedom/First Amendment guidelines

The college is committed to providing a safe, anti-harassing, and nondiscriminatory environment that protects the civil rights of individuals. The college also recognizes academic freedom and the constitutional protections of the First Amendment.

This rule is not intended to restrict serious discussion of relevant controversial issues in a training or academic situation. In order to prevent claims that course or training content is discriminatory, harassing, or offensive, it is highly recommended that participants in such discussions are provided with a disclosure that the content may be controversial.

(U) Education programs

The college offers education programs to promote the awareness of prohibited conduct. These programs include prevention and awareness.

3357:10-1-46 **Hazing prevention and education.**

(A) As part of the college's commitment to providing a safe learning environment for all students, Marion technical college does not tolerate hazing by any member of the college community. This policy applies to Marion technical college students, student organizations, student groups, and employees. This policy also applies to volunteers serving in official capacity with a student organization or student group, who have direct contact with students. This policy covers conduct occurring on or off-campus, provided the hazing occurs between two or more individuals affiliated with Marion technical college.

(B) Hazing, as defined by section 2903.31 of the Revised Code, means doing any act or coercing another, including the victim, to do any act of initiation into any student or other organization or any act to continue or reinstate membership in or affiliation with any student or other organization that causes or creates a substantial risk of causing mental or physical harm to any person, including coercing another to consume alcohol or a drug of abuse.

(C) Additionally, hazing is intentionally, knowingly, or recklessly causing, coercing, or forcing a student to do any of the following:

(1) Violating federal, state, or local law;

(2) Consuming any food, liquid, alcohol, drug, or other substance that subjects the student to a risk of emotional or physical harm; or,

(3) Enduring brutality of a physical, mental, or sexual nature.

(D) A claim that consent was given in regard to the conduct is not a justifiable defense against a charge of hazing.

(E) Individuals, organizations, or groups that have been reported for hazing will be subject to discipline through the appropriate code of conduct process, which may result in sanctions in accordance with college policy.

(F) Individuals may report hazing to the college via the student conduct office and/or campus police. A reporting form is available on the college website, which will be received by the student conduct officer. All full and part-time employees of Marion technical college are mandatory reporters, and must immediately report knowledge of hazing to the student conduct officer, campus police, or office of the president.

(G) Once hazing is reported, the student conduct officer will initiate an investigation and issue sanctions in accordance with AP 420 - "Student Code of Conduct and

Disciplinary Action." Other college departments, including campus police, will be engaged in the investigation as necessary based on the circumstances of the incident. The student conduct officer is empowered to impose interim measures during an investigation to ensure student safety and well-being (e.g., temporary suspension of a student organization). Following the investigation, any conduct violations and subsequent sanctions against a student organization will be reported the organization's national chapter or oversight body, where applicable.

(H) A report will be made to campus policy or law enforcement by the student conduct officer regarding hazing where alleged criminal activity has occurred. Criminal investigations are outside of the college's jurisdiction; however, the college will continue a separate, internal investigation of the reported hazing activity.

(I) The college will maintain a report of all violations of this policy that are reported to the college within five years of the report's published date. The report will be posted to the college website on August first and January first of each academic year to include any new violations. The report will include a brief description of the alleged misconduct, findings of the investigation, and any sanctions imposed. The report will comply with the Family Educational Rights and Privacy Act of 1974 (FERPA) to exclude personally identifiable information.

(J) Students who wish to join, or are part of, a student organization or student group at Marion technical college are required to complete an educational program on hazing prevention. The college will provide the opportunity for those students to complete an educational program and will also provide a copy of this policy. All students will be given the opportunity to complete the educational program on hazing prevention during new student orientation.

(K) As required by state law, a copy of this policy is made available to the college community and the public via the college's public website. This policy complies with section 3345.19 of the Revised Code.

3357:10-1-47 **Combating harassment and intimidation.**

(A) Marion technical college is committed to fostering a campus environment free from racial, religious, and ethnic harassment and intimidation, and providing a safe and supportive place for all to learn and grow.

(B) "Harassment," within the context of this rule, is defined as unwelcome conduct that is so severe, pervasive, and objectively offensive that it effectively denies an individual access to the individual's education program or activity.

(C) "Intimidation," within the context of this rule, is also known as ethnic intimidation as defined by section 2927.12 of the Revised Code.

(D) In accordance with section 3320.05 of the Revised Code, Marion technical college will review and respond to reports of racial, religious, or ethnic harassment or intimidation. Nothing in this rule shall be construed to diminish or infringe upon any right protected under the First Amendment of the United States Constitution, Article I, sections 3 and 11 of the Ohio Constitution, or noncommercial expressive activity as defined in section 3345.0212 of the Revised Code.

(E) Students and employees may submit an incident report via the college's website to report an incident of racial, religious, or ethnic harassment or intimidation. Depending on the parties involved in the incident, the incident report will be adjudicated through the related complaint process established in college policy:

(1) Student reporter - "AP 440 - Student Complaints."

(2) Employee reporter - "AP 373 - Employee Complaints."

(F) Reports may also be accepted by an anonymous reporter. If an anonymous report is received, the president's office will review the report and determine which of the above policies will be utilized to adjudicate the incident.

(G) In the event a referral is needed to law enforcement, Marion technical college will make the referral to the appropriate law enforcement agency.

(H) Reports that have been adjudicated may result in disciplinary action for an individual or individuals. Disciplinary action will be handled through the related disciplinary action process following established college policies:

(1) Student disciplinary action - "AP 420 - Student Code of Conduct & Disciplinary Action."

(2) Employee disciplinary action - "AP 306 - Disciplinary Action."

(I) Regardless of the outcome of an investigation, Marion technical college will provide communication to the involved parties on the college's policy against racial, religious, and ethnic harassment and intimidation.

(J) Marion technical college will provide annual training to employees on how to respond to incidents of harassment or intimidation, as well as how to report such incidents to the college.

Effective: 4/7/2025

CERTIFIED ELECTRONICALLY

Certification

03/20/2025

Date

Promulgated Under:	111.15
Statutory Authority:	111.15
Rule Amplifies:	3320.05

3357:10-1-65 **Suicide prevention program.**

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

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

(1) For immediate crisis intervention:

(a) For immediate help in a crisis situation, dial 911;

(b) National Suicide Prevention Hotline - 1-800-273-TALK (8255);

(c) Additional resources can be found on the college's Suicide Prevention web page found at: http://www.mtc.edu/current-students/health-safety-services/suicide-mental-health.

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

(1) Collaboration with local and statewide community mental health agencies and organizations to offer on-site mental health trainings to our entire campus community.

(2) A campus-wide suicide prevention awareness campaign.

(3) Online access on the availability of local mental health agencies and organizations with both crisis and non-crisis mental health resources.

(4) Online access to information for national, state, and local suicide prevention hotlines.

(5) Multimedia application access, including crisis hotline contact information, suicide warning signs, resources offered, and free-of-cost applications.

(6) Student communication plans, which consist of creating outreach plans regarding educational and outreach activities on suicide prevention.

(7) Postvention plans, which include creating a strategic plan to communicate effectively with students, staff, and parents after a loss of a person to suicide.

(D) The president shall establish the necessary procedures to implement this rule.

3357:10-1-70 Ethics policy.

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

(B) General standards of ethical conduct.

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

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

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

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

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

(b) Solicit or accept employment from anyone doing business with the college, unless the official or employee completely withdraws from board activity regarding the party offering employment, and the board approves the withdrawal;

(c) Use his or her public position to obtain benefits for the official or employee, a family member, or anyone with whom the official or employee has a business or employment relationship;

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

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

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

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

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

(i) During public service, and for one year after leaving public service, represent any person, in any fashion, before any public agency, with respect to a matter in which the official or employee personally participated while serving with the college;

(j) Use or disclose confidential information protected by law, unless appropriately authorized; or

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

(4) For purposes of this policy:

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

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

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

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

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

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

3357:10:2-37 Purchasing: facility improvement projects

(A) Competitive bidding.

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

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

(B) Quotes.

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

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

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

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

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

(D) For all construction projects, regardless of size, the following are required:

(1) Issue a "notice of commencement," using the appropriate state of Ohio form. A copy of the notice shall be sent to all contractors and to all subcontractors that the college is aware of, and shall be posted on the college website.

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

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

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

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

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

(7) Ensure each improvement contract includes a provision for findings for recovery.

(8) Ensure each contractor is registered to do business with the Ohio secretary of state's office.

(E) Bond.

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

(F) Insurance.

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

(a) Not less than five hundred thousand dollars on account of bodily injury to or death of one person, and one million

dollars on account of bodily injuries or death of more than one person as a result of any one accident or disaster, and two hundred fifty thousand dollars for property damage in any one accident.

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

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

(G) Bid advertising.

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

(H) Awarding of contract.

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

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

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

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

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

dollars.

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

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

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

3357:10-2-91 **Textbook selection.**

(A) Selection of textbooks and instructional materials, whether required or recommended for purchase by students, shall be made at the discipline level with the participation of the faculty who teach the courses. When adopting textbooks and instructional materials, the faculty shall consider the appropriateness of content in meeting course learning outcomes, cost to students, and accessbility for students with disabilities.

(B) Textbook information shall be published in advance of course registration each academic term as required by Section 133 of the Higher Ecuation Opportunity Act of 2008, 20 U.S.C. 1015b.

(C) The president shall establish the necessary administrative policies and procedures to implement this rule.

3357:10-4-19 Valuing veterans and service members.

(A) Definitions.

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

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

(B) Purpose.

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

(C) Policy.

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

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

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

(c) Work with the Ohio board of regents to develop a veteran-friendly campus that increases the opportunity for service members and veterans to succeed academically.

(d) Work with other Ohio institutions of higher education to disseminate and share promising practices for serving service members and veterans effectively.

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

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

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

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

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

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

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

(l) Provide training, in partnership with veterans' affairs, in the proper certification methods for certifying officials on each campus.

(m) Develop a clear outreach strategy to communicate with eligible persons about educational and training benefits to encourage the use of GI bill benefits, as well as services and assistance offered by the institution.

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

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

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

Board Approved 12-1-14
LSC Corrections Made 8-11-15

3357:10-7-11 Public use of college grounds.

(A) Purpose.

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

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

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

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

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

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

(B) Outdoor areas of campus generally available for use.

(1) General access.

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

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

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

(2) Large groups.

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

(b) Prior notice is necessary to ensure that there is sufficient space for the large group event, that the large group event

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

(C) Student use.

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

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

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

(D) Prohibited activities.

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

(2) No activity may damage college property. Prohibited actions include but are not limited to driving stakes or poles into the

ground, hammering nails into buildings, and attaching anything to sidewalks, paved areas, or any part of any building, structure, or fixture.

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

(E) Enforcement.

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

(F) Dispute resolution.

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

The president may adopt procedures to administer this policy.

Board Approved 2-18-14
LSC Corrections Made 8-11-15

ADMINISTRATIVE POLICIES/PROCEDURES

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

AP 120 Policy & Rule Adoption **Established 11-16-99**
Approved Date 3-16-26

DEFINTIONS:

(A) Policy: An administrative document that governs the operations of the College, and sets expectations for employees, students, and guests.

(B) Rule: A policy adopted by the Board of Trustees for governance of the College, as required by Ohio law. Rule-making authority is given to the Board in accordance with section 111.15 of the Ohio Revised Code.

POLICY:

(A) The Marion Technical College Board of Trustees utilizes a policy governance structure. Through this model, policy adoption authority is given to the President, who will establish the necessary procedures to ensure policies are consistent with the College's mission and strategic plan.

(1) College rules are approved by the Board of Trustees and do not follow the policy adoption process established in this policy. The Board retains ultimate authority over College rules.

(a) A rule is established when a requirement for adopting a policy is established in statute (e.g., Ohio Revised Code).

(B) The process for policy and rule adoption can be found below.

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

(1) In some instances, policies may exceed the expected five-year window. The President's Office will endeavor to bring all policies up to date as is practical.

(D) Policy recommendations may be proposed by individual employees to the President's Office.

(E) Policy owners are determined by the content of the policy, the relevant department, and level of involvement.

(F) Policy recommendations will be reviewed by the Executive Leadership Team and appropriate policy owners to ensure their accuracy prior to final adoption.

(G) The President's Office maintains the official College policy book and ensures all employees have access to all policies.

(1) In addition to master copies maintained by the President's Office, employees may also access individual copies of current policies via the Intranet.

(2) When in question, the policy master copy maintained by the President's Office will prevail.

(G) Individual employees are responsible for their awareness of and compliance with College policies and rules.

(H) Technical or grammatical changes may be made by the President's Office without posting the affected policy for review. Instead, the President's Office will send a notice via email to all employees to indicate a technical or grammatical change was made. The date of such a change will be listed at the end of the policy. The policy book will be updated to reflect all technical or grammatical changes to College policies.

(1) Examples of technical or grammatical changes include, but are not limited to:

(a) Incorrect or outdated departments, positions, or titles;

(b) A spelling or grammatical error;

(c) Addition of technical elements otherwise missing, such as the established date or policy owner; and,

(d) Other conformity issues, such as font, layout, or numbering.

PROCEDURE:

(A) Implementation, review, or rescission of administrative policies (i.e., AP) follows a standard review schedule.

(1) The President's Office selects policies to post for review, with consideration given to outdated policies, corrections of errors, proposals for new policies, and legal requirements.

(a) The President's Office will work with the policy owner and other interested parties to mark up a policy before it is posted for employee review.

(b) All proposed changes to the current policy will be indicated on the revision draft before it is posted for all employee review.

(2) The policy, including any proposed changes, is posted for all employee review; comments, suggestions, and questions are fielded by the President's Office.

(2) The policy, including pertinent comments from the employee review process, is sent to the policy owner for further review. The policy owner may make changes before the policy progresses to the Executive Leadership Team.

(a) The owner of a policy is indicated in the footer of the policy.

(3) The policy is reviewed by the Executive Leadership Team, and additional changes are made as needed.

(a) The Executive Leadership Team consists of the President, Executive VP of Planning, Advancement, and Student Engagement, Chief Strategy Officer, VP of Business Affairs and Chief Financial Officer, Chief of Staff and Government Relations Officer, AVP of Academic Affairs and Chief Academic Officer, AVP for Student Success and Engagement, and the AVP for Enrollment Management.

(4) The President gives final approval for implementation of new policies, revision of existing policies, or rescission of existing policies. The policy book will be updated to reflect all changes to College policies.

PRIOR EFFECTIVE DATES: 11-16-99; 11-21-03; 12-1-14; 7-3-18; 11-6-24

TECHNICAL CHANGES:

AP 121 Process for the Official College Calendar **Established 11-17-98**
Approved 5-22-18

POLICY:

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

(B) Required tenets:

(1) The 12-week summer term begins two Mondays before Memorial Day.

(2) The 8-week summer term beings on the first Monday in June.

(3) The 16-week fall term begins on the Monday of the last full week (M-F) in August.

(4) The 16-week spring term begins on the first non-holiday Monday.

(5) Spring break is the last full week (M-F) of March.

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

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

PROCEDURE:

(A) The Registrar's Office will first forward the proposed calendar to Financial Aid and the Business Office to ensure all included dates are correct.

(B) The proposed calendar will then be shared with the (1) Administrative Staff Committee chairperson(s), (2) Professional Staff Committee chairperson(s), (3) Faculty Senate and (4) Deans and Directors for review and input. The Registrar's Office will incorporate requested changes as feasible and appropriate.

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

(C) By August 1, the President's Cabinet will submit the proposed calendar to the President with a "Recommendation to the President" form indicating their approval or disapproval.

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

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

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

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

PRIOR APPROVAL DATES: 11-17-98; 11-19-02; 1-26-17

MARION TECHNICAL COLLEGE
ADMINISTRATIVE POLICY/PROCEDURES

AP 122 Publications & Promotions **Established 6-20-89**
Approved 3-16-26

DEFINITIONS:

(A) Priority I publications: College-wide interest publications, including the course catalog, viewbook, academic program info sheets, and the student handbook.

(B) Priority II publications: Special interest pieces, including admission applications and related information, business cards, graduation programs, fliers, etc.

(C) Priority III publications: Supportive pieces for individual program or service promotions, which may be independently produced, but must adhere to College design and quality standards.

POLICY:

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

(B) The Marketing Department serves as an institutional resource for:

(1) Developing both specific and broad-ranging marketing strategies for the College; and,

(2) Creating promotional information to ensure consistency with the College's image.

(C) In addition to digital marketing (e.g., website, social media), Marketing is responsible for coordination of publications and promotional releases disseminated to various audiences.

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

(1) All news releases (NRs) and public service or public address announcements (PSAs/PAAs) to the media and/or public, including Marion Campus joint activities and services.

(a) All media contacts should be reported to the Marketing Department.

(b) Statements to the media or interviews on behalf of the College or College-related matters **must** be approved by the Executive Leadership Team. Marketing will be responsible for disseminating any approved statements or conducting approved media appearances.

(2) All program or event advertising.

(3) All College **Priority I** publications.

(4) All College **Priority II** publications

(5) All non-academic information to be placed on the College's website.

(i) It is the responsibility of all departments to ensure that the Marketing Department is informed when policies, procedures, or other information changes so the website can be updated as necessary.

(ii) Errors or outdated information discovered on the College's website should be directed to the Webmaster for correction or necessary updates.

(iii) The Marketing Department will work with all College departments to otherwise update web content on an as-needed basis when identified.

(iv) The process for regular review of content on the College's website, and requests for changes, is found below.

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

(7) The Marketing Department may provide support or feedback to other departments for Priority III publications.

PROCEDURES:

(A) The strategic planning process shall be followed to create a publications plan for the upcoming academic year to allow appropriate budgeting; NRs and PSAs/PAAs, having a more immediate nature, will be drafted, edited, and disseminated in a much shorter time frame.

(B) Appropriate personnel will be asked for information or input into projects requiring their expertise. The same personnel will proof all **Priority I** and **Priority II** pieces:

(1) During the copy development and design stage;

(2) Before type and layout production; and,

(3) At the final layout before printing.

(C) For any bid or purchasing of materials associated with the Marketing Department's budget, the department must follow *AP 235 – Purchasing.*

(D) Printed pieces will be maintained by the Marketing Department with a one term's supply available in storage.

(E) Upon completion, copies of publications will be routed to appropriate personnel, and available upon request to the Marketing Department.

(F) Process for adjustments to the College's website:

(1) If an error or outdated information is discovered on the website, the initiating employee (e.g., Marketing Department or employee from another department), must send a request to the Webmaster via email for information to be corrected.

(2) The Director of Marketing will send an annual website review request to all departments, requesting each to review their web content and respond with any necessary edits.

(a) The review request will be sent out on or by May 1st.

(b) Requested changes will be due by June 30th, or a comparable date communicated by the Director of Marketing.

(c) Once complete, the Webmaster will inform the relevant employee(s) or department(s) when web content has been updated.

PRIOR APPROVAL DATES: 6-20-89; 4-18-00; 4-2-18

TECHNICAL CHANGES:

MARION TECHNICAL COLLEGE
ADMINISTRATIVE POLICY/PROCEDURES

AP 123 Public Records Policy **Established 2-19-08**
Approved 4-10-23

PURPOSE:

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

DEFINITIONS:

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

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

POLICY:

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

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

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

(1) Public records do not include some medical records, trial preparation records, law enforcement investigatory records, intellectual property records, donor profile records, privileged communications, student educational records as defined by the Family Educational and Right to Privacy Act (20 USC §1237g), or other nonpublic records as defined by Section 149.43 of the Revised Code.

(C) **Records requests**. Each request for public records will be evaluated for a response using the following guidelines:

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

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

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

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

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

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

(b) An estimated cost if copies are requested.

(c) Any items within the request that may be exempt from disclosure.

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

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

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

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

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

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

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

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

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

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

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

PROCEDURES

(A) Responsibility for maintaining and producing the public records.

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

(B) Intake of request

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

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

(C) Collection

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

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

(D) Review

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

(E) Response

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

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

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

(4) The President's Office is responsible for tracking in a common institutional database the public records requests received by the College, including name of requestor; a summary description of records being sought; date request received; date request completed; and what records were provided or denied.

PRIOR APPROVAL DATES: 2-19-08; 12-14-17

AP 124 Institutional Review Board Procedures **Approved 9-19-14**

The following procedures implement College Rule 3357:10-1-24.

(A) Introduction

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

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

(B) Definitions and Acronyms

(1) Acronyms

(a) CFR – Code of Federal Regulations

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

(c) FDA – Food and Drug Administration

(d) FWA – Federal Wide Assurance

(f) IEC – Independent Ethics Committee

(g) IRB – Institutional Review Board

(h) OHRP – Office for Human Research Protection

(2) Definitions

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

(b) "Certification" means the official notification by MTC or other institution to the supporting federal department or agency, in accordance with this

policy, that a research project or activity involving human subjects has been reviewed and approved by the IRB in accordance with an approved assurance.

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

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

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

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

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

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

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

(j) "Identifiable private information" means private information (as defined in 45 CFR 46.116 and defined in this document B.24.) in which the identity of the subject is or may be readily ascertained by the investigator or associated with the information.

(k) "Informed consent" means the legally effective consent obtained by the investigator from the subject or his or her representative, which satisfies the requirements set forth in 45 CFR 46.116 and section C.3. herein.

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

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

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

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

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

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

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

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

(t) "Research subject to regulation" means research for which a federal department or agency has specific responsibility for regulating research activity.

(u) "Quorum of the IRB" means a majority of the appointed members of the IRB including at least one member whose primary concerns are in a non-scientific area.

(C) Researcher's Submission and Documentation

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

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

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

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

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

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

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

(g) Approval forms from applicable government agencies.

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

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

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

(i) A brief literature review of prior research on the same topic or issue and why this research is needed.

(ii) A discussion of objectives, methods, and potential results of the research.

(iii) Justification of the use of human subjects.

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

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

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

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

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

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

(h) The personnel of the research team and any additional organizations (such as MTC) involved with the research should be listed. Included with the

names should be the individual's qualifications for research and their role in the project. Documentation of approval and agreement from any personnel or department at MTC or any other organization involved in the research should be included with this section.

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

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

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

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

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

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

(ii) A description of any reasonably foreseeable risks or discomforts to the subject;

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

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

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

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

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

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

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

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

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

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

(iv) The consequences of a subject's decision to withdraw from the research and procedures for orderly termination of participation by the subject;

(v) A statement that significant new findings developed during the course of the research that may relate to the subject's willingness to continue participation will be provided to the subject; and

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

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

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

(a) Public benefit or service programs;

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

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

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

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

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

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

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

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

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

(iii) As further stated by 45 CFR 46, the informed consent does not "preempt any applicable federal, state, or local laws which require additional information to be disclosed in order for informed

consent to be legally effective." And, as stated by federal regulations, "Nothing in this policy is intended to limit the authority of a physician to provide emergency medical care, to the extent the physician is permitted to do so under applicable federal, state, or local law."

(D) Procedures for Initial Review of Research

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

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

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

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

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

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

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

(h) Approval forms from applicable government agencies.

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

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

(a) Determine that the proposed research activity does not constitute Human Subjects Research, and, therefore, does not require IRB review. The Chair shall document this determination, provide an electronic copy of the Preliminary Evaluation Form to the researcher within two weeks of the meeting, and keep an electronic record of the application forms for MTC.

(b) Determine that the proposed research activity involves human subjects but only in one or more of the categories set forth in 45 CFR 46.101(b), and is, therefore, exempt from IRB expedited and full review. The Chair shall document this determination and follow the process stated in D.3.a.; or

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

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

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

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

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

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

(ii) Research involving the use of educational tests (cognitive, diagnostic, aptitude, achievement), survey procedures, interview procedures or observation of public behavior, unless: (i) information obtained is recorded in such a manner that human subjects can be identified, directly or through identifiers linked to the subjects; and (ii) any disclosure of the human subjects' responses outside the research could reasonably place the subjects at risk of criminal or civil liability or be damaging to the subjects' financial standing, employability, or reputation.

(iii) Research involving the use of educational tests (cognitive, diagnostic, aptitude, achievement), survey procedures, interview procedures, or observation of public behavior that is not exempt under paragraph (2) of this section, if: (i) the human subjects are elected or appointed public officials or candidates for public office; or (ii) federal statute(s) require(s) without exception that the confidentiality of the personally identifiable information will be maintained throughout the research and thereafter.

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

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

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

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

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

(d) Communication: The Chair shall document the determinations as described in Section D.3.

(5) Expedited Review Process: Upon receipt of the electronic documents submitted in accordance with section D.1, two appointed members of the IRB shall conduct the Expedited Review Process.

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

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

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

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

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

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

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

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

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

(7) Action: The members must reach consensus for the proposal to be accepted. The IRB members shall have the authority to take one or more of the following actions:

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

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

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

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

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

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

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

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

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

(a) the number of subjects accrued;

(b) a summary of any adverse events or unanticipated problems involving risks to subjects or others and of any withdrawal of subjects from the research or complaints about the research since the last IRB review;

(c) a summary of any relevant recent literature, findings obtained thus far, amendments or modifications to the research since the last review, any relevant multi-center trial reports, and any other relevant information, especially information about risks associated with the research; and

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

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

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

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

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

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

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

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

(H) Appeals

(1) If the application is disapproved, a principal investigator may appeal by requesting a second review by the IRB. The principal investigator must submit the

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

(I) Limitations of IRB Approval Authority

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

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

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

(J) Institutional Review Board

(1) Procedural Responsibilities

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

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

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

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

(e) The investigators shall select the subjects equitably and impartially.

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

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

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

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

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

(2) Reporting:

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

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

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

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

(3) Membership:

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

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

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

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

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

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

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

(c) Conflict of Interest: No IRB member may participate in the IRB's initial or continuing review of a project in which the IRB member has a conflicting interest, except to provide information requested by the IRB. Except when requested to be present to provide information, any IRB members with a conflict of interest shall absent themselves from the

meeting room when the IRB reviews research in which they have a conflicting interest. Such absence shall be noted in the IRB minutes.

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

(5) Meetings:

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

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

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

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

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

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

(ii) The late arrival, early departure and temporary absence of members;

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

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

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

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

(K) Records Retention

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

MARION TECHNICAL COLLEGE
ADMINISTRATIVE POLICY/PROCEDURES

AP 130 College Closing **Established 4-15-97**
Approved 9-20-23

DEFINITIONS:

(A) President's designee – An administrator deemed by the President and approved by the Board of Trustees to act on behalf of the President in the event the President is absent or incapacitated. The process for identifying the appropriate administrator to serve as the President's designee may be found in the *President's Vacancy Contingency Plan*[1], in accordance with Board policy *Executive Limitations 4.11 – Presidential Vacancy*.

POLICY:

(A) The President, or the President's designee, will decide when classes will be delayed or cancelled, or when the College will be closed due to inclement weather or other emergency conditions.

(B) In the President's absence, the following administrators will act on their behalf in closing the College:

(1) Inclement weather – Chief Academic Officer (CAO)

(2) All other emergencies – Chief Fiscal Officer (CFO)

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

(1) If the College is closed or has a delayed opening due to inclement weather, classes scheduled at off-campus locations are also cancelled or delayed, unless otherwise specified by the appropriate academic dean or director.

(a) Off-campus classes, clinicals, practicums, internships, and/or co-ops, may be held as scheduled depending upon agency/accreditation requirements, as determined by the appropriate academic dean or director.

(2) If the College is closed or has a delayed opening due to an emergency that only affects the campus, classes held at off-campus locations will run as scheduled unless otherwise specified by the appropriate academic dean or director.

[1] As of 7-31-23, the President's Vacancy Contingency Plan denotes the following, in order, as acting on behalf of the President during a vacancy: Provost, Executive VP of Planning, Advancement, & Student Engagement, VP of Business Affairs, and Chief of Staff.

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

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

(1) Morning classes begin before 11:00 a.m.

(2) Afternoon classes begin at or after 11:00 a.m.

(3) Evening classes begin at or after 4:30 p.m.

(E) Payroll issues related to College closings:

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

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

PROCEDURES:

(A) The President, or President's designee, shall contact key staff according to the to communicate the closing or delay publicly. Those staff members are responsible for contacting individual employees within their area as necessary.

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

(1) College website and official social media sites: announcements will be posted by the Webmaster, Public Relations Specialist, or other Marketing Department staff.

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

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

(4) Area radio and television stations: contacts will be made by the President's Office.

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

PRIOR APPROVAL DATES: 4-15-97; 1-15-02; 11-1-10; 8-27-14

AP 140 Non-Discrimination **Established 10-17-00**
Approved 4-10-23

POLICY:

(A) Marion Technical College is committed to providing equal opportunities for all students, employees, and guests of the College. Marion Technical College does not discriminate on the basis of age, ancestry, color, disability, ethnicity, gender, gender identity and expression, genetic information, medical status, military status, national origin, nursing parent status, pregnancy, race, religion, sex, sexual orientation, parent and foster parent status, protected veteran status, or any other bases under the law.

(B) The College is committed to maintaining an environment free from discrimination and harassment, and will comply with protections named in law, including:

(1) Americans with Disabilities Act;

(2) Age Discrimination Act of 1975;

(3) Age Discrimination in Employment Act;

(4) Genetic Information Nondiscrimination Act;

(5) Ohio Revised Code Section 4112;

(6) Pregnancy Discrimination Act;

(7) Rehabilitation Act of 1973;

(8) Title VI and Title VII of the Civil Rights Act of 1964;

(9) Title IX of the Education Amendments of 1972;

(10) Vietnam Era Veterans' Readjustment Assistance Act of 1974; and,

(11) Any other laws or executive orders related to equal opportunity.

(C) The College will appoint compliance coordinators to investigate and respond to claims of discrimination or harassment.

PROCEDURES:

(A) Students, employees, and guests of the College can report discrimination or harassment complaints or submit questions regarding the scope of this policy to the applicable compliance coordinators:

(1) Disability Discrimination:
ADA Coordinator
(740) 386-4222
adacoordinator@mtc.edu

(2) Title VI, Title VII, and Employment Discrimination:
Human Resources Manager
(740) 386-4195

(3) Title IX and Sex-based Discrimination and Harassment:
Title IX Coordinator
(740) 386-4195
titleix@mtc.edu

(4) All other discrimination complaints:
Chief of Staff
(740) 386-4217

(B) The policy statement will be included in all College job advertisements and major recruitment and promotional materials. For all other marketing materials, the following compact statement may be used:

(1) Marion Technical College is an equal opportunity educational institution and employer.

(C) General access statements will be included on the following:

(1) Student publications:

(a) MTC is committed to providing students with disabilities equal and equitable access to all programs, services, and activities, including classroom access. For requests for disability-related accommodations for classes or activities, please contact Disability Services at (740) 386-4222 or by email at ds@mtc.edu. Advance notice is important, as some accommodations take additional time to arrange. Contact as early in advance as possible to help avoid delays in services.

(2) Event flyers:

(b) For disability-related accommodation requests, please contact (event organizer's contact information).

PRIOR APPROVAL DATES: 10-17-00; 6-15-04; 12-10-20

AP 143 Alcohol on Campus **Established 11-17-09**
Approved 4-10-23

POLICY:

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

PROCEDURES:

(A) The sale and general distribution of any alcoholic beverage must comply with the State Board of Liquor Control.

(1) The individual or organization responsible for the event where alcohol will be available is responsible for ensuring the appropriate liquor permit[1], if needed, has been obtained in accordance with State Board of Liquor Control guidelines.

(B) In addition to adhering to Ohio Revised Code for distribution of alcoholic beverages, student clubs and organizations may only sell alcoholic beverages if prior written authorization has been provided by the Center for Student Success and Engagement. All profits from the sale of alcoholic beverages by a student club or organization will be added to the student club or organization's budget. Sale and distribution of alcoholic beverages by a student club or organization is limited to events fundraising for the club or organization.

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

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

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

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

[1] Ohio Revised Code Chapter 4303.

designated driver or assistance from another individual not consuming alcohol are strongly recommended.

(3) Individuals consuming alcohol during an event on campus may be asked for photo identification confirming their age.

(D) Any student, employee, or guest found to be in violation of federal, state, and/or local law, or who violates the College's rules or policies, are subject to College disciplinary procedures and/or referral to the appropriate authorities for prosecution. Sanctions may also apply to registered student organizations and to off-campus conduct involving activities sponsored or authorized by the College.

(1) Student violations: *AP 420 – Student Code of Conduct and Disciplinary Action*.

(2) Employee violations: *AP 370 – Employee Code of Conduct* and *AP 306 – Disciplinary Action*.

PRIOR APPROVAL DATES: 11-17-09

AP 144 Substance Abuse Prevention **Established 9-17-02**
Approved 4-10-23

DEFINITIONS:

(A) College premises – All land, buildings, facilities, vehicles, and other property in the possession of or owned, used, leased, or controlled by Marion Technical College, and spaces used to conduct College business.

POLICY:

(A) Alcohol, drug, or substance abuse by employees can adversely affect all aspects of College operations. Further, the College seeks to ensure a safe, productive environment to protect the health and safety of students and employees, to promote a positive relationship between the College and its customers, to protect College property, and to set a positive example within the community.

(B) In order to maintain an environment that is free from the effects of drug, alcohol, and substance abuse, individuals who appear to be impaired by any such use of alcohol or drugs will be removed from the campus.

(C) In accordance with the Drug-Free Schools and Communities Act Amendments of 1989, the College has established a drug abuse and alcohol abuse awareness and prevention program

(1) Prohibited Activity

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

(b) "Under the influence" is defined as being unable to perform work in a safe and productive manner, or being in physical or mental condition which creates a risk to the safety and wellbeing of the individual, others, or College property.

(c) Any student or employee found in violation of this policy will be subject to discipline, in accordance with:

(i) Student violation: *AP 420 – Student Code of Conduct and Disciplinary Action*.

(ii) Employee violation: *AP 370 – Employee Code of Conduct* and *AP 306 – Disciplinary Action*.

(2) Awareness Program

(a) The College publishes and distributes annually a "Drug-Free Information" brochure to students and employees.

(b) The College publishes a listing of "*Area Agencies for Personal Counseling and Alcohol/Drug Related Concerns*."

(3) Notification of Supervisor

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

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

(4) Employee Compliance

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

(b) The President's Office will record any drug and alcohol-related violations and fatalities that:

(i) Occur on College premises, or as part of any of the College's activities; and,

(ii) Are reported to College officials.

(5) Contractors and Visitors

(a) The College strictly prohibits any visitor or contractor from being on College premises while under the influence of alcohol, drugs, or controlled substances. Violation of this policy will result in immediate removal and further ban from College premises.

(6) Cooperation

(a) Inspection may be conducted under the supervision of Human Resources or by a public law enforcement agency when the College has a reasonable suspicion of violation of this policy. Entry on campus constitutes consent to such inspection.

(7) Reporting Violations

(a) Individuals may submit reports of substance abuse in violation of this policy via a reporting form to the College's conduct software[1], found on the College Website.

(8) Ohio Peace Officers Training Academy

(a) Exception to this policy is the use of alcohol or drugs (e.g., marijuana) for legitimate academic use for the purposes of instruction by the Ohio Peace Officer Training Academy (OPOTA) or Criminal Justice Program, under the supervision of the Instructor and/or Academy Commander.

PRIOR APPROVAL DATES: 9-17-02

[1] The College's current conduct software is Maxient.

MARION TECHNICAL COLLEGE
ADMINISTRATIVE POLICY/PROCEDURES

AP 145 Naloxone Use **Established 4-26-24**
Approved 4-26-24

INTRODUCTION:

(A) Marion Technical College, through the Ohio Department of Higher Education (ODHE), Ohio Department of Mental Health and Addiction Services (ODMHAS), and RecoveryOhio, has established two naloxone emergency access cabinets in case of an emergency overdose on campus. The content of this policy was developed from resources through the Ohio Department of Health's Project DAWN[1] (Deaths Avoided with Naloxone).

DEFINITIONS:

(A) Naloxone – A medication that can reverse the effects of an overdose caused by an opioid drug, such as heroin, fentanyl, or prescription pain medications. Naloxone may also be known as "Narcan," a common brand of the medication.

POLICY:

(A) The College will maintain two naloxone emergency access cabinets, with one cabinet located in:

(1) Bryson Hall

(2) Health Technologies Center

(B) Within each emergency access cabinet are the following items:

(1) Two naloxone kits, which include nasal spray doses of the medication.

(2) Two pairs of gloves.

(3) Face shields.

(C) Fentanyl testing strips can also be found at LOCATION, and are free to individuals as supplies are available.

(D) The College will provide opportunities for naloxone administration training to employees.

PROCEDURES:

[1] https://odh.ohio.gov/know-our-programs/project-dawn

(A) A bystander may observe the following symptoms of an overdose:

(1) Unresponsiveness.

(2) Loss of consciousness.

(3) Slow or shallow breaths, or not breathing at all.

(4) Choking, snoring, or gurgling sounds.

(5) Blue, gray, or ashen lips and fingernails.

(6) Pale or clammy face.

(7) Slow, erratic, or absent pulse.

(8) Vomiting.

(9) Seizures.

(B) If an individual appears to be overdosing, the following protocol should be implemented:

(1) Check the individual for responsiveness, such as calling their name, shaking them, or rubbing knuckles hard in the middle of their chest.

(2) Call 911 and provide a precise location and specific details of what is occurring.

(a) Per Ohio Revised Code 2925.11, also known as a "Good Samaritan" law, limited immunity is available for minor drug possession if medical assistance is sought in the event of an overdose.

(3) If the responding individual is trained, they should begin CPR protocol. Then place the individual to their side encase of vomiting.

(a) Personal protection equipment (e.g., gloves) may be to protect the responding individual from body fluid or potential drug contamination.

(4) Administer one dose of naloxone nasal spray by following the included instructions.

(a) If the individual does not respond in two to five minutes, give another dose.

(b) Administering naloxone to an individual who is not experiencing an opioid overdose will not harm the individual.

(5) Following administration of naloxone, continue rescue breathing, one breath every five seconds.

(a) If the individual is breathing on their own, or if the individual must be left alone briefly, put them in the recovery position and tilt their head to keep their airway clear.

(6) The individual may start to overdose again when naloxone wears off. Additional doses of naloxone may be given.

(7) Remain with the individual until first responders arrive. An individual experiencing an overdose will need continued medical care and must be admitted to the hospital.

(8) An individual that is dependent on opioids may go into withdrawal when given naloxone. Withdrawal reactions are not life-threatening. Symptoms may include:

(a) Sickness.

(b) Confusion.

(c) Anger or agitation.

(C) Following administration of naloxone on campus, an employee must report the incident via the College's online reporting system[2].

PRIOR APPROVAL DATES: 4-26-24

[2] The College's current reporting system is Maxient.

MARION TECHNICAL COLLEGE
ADMINISTRATIVE POLICY/PROCEDURES

AP 148 Social Media Policy **Established 11-1-10**
Approved 9-20-23

DEFINITIONS:

(A) Social Media - A type of Internet or mobile-based technology that stores and delivers information between many people (e.g., Facebook, Twitter, LinkedIn, Instagram, YouTube, Snapchat, etc.).

POLICY:

(A) Official College-Affiliated Social Media Sites

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

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

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

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

(b) The administrator must inform the Director of Marketing and Webmaster of any changes or updates to the username and password for the account.

(B) Moderating Content

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

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

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

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

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

(e) The content is associated with someone who specifically requests that the content be removed and the request is deemed reasonable.

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

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

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

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

(C) Personal Use

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

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

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

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

(D) Enforcement

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

(2) Violations will be handled through the College disciplinary procedures applicable to the user, including *AP 306 – Disciplinary Action* (employees) and *AP 420 – Student Code of Conduct & Disciplinary Action* (students).

(3) MTC may temporarily suspend or block a user's access to electronic and/or computing resources prior to the initiation or completion of disciplinary procedures when the integrity, security, or functionality of the College or computing resources is at risk or to protect the College from liability.

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

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

PRIOR APPROVAL DATES: 11-01-10; 3-30-18

AP 1-60 Infectious Materials Management **Approved April 17, 2007**

POLICY:

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

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

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

(2) Any unfixed tissue or organ from a human

(3) Bacteriological cultures

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

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

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

(1) identify exposed employees/students

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

(3) identify personal protective equipment

(4) identify housekeeping standards

(5) provide information on blood borne pathogen hazards that must be communicated to all potentially exposed employees/students, while including

provisions for affected employees/students to receive Hepatitis B vaccinations, training, and, if necessary, confidential medical evaluations.

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

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

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

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

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

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

PRIOR APPROVAL DATES: 4-21-98

MARION TECHNICAL COLLEGE
ADMINISTRATIVE PROCEDURES

AP 180 Title IV Compliance **Established 12-08-11**
Approved 3-23-21

PURPOSE

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

POLICY:

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

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

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

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

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

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

(C) The Director of Financial Aid shall submit a report to the VP of Planning and Advancement at the end of each academic year to document Title IV compliance activities and report on corrective actions being taken to ensure full compliance. The VP of Planning and Advancement shall report to the President any compliance concerns or issues.

PRIOR APPROVAL DATES: 12-08-11; 11-2-18

Owner: Director of Financial Aid

AP 201 Budget Preparation & Adoption **Established 11-25-95**
Approved 11-6-24

DEFINITIONS:

(A) Fiscal Year: July 1st – June 30th.

(B) Cost Center Manager: An employee responsible for managing a department budget, typically at a director or higher level.

POLICY:

(A) Fiscal Responsibility:

(1) In accordance with Ohio Revised Code 3357.09, the Board of Trustees is responsible for establishment of the financial framework within which the College operates. This framework must identify sources of income and application of expenditures to meet instructional objectives.

(B) Preparation and Approval:

(1) The Board of Trustees has delegated to the President the authority to prepare an operational budget for all areas of the College, in accordance with the Board's adherence to the policy governance model.

(2) The President will present a proposed operating budget to the Board at its June meeting for the upcoming fiscal year (July 1st – June 30th).

(3) The President may present a revised budget to the Board during the course of the fiscal year as needed; the Board may approve the budget as presented or after incorporating revisions.

(4) Upon Board approval, the College is authorized to expend funds within the operating budget for purposes identified, provided an expenditure is not restricted by limitations expressed in the Board's policies. The President will have authority to redirect allocation of funds only within the framework of each fund account and limited by total budget amounts.

(5) The Business Office may approve a transfer of funds between a department's budget lines, so long as the transfer does not exceed the department's overall budget.

(C) Distribution of the Budget:

(1) The proposed budget will be distributed to applicable departments and cost center managers prior to the proposed budget being presented to the Board. The Chief Financial Officer (CFO) will communicate to the applicable departments the process for compiling a proposed department budget.

PROCEDURES:

(A) The proposed budget shall consider the College's mission and strategic plan.

(B) A timeline of the budget adoption process is outlined below; however, extenuating circumstances (e.g., state operating budget delays) may impact the ability to meet prescriptive deadlines below.

(1) With input from the Board of Trustees and employees, the President's Cabinet, which serves as the College's Budget Committee, will review the mission statement, analyze internal and external environments, identify strategic initiatives, develop and evaluate strategies, and develop enrollment and financial assumptions by the second week of March.

(2) The Chief Financial Officer will distribute a budget preparation packet to each cost center manager and an area summary to each area vice president and the President by the first week of April.

(3) The cost center manager will develop a budget for operating expenses and submit the plan to the area vice president by the first week of May.

(4) The area vice president will complete cost center reviews, complete the area summary, and submit detailed budget packets and area summary by the second week of May to the Chief Financial Officer.

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

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

(7) If a revision to the approved budget is necessary, the President will submit a revised College budget to the Board of Trustees for approval.

PRIOR APPROVAL DATES: 11-25-95; 4-18-00; 1-26-17

TECHNICAL CHANGES:

AP 211 Equipment Disposal **Established 4-21-98**
Approved 11-6-24

DEFINITIONS:

(A) Equipment: For the purposes of this policy, any fixed asset that was purchased at a price of $2,500 or more.

POLICY:

(A) The Board of Trustees delegates authority to the President through policy governance to dispose of equipment that has exceeded its useful life at the College.

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

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

PROCEDURES:

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

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

(1) Sealed Bid - The preferred method of equipment disposal is to acquire sealed bids for the purchase of the used equipment (contact the Business Office for sealed bid procedures).

(2) Auction Item - Equipment submitted for auction.

(3) Trade-In - Equipment traded-in on the purchase of new equipment.

(4) Throw Away - Immediate disposal of equipment with little or no value.

(5) Donation - Equipment with little or no value may be donated to certain non-profit organizations. The organization will be required to provide proof of non-profit status.

(C) Disposed equipment will be removed from the equipment inventory list following the completion of the relevant disposal listed above.

(C) Approval on the *Equipment Disposal Form* is required from the immediate supervisor and area vice president before any College equipment may be disposed. Any disapproval

of the *Equipment Disposal Form* will be documented and returned to the requesting employee.

(D) The *Equipment Disposal Form* is forwarded to the Business Office for final approval. The Business Office will return a copy to the original requesting employee. A copy of any form that relates to the auction will be forwarded to the Chief Financial Officer.

(E) The Business Office will issue a letter to the organization to which equipment is being donated:

(1) Specifying the equipment that is being donated;

(2) Requesting the organization sign a statement that it is a 501(c)(3) organization; and,

(3) Requesting a copy of its IRS determination letter stating that it is a tax-exempt organization.

PRIOR APPROVAL DATES: 4-21-98; 9-21-04; 1-26-17

TECHNICAL CHANGES

AP 220 Tuition and Fees **Established 10-2-00**
Approved 11-6-24

POLICY:

(A) Marion Technical College (the "College") is a public, state-supported institution. Since this support represents only a portion of the costs of operation, tuition and fees are charged to students to supplement this revenue and to help meet the expenditures of the College.

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

(C) The assessment of tuition and fees for College Credit Plus (CCP) students shall be in accordance with Ohio Revised Code Chapter 3365 and the rules and guidelines established by the Ohio Department of Higher Education (ODHE) for the CCP program.

(D) The following fees are to be paid to the Business Office in order to complete registration for each academic term by the published due date.

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

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

(3) Course Fees – These additional fees are charged for consumable materials, access to required learning platforms or content (e.g., inclusive access), and/or laboratory personnel required for the associated courses.

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

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

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

(4) Career Services Fee – This fee supports career counseling, resume assistance, job search preparation, and experiential learning assistance provided to students.

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

(1) Deferred Payment Fee – This non-refundable fee is charged to students whosign up for a deferred payment plan with the Business Office for deferred payment of tuition and fees.

(2) Insurance Fee – This fee is charged to students completing a clinical placement, where the student is required to have liability insurance coverage. The fee is refundable if the student drops the applicable course prior to the census date.

(3) Transcript Fee – This fee is charged for requests for a copy of the student's official transcript through the external transcript provider[1]. The Office of the Registrar is responsible for determining when this fee may be waived.

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

(5) Emergency Loan Fee – This non-refundable fee is charged to students who make arrangements and sign a Promissory Note with the Financial Aid Office for a short-term loan. Additional information can be found in *AP 435 – Emergency Student Loan.*

(6) Parking Fee – For the purpose of maintenance on campus sidewalks, driveways, and parking lots, this non-refundable fee is charged to all students who are registered for credit classes that are held on campus.

(7) Late Payment Fee – Students who do not pay tuition and fees by the published due date will be assessed a $100 late payment fee. This does not apply to students who are on a deferred payment plan with the Business Office.

(F) Non-Credit Course and Service Fees – Workforce Solutions will determine all non-credit course and service fees. Fees are subject to change each time the course or service is offered.

(1) Registration fees for non-credit courses are due by the first course section meeting day or earlier as determined by published date.

(2) If registration occurs on the first meeting day of a non-credit course, fees must be paid by cash or credit card.

(3) Non-credit course fees paid by an employer may be invoiced directly to the employer.

[1] The College's current external transcript provider is Parchment.

(G) The Business Office is responsible for assessing and collecting all fees in accordance with this policy.

(H) The Chief Financial Officer will ensure the tuition and fee rates are published on the College's website and in appropriate publications.

(I) Information on refunds of tuition and fees can be found in *AP 222 – Refund of Tuition and Fees*.

PROCEDURES:

(A) An annual recommendation regarding fees for the following academic year will be submitted to the President by the Chief Financial Officer for review, revision if appropriate, and approval. Following the President's approval, the Chief Financial Officer will present the tuition and fee recommendations to the Board of Trustees for review, revision if appropriate, and final approval.

(B) Students who register and do not pay their fees by the published deadline will have their registration canceled by the Business Office. The Business Office will determine the students whose registrations will be dropped for non-payment and will notify the Office of the Registrar in accordance with *AP 470 – Registration*.

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

PRIOR APPROVAL DATES: 10-2-00; 9-22-09; 10-17-16

TECHNICAL CHANGES:

AP 221 Sixty Plus: Senior Citizen Fee Waiver **Established 9-19-00**
Approved 11-6-24

POLICY:

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

(1) Individuals wishing to enroll in classes for credit must follow the general admission policy of the College (*AP 401 – Admission)* and will be responsible for paying tuition and all other costs associated with their enrollment.

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

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

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

PROCEDURES:

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

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

(2) Contact the Office of the Registrar to complete a *Sixty Plus Application* (senior citizen registration form) and provide proof of age eligibility during the applicable registration period.

(3) Receive notice of seat availability from the Office of the Registrar no later than the first week of class. If a seat in the desired class is not available, the individual will be provided alternative course options.

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

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

PRIOR APPROVAL DATES: 9-19-00; 5-18-04; 3-15-11; 10-17-16

TECHNICAL CHANGES:

Owner: Chief Financial Officer

AP 222 Refund of Tuition and Fees **Established 6-15-04**
Approved 11-6-24

DEFINITIONS

(A) Census date: The date official enrollment data is submitted to the Ohio Department of Higher Education (ODHE). This is typically the 15th day of the term, and is published in the official college calendar on the College's website.

(B) Regularly scheduled course: A course that coincides with the beginning and ending dates of the standard academic term as designated in the official college calendar on the College's website.

(C) Flexibly scheduled course: A course that has a beginning and/or ending date that is different than the dates of the full academic term (e.g., 8-week courses, fast track courses) as published in the official college calendar on the College's website.

POLICY:

(A) A student who drops one or more regularly scheduled credit courses prior to the academic term's census date will receive a 100% refund of their tuition. A student is not eligible for a refund of tuition if they withdraw from any regularly scheduled courses after the census date.

(B) A student who withdraws from one or more regularly flexibly scheduled credit courses prior to the first class meeting will receive a 100% refund of their tuition. A student is not eligible for a refund of tuition for any flexibly scheduled courses dropped after the first class meeting.

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

(D) The following fees, which are defined in *AP 220 – Tuition and Fees*, are non-refundable:

(1) Deferred Payment Fee

(2) Insurance Fee

(a) Per *AP 220 – Tuition and Fees*, this fee is refundable if the student drops the applicable course prior to the census date.

(3) Transcript Fee (collected by an external transcript provider[1])

(4) Penalty for Payment with Returned Check

(5) Emergency Loan Fee

(6) Parking Fee

(7) Late Payment Fee

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

(F) Tuition and fees shall be returned to the source from which they came and mailed along with other financial aid refunds.

(G) Fees paid for courses canceled by the College or paid under mistake of law or fact will be refunded in full.

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

(I) Title IV federal financial aid (Pell grants and Stafford student loans) is calculated according to the College's financial aid refund policy (*AP 432 – Title IV Financial Aid Refunds*). Federal regulations require that the College keep attendance records and calculate Title IV refunds based on the last day that a student attended and/or completed at least sixty percent (60%) of the enrollment period.

PROCEDURES:

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

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

PRIOR APPROVAL DATES: 6-15-04; 4-21-09; 1-26-17

TECHNICAL CHANGES:

[1] The College's current external transcript provider is Parchment.

AP 223 Tuition Vouchers **Established 6-19-01**
Approved 11-6-24

POLICY:

(A) Marion Technical College (the "College") may issue tuition vouchers to employers who serve as a clinical, internship, practicum, cooperative education, or mentorship site as an acknowledgement of the employer's contribution to the educational mission of the College. The vouchers are to be used by the site's employees to further their education. Vouchers may also be issued by the College for marketing or fundraising activities; those vouchers will be managed by the Director of Marketing.

(B) A tuition voucher may be used to pay tuition or continuing education fees only. The individual who is using a tuition voucher is responsible for payment of all other costs of attendance.

(C) A tuition voucher is valid only for the terms listed on the voucher (per term).

(D) The College will provide the following funding for tuition vouchers each fiscal year:

(1) Fall term - $7,500.

(2) Spring term - $7,500.

(3) Summer term – Any remaining, unspent funds.

(a) Adjustments may be made to the funding allocation by the Chief Financial Officer based on the College's budget and financial position. Funding for tuition vouchers will be reviewed annually as part of the regular budget process.

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

(1) One credit hour voucher is distributed to an individual. The individual is eligible for up to three, one credit hour vouchers dependent on the number of voucher requests received.

(2) If more requests are made than remaining vouchers, the Health Associate Deans, program administrative assistants, and/or representatives of the Business Office will review the individual disciplines and distribute based on the healthcare discipline for associated clinical locations, and then by students in order of requests.

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

(G) Tuition vouchers must be used by the clinical site employees for a health program at the College.

PROCEDURES:

(A) Procedure for employers with MTC students in clinical, internships, cooperatives, and practicums:

(1) Each academic department will monitor and record student placements for clinicals, internships, cooperatives, and practicums.

(2) Each term, vouchers will be submitted to clinical sites for redemption. Employers serving as clinical sites may request a voucher through an electronic web form. The College will disperse tuition vouchers based on availability of funds, number of requests, and clinical sites.

(3) Timeframe:

(a) Fall term requests must be made by August 1st.

(b) Spring term requests must be made by December 1st.

(c) Summer term requests must be made by May 1st.

(4) Request forms will be submitted by the health programs' administrative assistant(s) to the Business Office following the deadlines above for dispersal.

(B) Procedure for site employees using tuition vouchers:

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

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

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

(4) The College reserves the right to deny use of a voucher by an individual.

PRIOR APPROVAL DATES: 6-19-01; 10-18-05; 4-12-11; 1-26-17

TECHNICAL CHANGES:

AP 235 Purchasing **Established 6-29-99**
Approved 12-12-25

DEFINITIONS

(A) Sole source good: An item or good where, after reasonable investigation, there is only one known viable provider of the goods sought by the College, or the requested goods are unique in design, performance, or use specifications.

(B) Plant fund: A fund used to account for acquisition, construction, and maintenance of the College's facilities or long-term assets (i.e., physical plant).

POLICY:

(A) All purchases must conform to applicable College rules and policies, as well as federal, state, and local laws or regulations.

(B) By approval of the annual budget, the Board of Trustees authorizes the expenditure of College funds for the amounts budgeted to applicable departments and purchasing lines.

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

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

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

(F) Purchases from a vendor in which a Marion Technical College employee or trustee has significant proprietary interest are prohibited except when the purchases are found not to violate Ohio Revised Code Chapter 102 (i.e., Ohio Ethics Law) and its related statutes, as well as the College's applicable rules[1] and/or policies.

(G) The College's fiscal year begins on July 1st and ends on June 30th of each year.

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

(I) Gifts officially presented by the College to an employee or others to recognize milestones and achievements (e.g., retirement, serious injury or illness, special awards) will be

[1] College rule 3357: 10-1-70 – Ethics Policy

purchased by Human Resources (HR). All other departments are prohibited from spending College funds to purchase gifts.

(J) All orders and artwork for products requiring logos, branding, or imprinting must be reviewed and approved by the Marketing Department in advance of placing an order.

(1) Branded items are physical items bearing the College's name, logo, seal, mascot, slogans, or other official marks that visually represent the College's brand.

(2) Merchandise and promotional items, including branded clothing worn by employees, should serve the purpose of revenue generation (e.g., fundraising), recruitment, and/or brand awareness.

(K) Gift cards, clothing expenses and allowances are taxable fringe benefits which must be included in an employee's wages. If a request is made to purchase clothing or another taxable fringe benefit for employees, the requisition will need to be approved at all levels, including the Business Office. Payroll must also be notified of the value of the benefit so that it may be included in the employee's W-2.

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

(M) The employee initiating the purchase must submit a purchase requisition through the College's purchasing software[2].

PROCEDURES:

(A) Obtaining quotes:

(1) When quotes are required, the employee must submit the quotes to the Business Office via email or paper copy when the requisition is created.

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

(3) All standard items (e.g., office supplies) will be purchased from vendors selected by the Business Office.

(4) Employees should select the product with the best value, including price and quality.

(B) Obtaining formal bids:

(1) The department initiating the purchase must obtain quotes from two or more vendors for:

[2] The College's current purchasing software is Web Client.

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

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

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

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

(2) After quotes are received, the employee initiating the purchase or the department cost-center manager will select the final vendor in consultation with the Business Office to ensure statutory and policy compliance.

(3) The following items are exempt from competitive bidding:

(a) Emergency repair services;

(b) Utilities (including telephone);

(c) Library books and periodicals;

(d) Media purchases;

(e) Items for which an Ohio Inter-University Council Purchasing Group, State of Ohio contracts, Educational and Institutional Cooperative Service, Midwestern Higher Education Commission or Higher Education Cooperative Purchase Consortium contract exists; and,

(f) Sole-source goods.

(C) Plant fund purchases:

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

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

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

(4) Plant fund purchases shall follow the same purchasing procedures as stipulated in this policy.

(D) Purchase requisitions and placing orders:

(1) An employee may enter a purchase requisition through the College's purchasing software.

(2) The purchase requisition must be approved by the applicable supervisory levels before it is approved or denied by the Business Office.

(3) If approved, the Business Office will issue a purchase order, after confirming that the amount is within the applicable department budget approved by the Board of Trustees. A copy of the purchase order will be forwarded to the appropriate department employee as confirmation of the order.

(4) The Business Office requires the employee initiating the purchase to submit a new requisition if a vendor other than one indicated on the initial purchase requisition was selected.

(5) The Business Office will facilitate orders for general office supplies, and from specific vendors (e.g., Amazon). A list of these specific vendors is held by the Business Office.

(E) Rush orders:

(1) All rush orders must comply with the procedures for entering a purchase requisition and receiving a purchase order

(2) No orders may be placed without the Business Office's prior approval.

(F) Budget-year deadline:

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

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

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

(G) Reimbursement limitations:

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

(2) The College is exempt from paying sales tax. Employees are expected to obtain a tax-exempt form prior to making purchases to provide to the applicable vendor.

(a) The College is not exempt from paying sales tax outside of the State of Ohio.

(H) Receiving report, invoice approval, and payment:

(1) All purchase orders will direct the vendor to ship goods to the maintenance receiving dock at 1527 Mt. Vernon Avenue, Marion, Ohio 43302.

(2) Maintenance will verify receipt on the packing slip and send the items purchased to the employee who initiated the purchase.

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

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

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

PRIOR APPROVAL DATES: 6-29-99; 1-21-03; 4-12-11; 11-6-24

TECHNICAL CHANGES:

AP 236 Credit Card Use **Established 4-20-10**
Approved 6-18-25

POLICY:

(A) Employees may use a College credit card[1] for the sole purpose of purchasing goods or services required for the official business of the College.

(1) The College card may only be used by a regular employee, and may not be used by adjunct faculty, student employees, or any other seasonal or temporary employees.

(B) Authorized credit card use:

(1) The credit card should only be used when a vendor does not accept purchase orders or under urgent circumstances that require an immediate purchase.

(2) The credit card may be used to make a purchase in-store or by telephone, fax, internet purchasing portal, or mail. Credit card information should not be sent via email, as it is not secure.

(3) The Business Office must approve a purchase order prior to an employee using the credit card. Failure to follow *AP 235 – Purchasing* is considered unauthorized use, which may result in loss of credit card and/or disciplinary action.

(a) *AP 235 – Purchasing* also details procedures for submitting itemized receipts from use of the College credit card.

(C) The College credit card has a standard limit of $2,999.99. Certain employees, such as executive leadership, may have a higher credit limit.

(D) Unauthorized and/or inappropriate card use:

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

(a) Items for personal use;

(b) Items for non-college purposes;

(c) Cash, cash advances, or gift cards;

(d) Alcoholic beverages;

[1] This policy is in accordance with Ohio Revised Code Section 9.21.

(e) Food and/or beverages for the individual employee; or,

(i) Employees traveling for work may be reimbursed for personal meals paid by the employee (i.e., not with the College's credit card) in accordance *AP 240 – Travel*.

(f) Entertainment or recreation.

(E) Responsibility and accountability:

(1) The Controller is responsible for obtaining, distributing, and monitoring usage of College credit cards. The Controller is also responsible for revoking credit card access if an employee has violated this policy. The Controller may also revoke credit card access at the request of Human Resources or the President if an employee has broken a different policy.

(2) Certain employees are authorized by the Controller to obtain a credit card based on their role. All other employees needing to access a credit card may contact the Business Office, which checks out general credit cards on an as needed basis.

(a) A list of current credit card holders at the College is included as an appendix to this policy.

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

(4) An employee in possession of a credit card is responsible for the protection and custody of the credit card and must immediately notify the Controller if the card is lost, stolen, or the subject of suspected fraud.

(5) Any employee who makes unauthorized use of the College credit card may be responsible for restitution to the College for any unauthorized purchases and may be subject to disciplinary action in accordance with *AP 306 – Disciplinary Action*, including possible termination of employment, and may be reported to law enforcement for criminal prosecution.

PRIOR APPROVAL DATES: 4-20-10; 1-26-17; 11-6-24

TECHNICAL CHANGES:

AP 236 – Credit Card Use
Appendix A

Current College Credit Card Holders

- Associate Dean of Health/Director of Radiography & Sonography
- Associate Dean of Health/Director PTA
- Associate Dean of Nursing
- Associate Dean of Technical Programs
- Business Office (able to be checked out by non-card holders as needed)
- Chief of Staff & Government Relations Officer
- College Registrar
- Director of Admissions & Recruitment
- Director of Career Services
- Director of College Credit Plus
- Director of Financial Aid
- Director of Information Systems
- Director of Marketing
- Director of MTC Foundation
- Director of Title III
- Director of Workforce Solutions
- Executive Director of IT Operations
- Executive Director of Student Success & Engagement
- Executive Vice President of Planning, Advancement, & Student Engagement
- Facilities Coordinator
- President
- Provost/Chief Strategy Officer
- Vice President of Business Affairs/CFO

AP 240 Travel **Established 9-17-02**
Approved 6-18-25

DEFINITIONS:

(A) Employee: An individual employed by the College on an hourly or salaried basis.

(B) Travel: Authorized trips taken by an employee in connection with official business of the College. Examples include, but are not limited to, professional meetings, field trips, employee recruitment, student recruitment, professional development events, promotional activities, or other travel as directed by the President.

(C) Incidental expenses: Per federal regulation[1], incidental expenses include fees and tips given to porters, baggage carriers, hotel staff, and staff on ships.

POLICY:

(A) An employee's immediate supervisor and area vice president (if applicable) must authorize all College-funded travel.

(1) Itemized receipts are required by the Business Office for all travel reimbursements. If a receipt is lost, an employee should contact the vendor and obtain a duplicate, and notify the Business Office.

(B) Transportation expenses:

(1) Use of College vehicle(s) – An employee will be reimbursed for actual and necessary expenses incurred.

(2) Mileage reimbursement – An employee will be reimbursed for actual mileage at the standard allowable IRS reimbursement rate. The employee must have liability insurance coverage that meets the requirements of Ohio Revised Code Section 4509.51.

(a) If more than one employee travels to the same destination together, only the driver is eligible for mileage reimbursement. Carpooling is strongly encouraged, where possible. Employees should first obtain supervisor approval to travel separately when going to the same destination.

(b) Employees will not receive mileage reimbursement for traveling between their home and primary place of work (i.e., commuting).

[1] Federal Travel Regulation Chapter 300, Part 300-3.

(c) All mileage reimbursement for travel must list an employee's primary place of work or home address, whichever is closer to the destination, as the starting location regardless of whether or not the employee is required to travel to the College on the day of travel.

(i) Employees traveling from their home as the starting location must deduct their normal commute distance from their request for mileage reimbursement. For example, if an employee commutes 30 miles to Marion Technical College, but is traveling 40 miles from their home to another location for work, the employee is only eligible for reimbursement of 10 miles (the miles in excess of their normal commute. This does not apply to work-related travel on the weekend, which may be counted from the employee's home.

(ii) Employees traveling from the College as the starting location do not need to deduct any miles from their mileage reimbursement.

(d) Mileage reimbursement will not be paid for round trips of less than ten (10) miles.

(i) If regular travel is a requirement of the employee's responsibilities, the employee may be eligible for reimbursement of mileage that is less than ten (10) miles round trip, provided the total number of miles traveled in a calendar month are in excess of ten (10) miles. The employee is responsible for tracking their work-related miles for the calendar month, receiving their supervisor's approval, and submitting the log to the Business Office for reimbursement.

(ii) Mileage reimbursement will not be paid between the Marion Campus and Marion Tech Downtown.

(e) The Business Office has ultimate authority over approval and denial of mileage reimbursement to promote consistent application across all departments.

(3) Common carrier – An employee is expected to obtain the lowest available rate (e.g., airfare, rental vehicle). The College will not pay for unused reservations unless failure to cancel or use the reservation was unavoidable.

(4) Miscellaneous travel expenses – An employee will be reimbursed for checked baggage fees, parking charges, local transportation charges (e.g., taxi, Uber, Lyft), and other reasonably incurred travel expenses directly related to travel.

(5) In accordance with the Ohio Ethics Commission guidance[2], employees may not accumulate frequent flyer miles or other reward points for personal use resulting from business travel. Employees are responsible for preventing posting of frequent flyer miles or other rewards points to their associated accounts.

(C) Meals:

(1) An employee may not use the College purchasing card for personal meals while traveling; an employee must pay for personal meals and submit for reimbursement upon conclusion of their travel.

(2) An employee will only be reimbursed for their own meals and not for an accompanying employee, unless approved by the Controller or Chief Financial Officer. The accompanying employee should submit their own reimbursement separately, where possible

(3) Meal expenses, including tips, will be reimbursed using the per diem rate established by the U.S. Governmental Services Agency (U.S. GSA) for the travel destination. An employee may not submit a meal receipt for reimbursement when a meal was otherwise provided by the conference and included in the cost of the conference or registration.

(a) If a conference includes a meal or meals in the cost of the registration or at no cost to the employee, the employee's total per diem will be reduced by the amount of the applicable meal, as detailed by the GSA meals and incidental expense breakdown for the destination.

(4) To qualify for meal reimbursement, IRS regulations require an overnight stay.

(5) An employee's per diem for travel will be calculated at the full GSA rate for the destination for each day of travel (e.g., per diem rate of $59 x 3 days = $177). This amount will be the maximum allowable reimbursement to the employee for meals and incidental expenses. If an employee exceeds the individual rate of reimbursement for one day, the employee's reimbursement for that day will be capped at the maximum daily GSA rate for the destination, in accordance with IRS regulations[3].

(D) Lodging:

(1) An employee may submit a purchase requisition for lodging expenses to be paid directly by the College. If the employee does not have a College credit card to put on file, they may request use of one from the Business Office.

[2] Ohio Ethics Commission Advisory Opinion 91-010.
[3] IRS Per Diem Frequently Asked Questions

(2) If an employee pays personally for lodging expenses, they will be reimbursed for actual, reasonable lodging expenses, including applicable taxes for out of state travel. A receipt for all lodging expenses must be submitted with the *Travel Expense Report*.

(a) Reasonable lodging expenses are equal to or less than the cost of the arranged conference lodging.

(b) An employee will not be reimbursed for overnight lodging within 50 miles from either the traveler's home or the College, whichever is closer, unless approved in advance by the employee's immediate supervisor and area vice president (if applicable).

(E) Miscellaneous living expenses:

(1) An employee may be reimbursed for miscellaneous living expenses (e.g., laundry, dry cleaning, etc.) only if they are in overnight lodging for more than one week, including a weekend, for official College business. Miscellaneous living expenses must be listed separately on the *Travel Expense Report*.

(2) An employee may be reimbursed for hotel internet charges at their hotel if using the internet is a necessary business activity. To be reimbursed for internet charges, the employee must provide an explanation of the internet usage on the *Travel Expense Report*.

(F) Non-reimbursable expenses:

(1) The following expenses are not reimbursable:

(a) Personal grooming services, such as (e.g., barbers, hairdressers, shoe shines);

(b) In-room movies;

(c) Insurance costs (e.g., life insurance, flight insurance);

(d) Lost baggage;

(e) Parking tickets or traffic violations;

(f) Upgrades (e.g., airfare, hotel, rental car)

(g) In-county lodging;

(h) Alcoholic beverages;

(i) Expenses incurred for spouses or other non-College personnel;

(j) Fee for changing of flights for personal reasons;

(k) Hotel room maid service; and/or,

(l) Any other reason declared by the Chief Financial Officer to be unreasonable and/or illegal.

(G) Conference fees:

(1) If not paid in advance by the College, an employee will be reimbursed for conference registration fees.

(H) Reimbursement processing and deadlines:

(1) An employee who has traveled at College expense must submit their reimbursement request within 30 days of the last date of travel. The President may extend this timeframe if mitigating circumstances exist. No reimbursements may be made after 60 days from the last date of travel.

(2) All reimbursement requests for travel in June must be submitted no later than the third Friday of July.

(3) A reimbursement request may be denied for reasons including, but not limited to, an employee's failure to submit the request in a timely, accurate, or truthful manner.

(I) Exceptions

(1) Any provision within this policy is subject to exception for extenuating circumstances with the prior approval of the President. The President shall notify the Business Office in writing of any exception granted.

(2) Any travel outside of the continental U.S. or foreign travel requires the approval of the President and expense limits will be determined on a case-by-case basis.

PROCEDURES:

(A) Travel authorization:

(1) Upon approval of business travel by the employee’s supervisor, a purchase requisition may be submitted for College expenses, including transportation, lodging, and/or conference fees. The Business Office will issue a purchase order (PO) for the employee’s travel expenses.

(a) An employee may choose to pay transportation, lodging, and/or conference fees personally and request reimbursement.

(b) Meals and mileage costs must be paid by the employee upfront. The employee may request reimbursement at the conclusion of travel following the below procedures.

(B) Reimbursement of travel expenses:

(1) The employee must complete a *Travel Expense Report*, provide the PO number issued for the authorized travel, and attach all receipts for which reimbursement is requested, and submit the items to the Business Office. Itemized receipts are required for all expenses.

(a) If the actual expenses exceed the estimated expenses on the purchase order, the employee's immediate supervisor must approve the reimbursement request. The approval of a completed *Travel Expense Report* constitutes certification of the propriety of the reimbursement under Ohio Revised Code Section 126.31[4] and this policy.

(b) The employee's supervisor and/or area vice president (if applicable) may require any reasonable form of verification of an expense, in addition to or in lieu of the receipts required under this policy, which they determine necessary to their certification of the reimbursement's propriety.

(3) The Business Office may adjust the reimbursement amounts as appropriate to stay within policy limits.

PRIOR APPROVAL DATES: 9-17-02; 5-20-03; 1-26-17; 11-6-24

TECHNICAL CHANGES:

[4] Ohio Revised Code Section 126.31

MARION TECHNICAL COLLEGE
ADMINISTRATIVE POLICY/PROCEDURES

AP 241 College Vehicle Use **Established 2-28-24**
Approved 2-28-24

POLICY:

(A) Eligibility

(1) In order for an employee of Marion Technical College ("the College") to become an authorized driver of a College-owned[1] or leased vehicle, the employee must meet the following criteria:

(a) Be 18 years of age or older.

(b) Possess a valid driver's license and provide a copy to the Business Office.

(c) Consent to a motor vehicle check (MVC), as required by the College's motor vehicle insurance carrier, once every three years.

(i) To conduct a motor vehicle check, an employee will need to provide their valid driver's license, date of birth, current and prior addresses, other names used (e.g., maiden name), and last four digits of their Social Security number (SSN).

(ii) An employee is required to report any vehicle infractions that occur between MVCs.

(d) Be a regular, full- or part-time employee.

(i) Students, including student workers, may not drive a College-owned or leased vehicle without written authorization from the VP of Business Affairs. Use of a College-owned or leased vehicle by students are reviewed on a case by case basis.

(e) Complete annual safety training provided by Human Resources (HR).

(B) Ineligibility

(1) Upon conclusion of a motor vehicle check, or notice of a disqualifying infraction, an employee may be deemed ineligible to drive a College-owned or leased vehicle if the employee has a certain number or combination of moving violations and/or

[1] For the purposes of this policy, the College owns a Ford Transit for use by any employee deemed an authorized driver. The College's Mobile Lab and Ohio Peace Officer Training Academy (OPOTA) cruiser may only be driven by specific individuals affiliated with the department the lab and the cruiser are assigned to, and with the appropriate licensure.

at-fault accidents. The College uses a three-year look back to determine eligibility based on the driver acceptability rubric, which is attached to this policy.

(2) An employee will also be deemed ineligible, and noted as an unauthorized driver, if the College determines the employee provided false information to the College regarding their motor vehicle check or other pertinent information in this policy. Any disciplinary action will follow the procedures found in *AP 306 – Disciplinary Action*.

(3) Once an employee is deemed ineligible, they are noted as an unauthorized driver.

(C) Reinstatement of Eligibility

(1) An unauthorized driver may be deemed eligible again if the driver acceptability rubric scores the employee as an authorized driver in an updated motor vehicle check (e.g., the three-year lookback no longer contains any moving violations).

(D) Insurance

(1) An employee listed as an authorized driver on the College's motor vehicle insurance policy is provided coverage in the case of an accident or legal action as the result of an accident where the employee was driving a College-owned or leased vehicle. An employee's personal motor vehicle insurance policy may also be involved if an accident occurs where the employee was driving a College-owned or leased vehicle.

(2) Where possible, an employee is encouraged to use a College-owned or leased vehicle to conduct College-business.

(3) An employee may be personally liable for criminal or civil action as a result of driving a College-owned or leased vehicle (e.g., vehicular manslaughter).[2]

(E) Use of Personal Vehicle

(1) Any employee, whether an authorized driver or unauthorized driver of a College-owned or leased vehicle, may choose to use their personal vehicle for College-business. The employee's personal vehicle is not covered by the College's motor vehicle insurance; therefore, an employee must carry personal motor vehicle insurance and assumes liability for moving violations or accidents while driving a personal vehicle for College-business.

(2) An employee may submit for mileage reimbursement for use of a personal vehicle to conduct College-business, in accordance with *AP 240 – Travel*.

[2] Ohio Revised Code 2744.02(B)(1).

(F) Expectations

(1) All employees must comply with all applicable federal, state, and local traffic laws, as well as:

(a) Wear a seatbelt when driving or riding in a College-owned or leased vehicle.

(b) Refrain from smoking inside a College-owned or leased vehicle.

(c) Abide by posted speed limits.

(d) Report any problems with a College-owned or leased vehicle immediately to the Business Office (e.g. check engine light, odd sounds, etc.).

(e) Refrain from reckless driving (e.g., speeding, distracted driving, etc.)

(f) Refrain from driving a College-owned or leased vehicle while under the influence of alcohol or drugs.

(g) Refrain from using a College-owned or leased vehicle for personal use.

(h) Refrain from transporting individuals not affiliated with the College (e.g., hitchhikers, family members, etc.).

(i) An employee may transport individuals not affiliated with the College if they have a business reason for doing so (e.g., carpooling with a community partner to a business meeting).

(2) Employees found in violation of this policy may be subject to disciplinary action, in accordance with *AP 306 – Disciplinary Action*.

PROCEDURES

(A) An employee may contact HR to complete the *Motor Vehicle Check Authorization* form.

(1) Following the MVC, an employee deemed an authorized driver must complete the annual safety training provided by HR. The employee must also supply their valid driver's license to the Business Office.

(B) Accidents and Emergencies

(1) In the event of an accident while driving a College-owned or leased vehicle, an employee should do the following:

(a) Call 911 and report a motor vehicle accident.

(b) Wait on scene at the accident for first responders (i.e., law enforcement, ambulance, etc.) and follow instructions from law enforcement.

(c) Notify the VP of Business Affairs of the accident and cooperate with the College in any investigation into the accident.

(2) In the event of an accident or emergency while driving a College-owned vehicle, an emergency kit can be found in the rear of the vehicle, containing:

(a) Road flares.

(b) First aid kit.

(c) Flashlight.

(d) Reflective vest/tape.

(e) Emergency blanket.

(3) In the event of an accident or emergency while driving a College-owned vehicle, an emergency protocol sheet can be found in the glove compartment of the vehicle. The protocol sheet will include relevant contact information for the VP of Business Affairs.

AP 260 Identity Theft Prevention Program Approved 4-20-10

POLICY

(A) Marion Technical College (the "College") is committed to the detection and prevention of identity theft associated with financial credit accounts. The purpose of this policy is to enable appropriate College officials to develop and implement a comprehensive identity theft prevention program to address the risks of identity theft to its students, faculty, staff, vendors, and other customers.

(B) The identity theft prevention program shall follow the relevant requirements provided in Section 114 of the Federal Fair and Accurate Credit Transaction Act (FACTA) of 2003 and the Fair Credit Reporting Act (FCRA), along with the applicable implementing regulations for both Acts.

(C) The requirements of this policy apply to all College departments, which regularly arrange for the extension, renewal, or continuation of credit; defer payment for services rendered and/or regularly extend, renew, or continue credit; or, use consumer reports to conduct credit or background checks on prospective employees.

(D) All terms used in this policy that are defined in 16 C.F.R. §681.2 shall have the same meaning provided in that section.

(E) The College hereby establishes an identity theft program (the "Program") to detect, prevent, and mitigate identity theft in connection with the opening of covered accounts and existing covered accounts, as defined in the Code of Federal Regulations, and to provide for continued administration of the Program. The Program shall enable the College to:

(1) Identify relevant red flags for covered accounts it offers or maintains and incorporate those red flags into the program;

(2) Detect red flags that have been incorporated into the Program;

(3) Respond appropriately to any red flags that are detected to prevent and mitigate identity theft; and

(4) Update the Program periodically to reflect changes in risks to students or employees and to the safety and soundness of the creditor from identity theft.

(F) The Program shall, as appropriate, incorporate existing policies and procedures that control reasonably foreseeable risks.

(G) The chief finance officer (CFO) shall administer and oversee the Program and ensure that it is implemented in all appropriate departments. In administering the Program, the CFO shall:

(1) Designate a Program Administrator to whom specific responsibility for the Program's implementation will be assigned;

(2) Review reports prepared pursuant to section (I) herein; and

(3) Approve all material changes to the Program as necessary to address changing identity theft risks.

(H) The Program Administrator will be responsible for the Program administration, for ensuring appropriate training of College staff on the Program, for reviewing any staff reports regarding the detection of red flags and the steps for preventing and mitigating identity theft, determining which steps of prevention and mitigation should be taken in particular circumstances and considering periodic changes to the Program.

(1) College staff responsible for implementing the Program shall be trained either by or under the direction of the Program Administrator in the detection of red flags and the responsive steps to be taken when a red flag is detected.

(I) The Program Administrator shall prepare annual reports regarding compliance with 16 C.F.R. §681.2, and provide each report to the chief finance officer for review. Each annual report shall address:

(1) The effectiveness of the Program in accomplishing its purpose;

(2) Any service provider arrangements;

(3) Any significant incidents involving identity theft that may have occurred and the College's response to those incidents; and

(4) All recommendations for material changes to the program.

(J) The College is ultimately responsible for compliance with 16 C.F.R. §681.2. The College shall ensure that the activity of a service provider is conducted in accordance with 16 C.F.R. §681.2 whenever the service provider performs an activity in connection with one or more covered accounts.

(K) The College has identified four types of "covered" accounts that are administered by the College:

(1) Refund of credit balances

(2) Deferred Payment Plan

(3) Emergency Loan

(4) Student Loans

(L) The College shall look to any covered accounts it offers and maintains, the methods it provides to open and access those covered accounts, and any previous experiences with identity theft to identify relevant red flags under the Program. It shall incorporate relevant red flags from sources including its past incidents of identity theft, changes in methods of identity theft, and applicable laws, rules, or regulations. Categories of relevant red flags include:

(1) Alerts, notifications, or other warnings received from consumer reporting agencies or service providers, such as fraud detection services;

(2) Presentation of suspicious documents or suspicious personal identifying information, such as a suspicious address change;

(3) Unusual use of, or other suspicious activity related to, a covered account; and

(4) Notice from customers, victims of identity theft, law enforcement authorities, or other persons regarding possible identity theft with the College's covered accounts.

(M) The Program shall detect red flags in connection with covered accounts by:

(1) Obtaining identifying information about, and verifying the identity of, a person opening a covered account, including but not limited to requiring positive proof of identification [i.e., physically presenting photo ID, official government ID, or valid system of credentials (user ID and password)].

(2) Authenticating customers, monitoring transactions, and verifying the validity of change of address requests, in the case of existing covered accounts, through the presentation of positive proof of identification.

(N) The College must act promptly and effectively to respond to red flags, using the following protocol:

(1) Any person detecting a red flag immediately shall gather all related documentation, write a description of the incident, and report this information to the Program Administrator.

(2) The Program Administrator shall evaluate the incident and report his or her findings to the chief finance officer.

(3) If a response is warranted based upon the circumstances, the Program Administrator and chief finance officer shall take action appropriate to the level of risk presented. This action may include:

(a) Monitoring a covered account for evidence of identity theft;

(b) Contacting the student, employee, or customer.

(c) Changing any passwords, security codes, or other security devices that permit access to a covered account;

(d) Reopening a covered account with a new account number;

(e) Not opening a new covered account;

(f) Closing an existing covered account;

(g) Not attempting to collect on a covered account or not selling a covered account to a debt collector; and/or

(h) Notifying law enforcement.

(i) Determining that no response is warranted under the particular circumstances.

(O) The College shall periodically evaluate whether the Program continues to be appropriate and effective in accomplishing its purpose. This review will include an assessment of the College's covered accounts, the relevant red flags, and responses to identify theft. The College shall consider the following factors when updating the Program:

(1) Information contained in the annual reports prepared under the Program;

(2) The College's experiences with identity theft;

(3) Changes in methods of identity theft and in methods to detect, prevent, and mitigate incidences of the same;

(4) Changes to the types of accounts offered by the College; and

(5) Changes in the College's business arrangements, including alliances, joint ventures, and service provider arrangements, and so forth.

(P) The Program Administrator will log all reported red flag detections, along with the actions taken, to be included in the annual report.

(Q) In order to further prevent the likelihood of identity theft occurring with respect to College accounts, the College will take the following steps with respect to its internal operating procedures to protect customer identifying information:

(1) Maintain secure website(s) or provide clear notice that website(s) is not secure.

(2) Require complete and secure destruction of paper documents and computer files containing customer information.

(3) Require that office computers are password protected.

(4) Direct users to lock their unattended computers.

(5) Maintain up-to-date virus protection.

(6) Limit collection and retention of customer information to only that required for College purposes.

(7) Require that documents or media containing customer information be stored in locked storage when unattended.

(8) Require that file cabinets, desk drawers, overhead cabinets and any other storage space containing documents with sensitive information be locked when not in use, at the end of each workday, or when unsupervised.

(9) Require a photo ID to confirm identity when a change is requested for a covered account.

(10) Limit access to social security numbers to those who have a need to know.

(11) Reasonably ensure that conversations between customers and employees protect sensitive information by isolating space for such conversations away from public areas.

(12) Reasonably ensure that employee work with sensitive documents occurs beyond the potential view of customers.

Appendix A -- Red Flag Notices

(A) Alerts, Notifications or Warnings from a Consumer Reporting Agency

(1) A fraud or active duty alert is included with a consumer report.

(2) A consumer-reporting agency provides notice of credit freeze in response to a request for a consumer report.

(3) A consumer reporting agency provides a notice of address discrepancy, as defined in §681.1(b) of this part.

(4) A consumer report indicates a pattern of activity that is inconsistent with the history and usual pattern of activity of an applicant or customer, such as:

(a) A recent and significant increase in the volume of inquiries;

(b) An unusual number of recently established credit relationships;

(c) A material change in the use of credit, especially with respect to recently established credit relationships; or

(d) An account that was closed for cause or identified for abuse of account privileges by a financial institution or creditor.

(B) Suspicious Documents

(1) Documents provided for identification appear to have been altered or forged.

(2) The photograph or physical description on the identification is not consistent with the appearance of the applicant or customer presenting the identification.

(3) Other information on the identification is not consistent with information provided by the person opening a new covered account or customer presenting the identification.

(4) Other information on the identification is not consistent with readily accessible information that is on file with the College, such as a signature card or a recent check.

(5) An application appears to have been altered or forged, or gives the appearance of having been destroyed and reassembled.

(C) Suspicious Personal Identifying Information

(1) Personal identifying information provided is inconsistent when compared against external information sources used by the College. For example:

(a) The address does not match any address in the consumer report; or

(b) The social security number (SSN) has not been issued, or is listed on the social security administration's death master file.

(2) Personal identifying information provided by the customer is not consistent with other personal identifying information provided by the customer. For example, there is a lack of correlation between the SSN range and date of birth.

(3) Personal identifying information provided is associated with known fraudulent activity as indicated by internal or third-party sources used by the College. For example:

(a) The address on an application is the same as the address provided on a fraudulent application; or

(b) The phone number on an application is the same as the number provided on a fraudulent application.

(4) Personal identifying information provided is of a type commonly associated with fraudulent activity as indicated by internal or third-party sources used by the College. For example:

(a) The address on an application is fictitious, a mail drop, or a prison; or

(b) The phone number is invalid, or is associated with a pager or answering service.

(5) The SSN provided is the same as that submitted by other persons opening an account or other customers.

(6) The address or telephone number provided is the same as or similar to the account number or telephone number submitted by an unusually large number of other persons opening accounts or other customers.

(7) The person opening the covered account or the customer fails to provide all required personal identifying information on an application or in-response to notification that the application is incomplete.

(8) Personal identifying information provided is not consistent with personal identifying information that is on file with the College.

(9) If the College uses challenge questions, the person opening the covered account or the customer cannot provide authenticating information beyond that which generally would be available from a wallet or consumer report.

(D) Unusual Use of, or Suspicious Activity Related to, the Covered Account

(1) Shortly following the notice of a change of address for a covered account, the College receives a request for a new, additional, or replacement card or a cell phone, or for the addition of authorized users on the account.

(2) A new revolving credit account is used in a manner commonly associated with known patterns of fraud patterns. For example:

(a) The majority of available credit is used for cash advances or merchandise that is easily convertible to cash (e.g., electronics equipment or jewelry); or

(b) The customer fails to make the first payment or makes an initial payment but no subsequent payments.

(3) A covered account is used in a manner that is not consistent with established patterns of activity on the account. There is, for example:

(a) Nonpayment when there is no history of late or missed payments;

(b) A material increase in the use of available credit;

(c) A material change in purchasing or spending patterns;

(d) A material change in electronic fund transfer patterns in connection with a deposit account; or

(e) A material change in telephone call patterns in connection with a cellular phone account.

(4) A covered account that has been inactive for a reasonably lengthy period of time is used (taking into consideration the type of account, the expected pattern of usage and other relevant factors).

(5) Mail sent to the customer is returned repeatedly as undeliverable although transactions continue to be conducted in connection with the customer's covered account.

(6) The College is notified that the customer is not receiving paper account statements.

(7) The College is notified of unauthorized charges or transactions in connection with a customer's covered account.

(E) Notice from Customers, Victims of Identity Theft, Law Enforcement Authorities, or Other Persons Regarding Possible Identity Theft in Connection With Covered Accounts Held by the College

(1) The College is notified by a customer, a victim of identity theft, a law enforcement authority, or any other person that it has opened a fraudulent account for a person engaged in identity theft.

PRIOR APPROVAL DATES: 4-20-10

AP 270 Investment Policy **Established 10-21-08**
Approved 1-26-17

POLICY:

(A) In accordance with section 3345.05 of the Revised Code, the Board of Trustees of Marion Technical College is vested with the following responsibility:

Notwithstanding any provision of the Revised Code to the contrary, the title to investments made by the board of trustees of a state institution of higher education with funds derived from any of the sources described in division (A) of this section shall not be vested in the state or the political subdivision but shall be held in trust by the board."

(B) All fiduciaries implementing this investment policy are required to discharge their duties with the care, skill, prudence, and diligence under the circumstances then prevailing that a prudent person acting in like capacity and familiar with such matters would use in the conduct of an enterprise of a like character and with like aims.

(C) An Investment Committee is herein established effective with approval of this policy.

(D) Membership of the investment committee shall be as follows:

(1) Chairperson – a member of the Board of Trustee's, as appointed by the Board Chairperson.

(2) Members – the College chief finance officer; College Controller; other such members as appointed by the Chairperson of the Board of Trustees.

(E) The term of appointment for each member of the Investment Committee shall be for two years.

(F) The Investment Committee shall meet as needed but no less than once per year.

(G) The Investment Committee is authorized to retain an investment advisor that meets the requirements stipulated in section 3345.05 of the Revised Code.

(H) Each Investment Committee member must sign an agreement indicating that he or she will avoid conflict of interest in performing his or her duties as a Committee member.

(I) The primary objectives of the College's investment activities shall be:

(1) Safety – College assets shall be undertaken in a manner that diversifies its investments mitigating the magnitude of potential capital loss inherent in investment risk.

(2) Return on investment – To have a return of net-of-fees overtime that at least equals common indexes in capital markets in which the College's assets are invested.

(J) One hundred percent (100%) of the average amount of the investment portfolio over the course of the previous fiscal year will be invested in securities of the United States government or of its agencies or instrumentalities, the treasurer of state's pooled investment program, obligations of this state or any political subdivision of this state, certificates of deposit of any national bank located in this state, written repurchase agreements with any eligible Ohio financial institution that is a member of the federal reserve system or federal home loan bank, money market funds, or bankers acceptances maturing in two hundred seventy days or less which are eligible for purchase by the federal reserve system, as a reserve.

(K) Investment managers (advisors) will be reviewed quarterly based upon the following criteria:

(1) Ability to exceed the performance objectives stated in this policy.

(2) Adherence to the philosophy and style that were articulated to the Investment Committee at, or subsequent to, the time an investment manager was retained.

(3) Continuity of personnel and practices at the firm.

(L) The Board of Trustees shall review the investment policy and objectives at least annually. The chief finance officer shall report investment performance results to the Board of Trustees on a monthly basis.

PRIOR APPROVAL DATES: 10-21-08

AP 290 Textbooks-Selling of Desk Copies Approved 1-26-17

POLICY:

All faculty and staff are prohibited from selling textbooks. No employee shall profit from the sale of instructors' textbooks or desk copies of textbooks owned by the employee or the College. Copies of textbooks (or instructors' text) purchased by or given to the College or an employee of the College are the property of the College.

Faculty and staff may donate or give away desk copies of texts received free of charge from a publisher, except for teacher/instructor editions of texts currently being used by a College class. Every effort shall be made to ensure the College library already has a reference copy of a book prior to donating the book elsewhere.

Except as provided herein, the College will dispose of complimentary textbooks in a manner pursuant to College policy.

PRIOR APPROVAL DATES: 10-2-08

AP 300 New or Replacement Position Request **Established 6-20-95**
Approved 12-16-20

DEFINITIONS:

(A) A "new position" is a newly created position established to meet operational needs of the College that will be filled through either an employment search or internal appointment.

(B) A "replacement position" is an existing position vacated by an employee that will be filled through either a hiring search or an internal appointment.

POLICY:

(A) The need to create a new position or fill an existing position is determined based on organizational requirements and funding availability.

(B) A search for new or replacement position may be opened when a *Request for Position* form has been completed and all appropriate approvals are secured, as detailed in the procedures below. No commitment may be made to any current or prospective employee until the recruitment and selection process has been completed, in accordance with *AP 303 – Recruitment and Selection*.

PROCEDURES:

(A) The hiring manager will obtain the *Request for Position* form from HR and begin to draft a new position description or revise a replacement position description.

(B) The hiring manager will complete the form and forward to their direct supervisor for approval. The hiring manager will meet with their direct supervisor to discuss the position. In the case the direct supervisor is not an area vice president (VP), the direct supervisor will then forward the form to the appropriate area VP for approval.

(C) If the area VP approves the request, they will forward it to VP of Business and Finance and HR. HR will determine the position's salary or hourly range based on the position description.

(D) The VP of Business and Finance will review the position request, focusing on pay range, budget impact, and the position description.

(E) Once the VP of Business and Finance believes that sufficient information exists for President's Executive Leadership Team (PELT) review, the position request will be placed on the PELT's meeting agenda.

(F) The PELT reviews and discusses the position request and decides to approve, deny, or table the request until a later date. Additional information may be requested of the hiring manager or department to support the request.

(F) Once a decision has been made by the PELT, the decision will be communicated to the hiring manager and HR. If the request is approved, the President will sign the request and return it to HR, the hiring manager, and pertinent supervisors.

(G) For approved requests, HR will work with the hiring manager to begin the search process as outlined in *AP 303 – Recruitment and Selection.*

PRIOR APPROVAL DATES: 6-20-95; 6-29-99; 1-26-17

AP 300 – New or Replacement Position Request
Attachment
Salary and Hourly Pay Calculation[1]

Faculty Salary Calculation

(A) The following guidelines are used for faculty initial appointments:

(1) Base salary – The base salary amount will be determined annually by the Business Office based on a nine-month (174 days) contract. Appointments for more than nine months will have the salary increased proportionally according to the number of contract days.

(2) Education credit – added to the base salary according to the highest degree attained:

Associate Degree	10% of base
Bachelor's Degree	20% of base
Master's Degree	30% of base
Specialist Degree	35% of base
Doctor's Degree	40% of base

(3) Experience credit – 5% per year X base; maximum 10 years credit.

(a) One year credit for each year of relevant full-time teaching experience in secondary, vocational, adult, or higher education.

(b) One year credit for each full-time equivalent year of adjunct faculty teaching experience (48 credit hours = one year).

(c) One year credit for each year relevant technical work experience in business and/or industry.

(4) Professional licensure credit – 5% X base (one licensure maximum inclusive of current teacher certification).

(B) Guidelines for determining years of experience:

(1) For teaching experience, the equivalent of an academic year (9 months) constitutes one year of experience.

(2) Related full-time work experience credit is determined based on the length of years.

(3) Related part-time work experience may be converted to full-time equivalent work experience using a 40-hour workweek for 52 weeks per year (excluding vacations) as a standard for full-time employment.

[1] The guidelines for salary and hourly pay calculation will be updated as needed to reflect current practice. The date at the top reflects when this attachment was last updated.

Administrative and Professional Staff Salary or Hourly Rate Calculation

(A) Salary or hourly rate of pay for administrative or professional staff is calculated through the College's compensation software.

Salary Adjustment for Degree Attainment

(A) Base salary adjustments for current employees earning a higher degree level will follow the process outlined in AP 341 – Degree Attainment.

AP 301 Position Descriptions **Approved 1-26-17**

POLICY:

(A) The qualifications and responsibilities of all positions at the College shall be documented in a written position description that includes the position title, job summary, responsibilities, qualifications, and list of specific tasks performed.

(B) Position descriptions for new positions shall be written by the Director of Human Resources with significant input from the immediate supervisor and approved by the area Vice President and President. Upon hiring, the employee shall be asked to sign his or her position description to acknowledge receipt and awareness of its content.

(C) Position descriptions for existing positions shall be jointly reviewed and updated by the immediate supervisor and the jobholder at least every three years. The immediate supervisor, area Vice President, and President must approve the revised job description.

(D) The signed original job description shall be forwarded to the Human Resource Office for filing in the employee's personnel file. The Human Resource Office shall distribute copies to the employee, his or her immediate supervisor, and the area Vice President.

PRIOR APPROVAL DATES: 6-29-93; 2-17-98

MARION TECHNICAL COLLEGE
ADMINISTRATIVE POLICY/PROCEDURES

AP 302 Interim and Appointment Positions **Effective 9-20-23**
Approved 11-6-24

DEFINITIONS:

(A) Interim Appointment: The title of "interim" is added to a position when an employee assumes the job duties of a position that is left vacant when the previous, permanent employee in the position has separated from the College, or a new position is created that will be filled temporarily. An employee given an interim title is given the authority and responsibilities of the vacant or new position until the time the position is permanently filled.

(B) Permanent Appointment: Appointing a current employee to a vacant or new position permanently without completing a competitive search. An employee appointed to a vacant or new position assumes the authority and responsibilities of the vacant or new position.

(C) Temporary reassignment of job duties: The temporary absence of an employee, or a position left vacant that will be refilled through a competitive search, may require temporary reassignment of job duties to one or more employees to ensure business operations are not impeded by the temporary absence or vacancy.

(D) Hiring manager: The hiring manager is the employee who serves as the immediate supervisor for an employee that is hired through competitive search, or for an employee appointed to a position on an interim or permanent basis.

POLICY:

(A) In order to efficiently operate and meet the needs of students, employees, and partners of Marion Technical College, the College may fill a position, whether a vacant or new position, through an interim appointment or a permanent appointment.

(B) Filling a Position:

(1) A position that becomes vacant due to an employee separating from the College or accepting a new position within the College may be refilled in accordance with *AP 300 – New or Replacement Position Request.*

(a) The hiring manager (i.e., the supervisor of the vacant position) may request to refill the vacant position through the following means:

(i) A competitive search, whether internal or external, where multiple candidates are interviewed by a search committee.

(a) While a competitive search is being conducted, the vacant position job duties may be temporarily reassigned to limit interruptions to business operations.

(ii) An interim appointment with intent to move a current employee into the vacant position.

(iii) A permanent appointment of a current employee into the vacant position.

(C) Interim Appointment:

(1) An interim appointment provides the College the opportunity to:

(a) Fill a position in a timely manner and allow a current employee the opportunity to fill a vacant or new position, gaining experience in the position, and the potential to advance in their role if they succeed in the interim position.

(2) Reasons for filling a position on an interim basis include, but are not limited to:

(a) Time needed to conduct a competitive search or a previously failed competitive search.

(b) Advancement opportunity for a current employee.

(c) Need to fill a position to minimize interruption to business operations.

(d) Restructuring of a department organizational structure (e.g., reassignment of duties instead of rehiring to fill a vacant position).

(e) Budgetary constraints or fiscal emergency.

(3) Filling a position, whether vacant or new, through interim appointment is subject to approval by the executive leadership team. The hiring manager must complete the *Request for Position/Position Modification* form for consideration before moving forward.

(a) A position that will be filled with an interim appointment must be posted internally for consideration of all employees for five (5) business days via the College's employee management software[1]. Employees interested in the interim appointment may apply as instructed for consideration by the hiring manager.

[1] The College's current employee management software is ADP.

(b) An employee who applies for an interim appointment outside of their department is highly encouraged to notify their current supervisor of their decision to apply.

(4) An employee serving in an interim appointment is subject to probationary status in accordance with *AP 307 – College Employee Appointments & Probationary Period*. However, for the purposes of this policy the probationary period will be:

(a) At minimum three months in length, and;

(b) At maximum one year.

(5) Successful Interim Appointment:

(a) Should the employee serving in an interim appointment meet expectations of the position they are filling, as aligned with the job description and supervisor satisfaction, the supervisor must notify Human Resources (HR) that the employee has successfully completed the interim appointment and probationary period. HR will notify the employee they will be moved to regular employee status and assume the position title and responsibilities.

(6) Unsuccessful Interim Appointment:

(a) Should the employee serving in an interim appointment not meet expectations of the position they are filling, as aligned with the job description and supervisor satisfaction, the supervisor must notify HR that the employee has not succeeded in the interim appointment and probationary period. HR and the supervisor will meet to determine how to remedy the matter, and consider options, including but not limited to:

(i) Return the employee to their previous position, if the position remains available. An employee returning to their previous position under this policy is not subject to a probationary period.

(ii) A performance improvement plan, in accordance with *AP 308 – Performance Improvement Plan*, if minor issues can be addressed with additional support and mentoring.

(iii) Termination from the position in accordance with *AP 307 – College Employee Appointments & Probationary Period*.

(b) Upon the conclusion of the unsuccessful interim appointment, the supervisor will be required to conduct a competitive search to fill the position, in accordance with *AP 303 – Recruitment and Selection*.

(D) Permanent Appointment:

(1) Permanently appointing an employee to a vacant or new position is the authority of the President, with input from the executive leadership team. All such requests must be submitted by the appropriate area Vice President(s) to the President for consideration via the *Request for Position/Position Modification* form.

(a) A position that will be filled with a permanent appointment must be posted internally for consideration of all employees for five (5) business days via the College's employee management software. Employees interested in the interim appointment may apply as instructed for consideration by the President.

(b) If only one employee applies, HR will notify the hiring manager for consideration.

(c) If more than one employee applies, HR will work with the hiring manager to complete an internal search so all applicants may be considered.

(2) A permanent appointment provides the College the opportunity to:

(a) Maintain business operations and strategically fill positions to best serve the College's mission and/or strategic plan.

(3) Reasons for filling a position through a permanent appointment include, but are not limited to:

(a) Restructuring of College organizational structure.

(b) Need to fill a position to limit interruption to business operations.

(c) Budgetary constraints or fiscal emergency.

(d) To meet goals of the College's mission and/or strategic plan.

(4) An employee permanently appointed to a position is subject to probationary status in accordance with *AP 307 – College Employee Appointments & Probationary Period*. However, for the purposes of this policy the probationary period will be:

(a) At minimum three months in length, and;

(b) At maximum one year.

(5) Successful Permanent Appointment:

(a) Should the employee serving in a permanent appointment meet expectations of the position they are filling, as aligned with the job description and supervisor satisfaction, the supervisor must notify Human Resources (HR) that the employee has successfully completed the interim appointment and probationary period. HR will notify the employee they

will be moved to regular employee status and assume the position title and responsibilities.

(6) Unsuccessful Permanent Appointment:

(a) Should the employee serving in a permanent appointment not meet expectations of the position they are filling, as aligned with the job description and supervisor satisfaction, the supervisor must notify HR that the employee has not succeeded in the permanent appointment and probationary period. HR and the supervisor will meet to determine how to remedy the matter, and consider options, including but not limited to:

(i) Return the employee to their previous position, if the position remains available. An employee returning to their previous position under this policy is not subject to a probationary period.

(ii) A performance improvement plan, in accordance with *AP 308 – Performance Improvement Plan*, if minor issues can be addressed with additional support and mentoring.

(iii) Termination from the position in accordance with *AP 307 – College Employee Appointments & Probationary Period*.

PROCEDURES:

(A) In order to request a position be filled with an interim appointment, the hiring manager must submit the *Request for Position/Position Modification* form, as well as the job description obtained from HR, to their area Vice President for consideration by the executive leadership team. A copy of the form should be provided to HR.

(B) In order to request a position be filled with a permanent appointment, a Vice President must submit the *Request for Position/Position Modification* form, as well as the job description obtained from HR, to the President for consideration. A copy of the form should be provided to HR.

PRIOR APPROVAL DATES: 9-20-23

TECHNICAL CHANGES:

AP 303 Recruitment and Selection **Established 2-17-98**
Approved 6-18-25

DEFINITIONS:

(A) Hiring manager – The employee responsible for supervising the position that will be filled through the recruitment and selection procedures defined in this policy. If the supervisor position is vacant, the next-level supervisor may be tasked as the hiring manager.

POLICY:

(A) Marion Technical College provides equal employment opportunities and does not discriminate on the basis of age, ancestry, color, disability, ethnicity, gender, gender identity and expression, genetic information, medical status, military status, national origin, nursing parent status, pregnancy, race, religion, sex, sexual orientation, parent and foster parent status, protected veteran status, or any other bases under the law, in accordance with *AP 140 – Non-Discrimination*.

(B) Position vacancies will be filled contingent upon funding availability and after the President approves the *Request for Position*[1] form.

(C) The recruitment and selection process for filling position vacancies will be conducted in a consistent and expeditious manner.

(D) At the hiring manager's discretion, an internal search may be conducted prior to opening the position externally. At the time of posting, any currently employed, regular employee or adjunct faculty, that has worked for the College within the past twelve months, may submit an application as part of an internal search.

(1) If an internal search for an executive or executive administrative position results in less than four qualified applicants, an external search will be initiated with internal qualified applicants added to the pool of qualified applicants.

(2) If an internal search for a faculty, administrative staff, or professional staff position results in less than four qualified applicants, the hiring manager may choose to make an appointment as outlined in *AP 302 – Interim and Appointment Positions* or conduct an external search. If an external search is initiated, internal qualified applicants will be added to the pool of qualified applicants.

(3) If an internal search is unsuccessful, an external search may be conducted.

[1] Human Resources maintains the *Request for Position* form.

(E) This policy applies to the hiring of all regular full- and part-time employees, excluding the President. Additional steps may be added to the selection process for deans and executive-level positions as requested by the hiring manager or President.

(F) The procedures for the recruitment and selection of the President position are determined by the Board of Trustees.

(G) The President may make exceptions to this policy in writing.

PROCEDURES:

(A) Approval to fill a vacancy or new position:

(1) The hiring manager will consult with their supervisor and/or area vice president (VP) to determine if a new position or vacant position should be filled. Once it is determined the position should be filled, the hiring manager will complete the *Request for Position* form in accordance with *AP 300 – New or Replacement Position Request*.

(2) Once the *Request for Position* form is approved by the President and the Executive Leadership Team, recruitment and selection of a candidate may commence.

(B) Recruitment:

(1) The hiring manager and Human Resources (HR) shall establish a timeline for conducting the search.

(C) Position advertisement:

(1) Open positions will be advertised after approval of the *Request for Position* form.

(2) HR will draft the position advertisements for review by the hiring manager. The position advertisements will be consistent with the approved position description and include position qualifications, deadline for application, and all or part of the position description.

(3) HR will advertise the open position on the College's website and through other job posting portals.

(4) HR will collect all resumes and application materials received for the advertised position and acknowledge their receipt to the applicant within five business days.

(D) Search committee:

(1) The hiring manager will be responsible for selecting search committee members. The hiring manager will consult HR to ensure proposed committee members are available and have not recently served on another search committee.

(2) Prior to serving on a search committee, the committee members will be provided training on search committee procedures by HR. HR will discuss search committee responsibilities and expectations with the search committee members.

(3) The search committee shall include the hiring manager, one or two employees from the department/program (if possible), one or two employees from outside the department, and one HR representative. The HR representative is a non-voting committee member, and is present to ensure consistency in processes, provide advice, and ensure all questions and behavior are appropriate and legal. The employees from outside the department should have experience related to the position or be in a position that interacts regularly with the position being filled, if possible. Additional members may be added to the search committee if warranted for the position and at the request of the hiring manager.

(4) HR will contact the search committee members to confirm their participation on the committee and schedule search committee meetings.

(5) HR may provide the committee the job description and other position requirements, applicant resumes, and any other necessary materials, dependent on the number of qualified applicants to screen. In some cases, the number of qualified applicants does not necessitate screening and selecting for interviews, as all of the qualified applicants will be interviewed. In the event applicants are screened by the search committee to make interview selections, HR will provide the committee with all necessary materials and assist the search committee in reaching a consensus on which candidates to interview.

(6) The hiring manager will serve as the search committee chair.

(E) Applicant screening:

(1) HR will pre-screen applicants based on the minimum qualifications listed in the position description. The hiring manager may have access to all submitted resumes upon request.

(2) Adherence to the minimum position qualifications is required; however, selection of candidates for interviewing is at the discretion of the hiring manager and their supervisor.

(3) HR will notify all applicants who do not meet the minimum qualifications and any other applicants not selected for an interview once the position has been filled.

(G) Interviews:

(1) HR will schedule the interviews.

(2) HR will notify applicants not selected for a second interview once the position has been filled. In some cases, a second round of interviews may not be necessary; this will be determined on a case-by-case basis.

(3) Individuals interviewing for faculty or other academic positions with a teaching requirement, or other College position, may be asked to provide a teaching demonstration or presentation as part of their interview.

(H) Travel reimbursement for interviews:

(1) Reimbursement is limited to funding availability and applicants traveling more than 100 miles to participate in an interview. The total payment, which may be made under the provisions of this policy, shall not exceed $300 for in-state and $500 for out-of-state interviewees. All reimbursements will be paid in United States dollar currency. Any currency exchange rates will be converted to United State dollar based on the rate of exchange for the date of purchase or day of interview. Reimbursements are taxable.

(a) Candidates that are traveling more than 100 miles may be provided the option to interview via phone or video conference, if available.

(2) Transportation will be paid as follows:

(a) Mileage for use of a personal automobile will be paid in accordance with the College's current mileage rate as established by the Controller, based on federal guidelines.

(b) Actual commercial carrier costs, not to exceed the cost of coach accommodations if by air, bus, or train travel.

(c) Car rental costs from Columbus to Marion and back will be paid if the College cannot provide transportation to and from the airport.

(d) The College does not reimburse any expenses incurred for obtaining a passport.

(3) Food and lodging expenses shall be paid in accordance with the *AP 240 – Travel*, which is based on federal per diem rates. The number of days covered by will be limited by the College upon establishing the interviewing schedule.

(4) Expenses incurred related to the candidate's partner (unless invited) or other traveling companion are not covered by the College.

(5) Receipts for expenses cited under this policy (except personal automobile mileage) must be submitted to HR before reimbursements will be made. The Business Office will handle processing of approved reimbursements submitted on behalf of the candidate by HR.

(6) HR will inform the candidate of the expectations of this policy before the candidate incurs any expenses related to the interview.

(7) Candidates that incur any type of expense prior to the interview and are unable to attend, reschedule, do not show, or cancel their originally scheduled interview will not be reimbursed for those expenses.

(I) Candidate selection:

(1) When the interview process is complete, the search committee will meet to discuss and reach consensus on their recommendation to the hiring manager.

(2) The hiring manager will determine which candidate to select for hire and will notify HR of the selected candidate.

(3) HR will complete reference checks on the selected candidate and review the results with the hiring manager.

(a) If the hiring manager chooses to proceed with the selection, HR will calculate the candidate's salary, in accordance with *AP 300 – New or Replacement Position Request.*

(b) If the hiring manager chooses not to proceed with the initial selection, the hiring manager may select an alternate candidate from the interview pool if the search committee has determined another candidate who was interviewed is qualified.

(J) HR will make a recommendation to the President to hire the selected candidate. HR, the hiring manager, hiring manager's supervisor, and/or area vice president must approve the recommendation before it is submitted to the President for consideration.

(K) After the President approves the hiring of the selected candidate, HR will make a conditional offer of employment to the approved candidate, pending a satisfactory background check. HR will inform the candidate of the salary being offered based on the calculation described above. HR and the President will discuss any request of a negotiated salary by the selected candidate. The President has the sole authority to approve a salary adjustment. Salary negotiation should be expedited, with an agreement reached within five (5) business days.

(L) If an offer is not made at the end of the interview process, or if the selected candidate does not accept the offer, the hiring manager may select an alternate candidate from the interview pool or may reconvene the search committee to discuss the remaining applicants or reopen the search. This decision will be made in consultation with HR.

(M) Upon acceptance by the candidate, HR will send the candidate the necessary personnel forms and other appropriate information. HR will notify the search committee and the President's Office of the candidate's acceptance of the position, the intended first day of employment, and any other necessary information.

(N) HR will remove all internal and external advertisements and contact all remaining applicants to notify them that the search has been completed.

(O) Termination or cancellation of a search:

(1) The recruitment and selection process of an approved position may be terminated or cancelled, with or without advance notice and at any stage of the process, by the area vice president or President for any of the following reasons:

(a) Funding for the position has changed or is no longer available.

(b) Position is being reevaluated or no longer needed.

(c) The College and/or department has been reorganized.

(d) The hiring manager has changed.

(e) The position title, duties, responsibilities, or qualifications have changed or been reclassified.

(f) The search has been compromised and/or, during the process, the actions of any person(s) on the search committee or process has interfered with conducting a fair or unbiased search that would contribute to an unethical or illegal situation or action.

(g) The pool of candidates does not yield a qualified candidate, or no more candidates exist in the pool.

(2) Upon the determination to terminate or cancel a search HR will:

(a) Advise the President of the situation.

(b) Contact the search committee members.

(c) Remove all internal and external advertisements and contact all applicants to notify them that the search has been cancelled, if applicable.

PRIOR APPROVAL DATES: 2-17-98; 10-26-16; 11-1-21

TECHNICAL CHANGES:

AP 304 Relocation & Moving Reimbursement **Established 4-28-00**
Approved 4-10-23

POLICY:

(A) In order to minimize the financial burden of a new employee, Marion Technical College (MTC) may pay a portion of the employee's relocation and moving-related expenses, provided funds are available in the appropriate College operating budget.

(B) This policy applies only to a new employee who is required to relocate from their residence in another geographic area to the College's service area[1]. New employees moving from more than a 100-mile radius from the Marion Campus to the College's service area are eligible for reimbursement based on the following criteria:

(1) The relocation must occur within one calendar year of the employee's hire date.

(2) The total payment that may be made under the provisions of this policy may not exceed $2,000.

(C) The following guidelines shall be applied in reimbursing relocation and moving-related expenses of a new employee, partner, and dependent children under the age of eighteen (18) living with their family:

(1) The transportation of the employee and family from their former residence to the Marion area will be paid at the rate consistent with IRS guidelines per mile for personal automobile mileage or actual cost when by commercial carrier. Air travel cost reimbursement shall not exceed the cost of coach accommodations.

(2) The expenses of packing, insuring, shipping, storing, and unpacking of household goods and personal effects will be paid.

(3) Two trips of up to five days each for the purpose of finding a new place of residence will be paid in accordance with transportation reimbursement guidelines above.

(4) Temporary housing expenses incurred during the move will be paid up to a maximum of five (5) days. The College reserves the right to evaluate the reasonableness of the time used in moving.

[1] The College's three-county service area includes Marion, Morrow, and Wyandot counties.

(5) All expenses cited under this policy (except personal automobile mileage) must be supported by appropriate receipts before reimbursement will be made.

(6) Payments under this policy are considered taxable income by the Internal Revenue Service and subject to Internal Revenue Service regulations .

(7) HR will provide a copy of this policy to the new employee when the College makes an offer of employment.

PROCEDURE:

(A) Reimbursement will be made by the Business Office upon receipt of an approved Request for Travel Reimbursement and all supporting receipts.

(B) The Board of Trustees, based on the recommendation of the President, may choose to negotiate a relocation and moving reimbursement package for employees recruited at the executive level, outside the scope of this policy.

PRIOR APPROVAL DATES: 4-28-00; 1-20-04

MARION TECHNICAL COLLEGE
ADMINISTRATIVE POLICY/PROCEDURE

AP 305 Separation from Employment **Established 10-25-22**
Approved 10-25-22

POLICY:

(A) Upon separation from employment at Marion Technical College, an employee must complete clearance procedures.

(1) Failure to complete any of the clearance procedures will result in the employee's last paycheck being held. The employee's final paycheck will be released once clearance procedures are complete.

(B) Types of Separation:

(1) Resignation.

(2) Retirement.

(3) Termination.

PROCEDURES:

(A) Clearance Procedures:

(1) Return College property, including but not limited to:

(a) Keys;

(b) Computer and other equipment;

(c) Parking pass; and/or,

(d) Employee ID

(2) Complete an exit interview with Human Resources (HR).

(3) Clean out office or desk space.

PRIOR APPROVAL DATES: 10-25-22

AP 306 Disciplinary Action **Established 1-1-20**
Approved 1-1-20

POLICY:

(A) The purpose of this policy is to provide a college-wide process to address employee performance problems and employee misconduct in a manner that is fair, equitable, and consistent. The goal of this policy is to provide a pathway for employee improvement and to provide a healthy and productive workplace environment.

(1) Disciplinary action is typically progressive in nature when performance or conduct is deficient. Employees may be subject to a verbal warning, written warning, suspension, or termination. Any or all of the progressive steps up to termination may be omitted, depending on the nature of the conduct or the egregiousness of the offense. A Performance Improvement Plan (PIP), in accordance with *AP 308 – Performance Improvement Plan*, may also be utilized as part of the corrective process. The President's approval is required prior to suspension or termination of an employee.

(2) An employee may be placed on administrative leave during an administrative investigation to avoid workplace disruption or when the health or safety of a College employee, student, person, or College property could be adversely affected. The approval of the President or President's designee is required before administrative leave is implemented. The Director of Human Resources (HR) and/or the area vice president may recommend administrative leave. During administrative leave, the employee's access to College facilities, property, purchasing card, and resources may be restricted or denied, including IT access.

(B) This policy applies to all regular full-time and part-time College employees, except that the progressive disciplinary steps, under this policy, are not ordinarily provided to part-time, seasonal, and temporary employees, including adjunct faculty and student workers, or those who are on probationary status.

(C) The Director of HR is primarily responsible for the administration of this policy. The Director of HR is specifically responsible for monitoring all disciplinary matters and for providing guidance to supervisors throughout the disciplinary process in order to ensure equity and fairness.

(D) Reasons for Disciplinary Action:

(1) Failure to perform the responsibilities of the position;

(2) Failure to successfully perform or complete a Performance Improvement Plan (PIP);

(3) Conduct that causes interference in the ability of the supervisor or unit administrator or in the ability of other employees to carry out their duties and responsibilities, including, but not limited to violence, disruptive behavior, harassment, dishonesty, misconduct, or negligence;

(4) Insubordination (willfully disobeying a supervisor's lawful or reasonable directive);

(5) Unapproved absence;

(6) Conviction of a felony or major misdemeanor;

(7) Incompetence (not meeting the duties, responsibilities, or requirements of the position);

(8) Failure to comply with College rules, policies, and procedures, or any federal or state law for action that occurred on campus, at a College event, or while conducting College business;

(9) Misrepresentation of formal credentials or job-related experience; and/or,

(10) Any other reasons of similar seriousness or magnitude.

PROCEDURES:

(A) Disciplinary Process in General:

(1) Supervisors are expected to consult with the Director of HR and next higher-level administrator prior to initiating any type of discipline, including a verbal warning.

(2) Disciplinary meetings under this policy include the employee, immediate supervisor, and a representative from HR. A higher ranking College administrator is typically also present at the meeting when the planned action is suspension or termination.

(3) The time frame for completion of the disciplinary process (from the initial notice to determination of the disciplinary action) is typically within five business days. Time frames may vary, depending upon the complexity of the matter, the College calendar, and availability of employees.

(B) The following are the progressive disciplinary actions and processes for deficient employee performance or misconduct (any or all up to termination may be omitted):

(1) Lower Level Actions: Verbal Warning and Written Warning

(a) A <u>verbal warning</u> is typically issued for a first-time minor offense. Examples include, but are not limited to, a pattern of tardiness or absenteeism, or a missed deadline. A verbal warning is issued by the

immediate supervisor to the employee in a meeting with a representative from HR present. The verbal warning serves to inform the employee of the performance problem or infraction and to provide instruction to avoid reoccurrence of the problem. The verbal warning may include a time frame for correction. HR will maintain documentation of the verbal warning and meeting.

(b) A written warning is issued when the performance or behavior is not corrected within a specified time period, after a verbal warning, or if the offense itself is more serious. Examples of more serious first-time offenses include, but are not limited to, insubordination, pattern of more extreme tardiness (over half hour late), or missing an important deadline. The supervisor, in consultation with the Director of HR and the next higher-level administrator, is responsible for issuing the written warning, which will include a description of the problem or violation, along with instructions to avoid reoccurrence of the problem. The written warning will be issued at a meeting between the immediate supervisor and employee with a representative from HR present. HR will maintain the original written warning in the employee's personnel file.

(2) Higher Level Actions: Suspension and Termination

(a) An egregious offense, a combination of non-minor offenses, or failure to correct previously identified problems may trigger higher level action. An egregious offense typically involves an action that creates or could create real harm to the College or others. Examples of an egregious offense include, but are not limited to, theft, intentional damage to College property, acts of violence, sexual misconduct of a more serious nature, and a felony or major misdemeanor. The supervisor is required to consult with the Director of HR, as well as with the next higher level supervisor and area vice president prior to initiating any high-level action. The process is initiated when the Director of HR issues a written notice, which identifies the alleged violation or performance problem(s), and the date, time, and location of a meeting. This meeting includes the supervisor, Director of HR or designee, and typically the next higher level administrator or the area vice president. The purpose of the meeting is to allow the employee to respond to the allegations prior to issuing discipline. The employee is encouraged, but is not required, to attend the meeting or otherwise respond to the allegation(s) prior to the issuance of the final decision. A decision to suspend or terminate an employee must be approved by the President.

PRIOR APPROVAL DATES:

AP 307 College Employee Appointments & Probationary Period **Established 1-1-20**
Approved 12-12-25

DEFINITIONS:

(A) Administrative Staff Employee: An "exempt" regular employee, working either full-time or part-time, who maintains more than 50% of her or his duties in an administrative capacity, who typically is responsible for planning, organizing, monitoring, directing, budgeting, supervising and/or evaluating employees. Occasionally, an administrative staff employee working on a part-time or temporary basis may be hired on an hourly basis.

(B) Professional Staff Employee: An "exempt" or "non-exempt" regular employee, working either full-time or part-time, who typically is responsible for providing professional and/or technical skills that support the instructional and/or operational units of the College.

(C) Faculty Employee: An "exempt" regular employee, working either full-time or part-time (excluding adjuncts), with more than 50% of salary charged as instructional.

(D) Exempt and Non-exempt: An exempt employee position is exempt from the overtime provision of the Fair Labor Standards Act (FLSA). A non-exempt employee position is eligible for overtime pay under the FLSA.

(E) Academic Year: An academic year includes fall and spring semesters (or spring and fall semesters) when full-time, nine-month faculty teach. For purposes of this policy, an academic year does not include summer session.

POLICY:

(A) Effective January 1, 2020, all newly appointed College employees will be placed on probationary status for a specified time, according to the employee's position classification. During the probationary period, employees will be continually evaluated and may be terminated at any time. This probation requirement applies to both newly appointed employees as well as current employees who transfer to another College position. Employees who successfully complete probation will be placed on continued employment status with the College. Employees currently on probation or on a Performance Improvement Plan (PIP) are not eligible to apply for or transfer to another College position.

(B) The probation period may be extended beyond the established time frame for extenuating circumstances with the area vice president, in consultation with Human Resources.

(C) The President's final approval is required for all decisions regarding continued employment and termination.

(D) An employee on probationary status is not eligible for certain College benefits, including:

(1) Tuition benefits (*AP 338 – MTC Tuition Benefits*)
(2) Tuition assistance (*AP 339 – Tuition Assistance*)
(3) Adjustment to base salary upon completion of a higher-level degree (*AP 341 – Degree Attainment*)
(4) Other benefits may also be deemed ineligible if the benefit was, in practice, not provided to an employee on probationary status, but is not otherwise specified in policy. Information will be provided to an affected employee in writing as applicable.

(E) An employee on probationary status is eligible for an across-the-board raise provided the employee was hired by the date of the raise.

(D) This policy applies to all employees who are appointed to a regular employee position; it does not apply to adjunct faculty, seasonal and temporary employees, and student workers.

(E) The Director of Human Resources is responsible for the administration of this policy. Such responsibilities include providing evaluation forms for supervisors and providing guidance to supervisors and other administrators throughout the evaluation process to ensure a fair and equitable process throughout the College. The Director of Human Resources is also responsible for issuance of all employment notifications.

PROCEDURE:

(A) Administrative Staff Employees:

(1) All newly appointed administrative staff employees will be placed on probationary status for a period of not less than six months and not more than 12 months, during which time the employee will be continually evaluated by the immediate supervisor, subject to the area vice president's decision-making process. In the case of a newly appointed vice president or other direct report to the President, the President will serve as the sole evaluator and final decision-maker.

(2) Initial probation period.

(a) No later than the end of the sixth month of employment, the area vice president will determine whether the employee should be placed on continued appointment status, be terminated, or continue on probationary status for up to an additional six months. As part of the area vice president's determination process, the employee's immediate supervisor will complete a formal evaluation, which will be shared with the

employee. The evaluation, along with the supervisor's recommendation, will then be sent to Human Resources and, if applicable, to the intermediate supervisor, and then to the area vice president. The area vice president's decision will be made in consultation with Human Resources. The President's approval is required for a continued appointment or termination. If the decision is to place the employee on continued appointment status, the probation period will then be concluded.

(3) Final probation period.

(b) If the employee remains on probationary status after the first formal evaluation, the area vice president will determine, no later than the end of the twelfth month of employment, whether the employee should be placed on continued appointment status or be terminated. As part of the area vice president's determination process, the employee's immediate supervisor will complete another formal evaluation, which will be shared with the employee. The evaluation, along with the supervisor's recommendation, will then be sent to Human Resources and, if applicable, to the intermediate supervisor, and then to the area vice president. The area vice president's decision will be made in consultation with Human Resources. The President's approval is required.

(B) Professional Staff Employees:

(1) All newly appointed professional staff employees will be placed on probationary status for a period of not less than three months and not more than six months, during which time the employee will be continually evaluated by the immediate supervisor, subject to the area vice president's decision-making process. In the case of a newly appointed professional staff employee who directly reports to the President, the President will serve as the sole evaluator and final decision-maker.

(2) Initial probation period.

(a) No later than the end of the third month of employment, the area vice president will determine whether the employee should be placed on continued appointment status, be terminated, or continue on probationary status for up to additional three months. As part of the area vice president's determination process, the employee's immediate supervisor will complete a formal evaluation, which will be shared with the employee. The evaluation, along with the supervisor's recommendation, will then be sent to the Human Resources and, if applicable, to the intermediate supervisor, and then to the area vice president. The area vice president's decision will be made in consultation with Human Resources. The President's approval is required for a continued appointment or termination. If the decision is to place the employee on continued appointment status, the probation period will then be concluded.

(3) Final probation period.

(a) If the employee remains on probationary status after the first formal evaluation, the area vice president will determine, no later than the end of the sixth month of employment, whether the employee should be placed on continued appointment status or be terminated. As part of the area vice president's determination process, the employee's immediate supervisor will complete another formal evaluation, which will be shared with the employee. The evaluation, along with the supervisor's recommendation, will then be sent to Human Resources and, if applicable, to the intermediate supervisor, and then to the area vice president. The area vice president's decision will be made in consultation with Human Resources. The President's approval is required.

(C) Faculty Employees:

(1) All newly appointed regular faculty employees (excluding adjuncts) will be placed on probationary status for at least one academic year but not more than two academic years. During the probation period, the faculty member will be continually evaluated by the faculty member's immediate supervisor (department director or area dean). The vice president, with approval of the President, may waive probation in whole or in part for a faculty member who, immediately prior to the regular faculty appointment, had been a full-time temporary faculty for at least one year. Such decision will be based, in part, upon evaluations conducted during the temporary appointment.

(2) Initial probationary period.

(a) The area vice president will determine, no later than the twelfth week of the second semester of employment, whether the faculty employee should continue on probationary status for at least another academic year or be terminated. As part of the area vice president's process, the faculty employee's immediate supervisor (department director or area dean) will complete a formal evaluation, which will be shared with the faculty employee. The evaluation, along with the supervisor's recommendation, will then be sent to Human Resources and, if applicable, the area dean, and then to the area vice president. The area vice president's decision will be made in consultation with Human Resources. The President's approval is required for a continued appointment or termination. If the decision is to place the employee on continued appointment status, the probation period will then be concluded.

(3) Final probationary period.

(a) If the faculty employee remains on probationary status for another academic year, the area vice president will determine, by the twelfth week of the second semester of the second academic year, whether the faculty

employee should be given a continued appointment or be terminated. As part of the area vice president's process, the faculty employee's immediate supervisor (department director or area dean) will complete a formal evaluation, which will be shared with the faculty employee. The evaluation, along with the supervisor's recommendation, will then be sent to Human Resources and, if applicable, the area dean, and then to the area vice president. The area vice president's decision will be made in consultation with Human Resources. The President's approval is required.

PRIOR APPROVAL DATES: 1-1-20

TECHNICAL CHANGES:

AP 308 Performance Improvement Plan **Established 1-1-20**
Approved 1-1-20

POLICY:

(A) A Performance Improvement Plan (PIP) can be an effective tool to afford employees an opportunity and pathway to correct serious deficiencies in work performance. A PIP is utilized when an employee is not meeting basic competencies or responsibilities for the position or the employee has a conduct problem. A PIP may be done in conjunction with disciplinary action, but it is not appropriate for any employee who has committed a serious infraction that poses a harm or threat to any individual or the College. Employees who do not successfully complete a PIP may be disciplined, up to and including termination.

(B) This policy applies to all regular College employees who are not in probationary status.

(C) The Director of Human Resources (HR) is responsible for the administration of this policy.

PROCEDURE:

(A) **Initiating a PIP** – It is the responsibility of all College supervisors to regularly evaluate employee work performance, at least once annually, and to document identified deficiencies. A PIP may be utilized when the regular evaluation process is not sufficient to correct serious work performance deficiencies.

(1) Before initiating a PIP, the supervisor will consult with the Director of HR and have approval from the area vice president or the President.

(2) The supervisor and Director of HR will meet with the affected employee and notify the employee in writing that a PIP is being issued and how the PIP will be implemented.

(B) **Developing the PIP –** The supervisor, in conjunction with the Director of HR, is responsible for creating a written PIP, which will include specific performance goals and expectations that the employee is required to achieve within a set time period. The supervisor may, but is not required, to obtain input from the affected employee. The PIP time period will initially be three to nine months, based upon the nature and severity of the problem or deficiency. The PIP time period may be extended up to, but shall not exceed a total of twelve months from the date of issuance. The time period may be further extended beyond 12 months in the event that the affected employee is on an approved Family & Medical Leave (FML) of absence, jury duty, or active service duty for more than two consecutive weeks.

(1) The affected employee is required to sign a Statement of Acknowledgement stating that the affected employee had the opportunity to review the PIP and understands that failure to satisfactorily complete the PIP may result in disciplinary action, up to and including termination. The affected employee will have the opportunity to review the PIP prior to signing.

(2) A copy of the PIP and Statement of Acknowledgement will be placed in the affected employee's personnel file in HR.

(C) **Implementing the PIP** – During the PIP time period, the supervisor will regularly monitor the affected employee's performance, as well as regularly meet with the affected employee. Prior to the end of the initially established PIP time period, the supervisor, in consultation with the Director of HR and area vice president or the President, will determine whether an extension of the PIP is necessary within the parameters established under this procedure. The affected employee's failure to make any progress is not a sufficient reason to extend the PIP.

(D) **Concluding the PIP** – At the conclusion of the PIP time period, the supervisor, in consultation with the Director of HR and the area vice president or the President, will determine one of the following actions: 1) re-instate the affected employee to regular employee status in the same position; or 2) terminate the employee. A termination decision must be approved by the President.

MARION TECHNICAL COLLEGE
ADMINSTRATIVE POLICY/PROCEDURES

AP 309 **Outside Employment** **Effective 9-20-23**
Approved 9-20-23

POLICY:

(A) A regular, full-time employee of the College may engage in outside employment provided the outside employment does not:

(1) Constitute a conflict of interest under Ohio ethics law[1] or violate College rule *3357:10-1-70 – Ethics Policy*.

(2) Occur at a time when the employee is expected to perform their duties.

(3) Diminish the employee's ability to sufficiently perform their duties.

(B) Employees must receive written approval from the President before accepting outside employment that is regular and continuing in nature. An example of outside employment that is regular and continuing is working a consistent number of hours per week or a predictable schedule, however the employee is responsible for determining if outside employment is regular and continuing.

(1) Outside employment that is temporary, infrequent, or occasional in nature does not need to be reported.

(2) Outside employment that occurs outside of the employee's contract dates does not need to be reported (e.g., 9-month faculty member working during the summer).

(C) An employee only needs to report the outside employment, and receive written approval, once per outside employer. No annual reporting is required.

(1) At the conclusion of previously approved outside employment, the employee should notify the President's Office that the outside employment has ended.

PROCEDURES:

(A) To request approval for outside employment, an employee must complete the *Request for Approval – Outside Employment* form.

(1) In completing the form, an employee will signify they have read and agreed to the terms set forth in this policy.

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[1] Ohio Revised Code Chapter 102.

(B) The form will be received and reviewed by the President's Office.

(C) The President will issue a written approval or denial to the employee within five (5) business days. Any denials will include reason for denial.

(1) In cases where additional information or consideration is needed, the President's Office will notify the employee if the decision will be issued later than five (5) business days after submission.

(D) Once written approval is received, the employee may accept outside employment with the outside employer.

(E) An employee must complete the form for each unique outside employer.

(F) Approved outside employment that is found later to violate Policy (A) will be rescinded, and the employee will be required to terminate outside employment.

PRIOR APPROVAL DATES:

AP 310 Faculty Credential Requirements **Established 11-19-19**
Approved 11-19-19

POLICY:

In order to achieve Marion Technical College's (the "College") multifaceted academic mission of preparing students for the workforce or transfer and for providing continuing education, the College shall employ qualified faculty members in all discipline areas.

The College shall verify each faculty member's qualifications by evaluating appropriate credentials and professional history. The Vice President of Academic Affairs & Student Services (CAO) is responsible to ensure that all faculty members at the College are in accordance with standards established by the Higher Learning Commission (HLC) and, when appropriate, third-party accrediting bodies.

CREDENTIAL REQUIREMENTS:

The following expectations shall apply to all faculty members. All degrees and coursework must have been earned from a regionally accredited college or university.

(A) For general education courses:

(1) Faculty members teaching general education courses must hold a minimum of a master's degree in the discipline or subfield that they teach or a minimum of a master's degree in another field and a minimum of 18 graduate semester credit hours in the discipline or subfield in which they teach.

(2) General education faculty members hired to teach in one discipline shall not be permitted to teach in another general education discipline unless they meet the general education teaching requirements outlined above.

(3) High School Dual Enrollment faculty who do not meet the qualifications stated above may be approved to teach as long as they are on a plan to meet the qualifications by September 2022. The plan must be approved by the CAO and the progress must be monitored each year.

(B) For non-general education courses:

(1) Faculty members must hold a degree at least one level above the degree level in which they are teaching or demonstrate qualifications through recognized industry credentials **or** tested experience as determined by the technical program director or dean and approved by the CAO.

(2) Faculty teaching technical courses or performance-related courses (e.g., dance) must have practical experience in the field and/or hold applicable current licenses and/or certifications.

(3) For programs that require clinical faculty members (e.g., student teaching supervisors, clinical practicum supervisors), the credentials and involvement of clinical faculty members as described must meet applicable professional standards for the delivery of the educational experiences.

(C) The following expectations apply to all faculty members:

(1) Faculty members must hold a degree from a regionally accredited college or university recognized by the U.S. Department of Education, the Council for Higher Education Accreditation, or equivalent, as verified by a member of the National Association of Credential Evaluation Services.

(2) Faculty credentials obtained from a college or university outside the United States must be evaluated using the World Education Services or similarly approved organization for U.S. degree equivalency.

(3) Faculty members teaching in third-party-accredited programs must meet the standards determined by applicable accrediting agencies.

(4) Faculty members must show evidence of continuing professional development within their discipline; evidence of their subject matter currency will be documented in their annual performance appraisal.

(5) Faculty members who teach online courses must be prepared for teaching in an online or e-learning environment by successfully completing the proper training (e.g., Quality Matters, etc.) or otherwise demonstrating online teaching proficiency, as determined by the area dean or CAO.

(D) The following expectations shall apply to faculty members teaching English and Mathematics developmental education courses:

(1) Faculty members must possess one of the following:

(a) At minimum a bachelor's degree in the discipline; or

(b) At minimum a bachelor's degree in another field, with experience teaching literacy or numeracy to adolescents or adults.

(E) It is the responsibility of the CAO or their appointed designee to ensure that all faculty members' credential requirements are met.

(F) The CAO has the authority to grant short-term exceptions as needed for emergency situations.

PROCEDURES:

(A) The academic dean or program director shall complete a faculty credential form for all faculty members, including High School Dual Enrollment faculty, and then forward this form and supporting documentation to the CAO. This form, along with all of the necessary supporting documentation, must be received by the CAO for evaluation prior to confirming the hire of the faculty member.

*The following are the required supporting documentation of faculty members' credentials:

(1) Transcripts: Unofficial transcripts may be provided to evaluate faculty members' credentials when the College is seeking to hire the faculty member. For adjunct faculty members, including faculty members teaching in the CCP program, official transcripts shall be required for subsequent teaching appointments after the initial teaching appointment has been made. For full-time faculty members, official transcripts must be received by the College within 30 calendar days of the start of the full-time teaching appointment. Official transcripts from all of a faculty member's colleges or universities shall be requested by the faculty member and sent directly to the Office of Human Resources (HR). The faculty member is responsible for all costs associated with requesting transcripts.

(2) Current vita or resume: Each faculty member shall submit a current vita or resume detailing education and work experience.

(3) Other documentation:

(a) Professional licensure or certifications: For programs requiring faculty members to hold professional licensure or certifications, faculty members teaching in such programs shall provide documentation of all current licensures or certifications prior to their employment at the college.

(b) For licensures or certifications that have renewal or expirations dates, the faculty member is responsible for providing all renewal documentation to HR, including driver's license information if the position so requires it.

(B) The CAO shall evaluate all faculty credential requests and provide decisions as follows:

(1) Approved Requests: A copy of the approved request document shall be provided to the corresponding academic dean or program director; the original request document shall be provided to HR. In addition, all official transcripts and original documentation/paperwork shall be housed in HR.

(2) Denied Requests: A copy of the denied request document shall be provided to the corresponding academic dean or program director; the original request document shall be provided to HR. In addition, all official transcripts and original documentation/paperwork shall be housed in HR.

(3) The faculty member shall be notified by HR.

(C) All official documentation used to approve/deny faculty members to teach within their discipline(s) shall be maintained by HR. Unofficial documentation may be maintained in the appropriate division or program files.

A copy of the Higher Learning Commission's "Determining Qualified Faculty through HLC's Criteria for Accreditation and Assumed Practices" is available here.

PRIOR APPROVAL DATES:

TECHNICAL CHANGES: 10-21-25;

MARION TECHNICAL COLLEGE
ADMINISTRATIVE POLICY/PROCEDURES

AP 322 Faculty Workload **Established 5-16-95**
Approved 3-16-26

DEFINITIONS:

(A) Instructional workload hours are assigned to instruction based on the workload hours for a course, clinical instruction, or similar instructional activity.

(B) Faculty duties are non-instructional duties typically performed by all regular full-time and part-time faculty (e. g., tutoring, advising, office hours, departmental and college meetings and activities, etc.).

(C) Non-instructional assignments are other temporary assignments that are administrative in nature (e.g., grant management, coordinate adjuncts, special projects, etc.).

(D) Regular faculty are faculty members who have a standard full-time or part-time annual contract.

(E) Adjunct faculty are those temporary faculty who teach on a term-by-term basis with no annual contract.

(F) Reassign time is approved time designated to a non-instructional assignment in place of instructional workload hours.

(G) Standard faculty contract lengths:

(1) 9-month – 174 days

(2) 10-month – 196 days

(3) 12-month – 232 days or 260 days (dependent on date of hire)

(4) Faculty contract lengths will be determined based on duties and with consistency where possible.

POLICY:

(A) Regular faculty workload shall include instructional workload hours and faculty duties. As defined by the Ohio Department of Higher Education (ODHE)[1], a faculty workload policy defines the range and general expectations regarding faculty teaching, scholarship, research, commercialization, and service responsibilities in the context of an institution's mission.

[1] Ohio Department of Higher Education Standards for Instructional Workloads October 15, 2025

(B) This policy is revised as of March 16, 2026 in accordance with Ohio Revised Code 3345.45 and with guidance from the Ohio Department of Higher Education, as referenced above.

(C) Instructional Workload

(1) Faculty whose appointment is in an associate degree program should have undergraduate teaching as their major responsibility. Some faculty may have unique non-instructional assignments, in addition to professional development and service, as part of their workload expectations. Faculty are expected to devote at least 80 percent of their total workload to teaching related activities, with the remaining devoted to professional development and service. Faculty with non-instructional assignments are expected to devote at least 75 percent of their total workload to teaching related activities.

(2) The College equates 2.25 hours of work for every one credit hour, as defined by 34 C.F.R. 600.2[2] and in *AP 554 – Credit Hours*.. The standard load for regular faculty is 15 credit hours. The workload hours for a standard load equals 33.75 workload hours (15 credit hours x 2.25 workload per credit hour = 33.75 standard workload hours). In a 40-hour work week, this equates to 84% of a regular faculty member's work. The remaining faculty duties include five student hours, and may also include duties related to the position such as committee work, professional development, or service to the College. Regular part-time faculty will have a standard load that is pro-rated on their actual working hours.

(a) For 9-month faculty, standard load for an academic year is 30 credit hours, split evenly between fall and spring terms.

(b) For 10-month faculty, standard load for an academic year is 30 credit hours, split evenly between fall and spring. The additional time is devoted to non-instructional assignments.

(c) For 12-month faculty, standard load for an academic year is 34 credit hours, with 12 credit hours taught in fall term, 12 credit hours taught in spring term, and 10 credit hours taught in summer term.

(d) Any reassign time for a regular faculty member for a non-instructional assignment that reduces their workload or deviation from standard load must be documented and approved by the faculty member's immediate supervisor and the Chief Academic Officer (CAO). A time and effort report must be completed to show deviation from standard practice. All documentation will be shared with Human Resources (HR).

[2] 34 C.F.R. 600.2.

(e) Any other deviation from workload expectations established within this policy must be approved by the faculty member's immediate supervisor and the CAO. Documentation must be maintained by the CAO and HR.

(3) Adjunct faculty are hired to meet instructional needs as determined by enrollment demand or unique needs of an academic department. Any non-instructional assignments requested for adjunct faculty must be documented and approved by the CAO and Director of HR.

(4) A faculty member teaching only within the Bachelor of Science in Nursing (BSN) program must maintain at least 70%of their workload related to teaching activities, with the remaining devoted to other scholarly activities of research, administration, and service.

(D) If a regular faculty member is otherwise unable to meet their standard load, the academic department will consider assignment of non-instructional assignments, such as non-credit training instruction, tutoring, or other comparable assignments to meet load obligations.

(1) The supervisor will be responsible for documenting non-instructional assignments made to meet load obligations. The CAO will assign and document reasonable credit hour equivalency for any reassign time, ensuring consistency across departments where possible.

(E) No faculty member will be expected to have an instructional workload that would cause them to spend more than eight (8) consecutive hours working on any one day without their prior approval and consent. At least twelve hours must elapse between the faculty member's last class on one day and the faculty member's first class of the following day.

(1) Exceptions due to class cancellations, overload assignment, etc., may be made with approval of the faculty member and their immediate supervisor.

(2) Each course (including individual investigation, co-ops, clinical, and labs) will be assigned workload hours that are typically equivalent to course credit hours with adjustments for courses that meet for a substantially longer time each week than the credit hours assigned to the course. For more information on credit hours, please consult *AP 554 – Credit Hours*.

(3) For faculty members teaching 8-week courses, to meet requirements established by the State Teachers Retirement System (STRS), faculty must work in both 8-week sessions of a full 16-week semester. Failure to do so could result in reduced retirement service credit.

(a) Faculty may consult HR or STRS for additional information.

(F) Faculty Duties

(1) In addition to teaching, regular faculty are expected to devote time to committee work, professional development, general or departmental staff meetings, and have five (5) posted student hours per week for student consultation and advising.

(2) Faculty duties are separate from instructional workload and are not included in the 15-hour per term workload described above.

(G) Non-Instructional Assignments

(1) Non-instructional assignments may be made by the faculty member's immediate supervisor or the CAO. Non-instructional assignments will be assigned reassign time from workload hours and be included with the faculty member's remaining assigned instructional workload.

(H) Summer Teaching Assignments

(1) Regular 9- and 10-month faculty may voluntarily teach during summer term, and will be issued a supplemental contract.

(a) Supplemental compensation for summer teaching shall be calculated as overload compensation.

(I) Overload Instructional Assignments

(1) Any combination of instructional workload hours and non-instructional assignment reassign time that exceeds a regular faculty member's standard workload hours in an academic term may be eligible for overload compensation, except as otherwise provided in this policy. These are hours completed in addition to the faculty member's standard load, duties, and associated reassign time totaling 40 work hours per week.

(2) Each regular faculty member shall be limited to 15 workload hours of overload assignment per academic year (excluding summer term). Faculty may not work more than eight (8) overload workload hours in an 8-week session. Exceptions may be granted if personnel shortages occur in certain disciplines. Exceptions require documented approval from the CAO and HR.

(3) When a department determines there is a need for an extra class section that is not otherwise covered by a regular faculty member, the following guidelines will be in effect:

(a) Regular faculty members will be given the first opportunity to teach the overload assignment.

(b) No regular faculty member will be given the opportunity to teach a second overload until all other regular faculty members qualified to

teach the section have been given the opportunity to accept the assignment.

(c) If no regular faculty have accepted the overload assignment, an adjunct faculty member may be offered the assignment.

(4) The faculty member who accepts the responsibility of teaching an overload does so with full knowledge that the additional assignment shall not relieve them of carrying out all the responsibilities associated with being a faculty member as stated in their primary contract or this policy.

(J) Overload Compensation

(1) A faculty member who teaches an overload will be compensated as stipulated within this policy.

(a) The compensation rate for a faculty member teaching an overload assignment shall be calculated as follows:

(Annual salary / days of contract / 8 hours)

_____ course workload hours X 16

(K) Academic Directors

(1) The tenets of this policy may also apply, where applicable, to academic directors who may be assigned an instructional workload as part of their annual contract.

(L) Failure to comply with this policy will be resolved through *AP 306 – Disciplinary Action*.

PROCEDURES:

(A) Four (4) weeks prior to the start of each academic term, the department supervisor shall submit the following information to HR:

(1) A completed *Baseline Workload* form, showing the expected teaching load for each faculty member in the department. The baseline workload form will reflect any reassignment (non-instructional workload) from the standard 15 hour workload.

(2) A completed *Non-Instructional Workload Assignment* form for each faculty who has a non-instructional workload assignment.

(3) A workload hour description for the academic term for all department faculty members.

(B) One week after the start of the term, HR will prepare and issue to the faculty member

a contract for each overload assignment for that term.

PRIOR APPROVAL DATES: 5-16-95; 11-18-08; 5-11-23

TECHNICAL CHANGES:

Appendix for Overload Compensation for Regular Faculty

Compensation for workload hours that exceed the baseline workload for regular faculty will be calculated as follows:

1) Faculty hourly rate: annual contract amount / hours

2) Overload compensation:

Workload hours for the course X the greater of

Faculty hourly rate OR
$36/hour for faculty with a baccalaureate degree
$37/hour for faculty with a master's degree
$38/hour for faculty with a doctoral degree

Appendix for Overload Compensation for regular faculty:

Compensation for workload hours that exceed the baseline workload for regular faculty will be calculated as follows:

1) Faculty hourly rate: annual contract amount / hours

2) Overload compensation:

Workload hours for the course X the greater of

Faculty hourly rate OR
- $36/hour for faculty with a baccalaureate degree
- $37/hour for faculty with a master's degree
- $38/hour for faculty with a doctoral degree

MARION TECHNICAL COLLEGE
ADMINISTRATIVE POLICY/PROCEDURES

AP 323 Adjunct Faculty **Established 6-16-98**
Approved 12-12-25

POLICY:

(A) Adjunct faculty will be hired by the College to support instructional needs that are unable to be filled by regular faculty members. This process is overseen by the Chief Academic Officer (CAO).

(B) Adjunct faculty are hired to temporary appointments on a term-by-term basis.

(1) Academic directors, associate deans, or the CAO may interview and hire adjunct faculty (i.e., hiring manager).

(a) An adjunct faculty member may be terminated at any time.

(C) Qualifications:

(1) The hiring manager is responsible for determining the appropriate qualifications for any adjunct faculty position posting. This may include a combination of education and work or life experience.

(D) Limitations:

(1) Adjunct faculty may not teach over 36 credit hours per academic year.

(E) Benefits:

(1) Adjunct faculty are not eligible for the College's healthcare benefits or paid leave balances.

(2) Adjunct faculty are not eligible for across-the-board pay raises.

(3) Adjunct faculty are not eligible for the following benefits:

(a) Tuition assistance (*AP 339 – Tuition Assistance*);

(b) Institutional performance pay (*AP 364 – Institutional Performance Pay*); or,

(c) Adjustment to pay rate upon completion of a higher-level degree (*AP 341 – Degree Attainment*).

(4) Adjunct faculty are eligible to enroll in classes at Marion Technical College in accordance with *AP 338 – MTC Tuition Benefit*.

(F) Compensation:

(1) Compensation for instructional assignments for adjunct faculty will be based on a schedule maintained by Human Resources (HR), in accordance with the following rates:

(a) The base rate for an adjunct faculty member is $36 per workload hour.

(b) The base rate for an adjunct faculty member with a master's degree is $37 per workload hour.

(c) The base rate for an adjunct faculty member with a doctoral degree is $38 per workload hour.

(G) Supervision:

(1) Academic directors are responsible for supervision of any adjunct faculty within their department.

(a) In the absence of an academic director, this responsibility falls to the next level supervisor (e.g., associate dean).

(2) Adjunct faculty performance should be reviewed annually by their supervisor to ensure the individual is meeting expectations.

(H) Travel Stipend:

(1) Adjunct faculty teaching at a high school location that is more than 40 miles round trip from the College will receive a $300 travel stipend for each eligible location per term. Final decision on which locations qualify under this policy is the authority of the Payroll Office.

(2) Adjunct faculty teaching at clinical locations are not eligible for travel stipends.

PROCEDURES:

(A) Hiring packets for adjunct faculty may be obtained from Academics for completion by the responsible academic director.

(B) The academic director will meet with qualified candidates for any open adjunct faculty assignments.

(C) Completed hiring packets must be submitted to HR.

(D) Following hire, the adjunct faculty member must provide requested information to HR and Payroll (e.g., retirement system elections, direct deposit information, background check, tax forms, I-9, etc.).

(E) The adjunct faculty member will be provided any relevant building keys for the term in which they are teaching.

(F) An adjunct faculty member without a teaching assignment for a subsequent term is expected to return building keys to the Facilities Office.

(G) The Payroll Office will reach out to relevant academic directors if an adjunct under their supervision has not taught for the College within in longer than 18 months to confirm the adjunct faculty member is inactive.

(1) Payroll will terminate the inactive adjunct faculty member's access to College platforms.

(2) An academic director may notify Payroll upon decision to no longer utilize an adjunct faculty member and have their platform access terminated.

PRIOR APPROVAL DATES: 6-16-98; 10-17-00

TECHNICAL CHANGES: 1-23-26

AP 324 Staff Request to Teach as Adjunct Faculty **Established 5-16-95**
Approved 4-10-23

POLICY:

(A) Staff are encouraged to teach classes at the College in the continued pursuit of student success. However, at no time should the teaching of classes interfere with the employee's ability to fulfill their regular job responsibilities or work schedule.

(B) In order to teach a class, the following rules apply:

(1) Staff should arrange teaching assignments outside of their regular working hours.

(2) Staff who are asked to teach during their regular working hours must complete the *Administrative Request to Teach During Working Hours* form and submit it to their supervisor for approval prior to accepting a teaching assignment. Once the employee has received approval from their supervisor, the employee must elect one of the following, and notify HR:

(a) Assume the teaching assignment as part of their regular workload with no extra compensation;

(b) Use vacation and/or personal time to cover hours used during regular working hours for the teaching assignment; or,

(c) Rearrange regular working hours to allow for time for the teaching assignment.

(C) This policy does not apply to regular full- or part-time faculty.

PROCEDURES:

(A) The employee will complete and forward the *Administrative Request to Teach During Working Hours* form to their supervisor for written approval to teach during regular working hours prior to the start of the term.

(B) The supervisor will send the approved request to the Human Resources to be retained in the employee's personnel file or will send the disapproved request back to the requesting employee.

(1) If the employee requests to use vacation and/or personal time to cover teaching during normal working hours, the employee must submit the leave requests through the College's employee management software[1]..

[1] The College's current employee management software is ADP.

PRIOR APPROVAL DATES: 5-16-95; 6-29-99; 1-26-17

AP 325 Supplemental Compensation **Approved 10-17-00**

POLICY:

(A) Supplemental compensation may be authorized for additional services beyond the regular expectations of the primary contract (e.g., additional course assignments, off-campus instruction, summer term, special projects, etc.). Approval must be obtained prior to performance of said services.

(B) Supplemental Compensation: Credit Course Instruction

(1) Additional course load assignments on or off campus shall be limited to l6 credit hours of overload per academic year (excluding summer school). The faculty member who accepts the responsibility of teaching an overload should do so with full knowledge that the additional assignment shall not relieve him/her of carrying out all the responsibilities associated with being a faculty member as stated in the primary contract.

(2) During the regular academic year (excluding summer) overload compensation for teaching shall be done each term. Compensation shall be based on one of the following criteria and compensation rate. (Community faculty rate is determined using Policy #313 and instructors' credentials.)

(a) Exceeding maximum contact hours as defined in Policy #311 -- compensation at the community faculty contact hour rate.

(b) Four preparations with 20 contact hours or less—compensation at the community faculty contact hour rate for course associated with fourth preparation.

(c) Four preparations with more than 20 contact hours—compensation at the community contact hour rate for the course associated with fourth preparation. If total contact hours minus contact hours associated with fourth preparation exceed 20, those additional hours shall be compensated at the community faculty rate.

(3) Compensation for exceeding maximum class size will be determined departmentally. This compensation may be in the form of reduced class size in other classes.

(4) An individual investigation is considered an overload. Amount and type of compensation shall be determined departmentally.

(5) Teaching and employment during the summer term shall be optional based on enrollment and the needs of the College. Initial instructional assignments shall be limited to 10 total quarter credit hours. However, if other courses are not covered, full time instructors may have the option of teaching one extra course if approved by the Department Director. Supplemental compensation for summer teaching shall be determined departmentally but should at no time be less than the community faculty rate of pay.

(6) Supplemental pay in the amount of $300 per term is awarded when a credit class is scheduled to meet two or more times per week during the full term at a location that requires travel in excess of 40 miles roundtrip from the Campus to its off-campus instructional site. An equivalent amount of pay is pro-rated for credit courses other that meet less than twice weekly for the full term, e.g., a course that is scheduled to meet once a week during the full term merits $150 supplemental pay; and, a course that is scheduled to meet once weekly every other week during a full term merits $75 supplemental pay.

(B) Supplemental Compensation: Special Projects

(1) Special projects, services, and activities shall be of a nature that primarily enhances the overall development of the institution and/or any of its sub-parts. Personal interest activities for any other reason shall not be acceptable for additional compensation.

PROCEDURE:

(A) Approval of such projects, services, and activities and the determination of supplemental compensation shall be initiated departmentally.

(B) A written recommendation detailing specific projects, services, and activities to be performed, must be submitted to the appropriate dean by the director/coordinator of the area involved and accompanied by a supplemental compensation form.

(C) All supplemental compensation contracts are subject to approval of the President and Board of Trustees upon recommendation of the President.

PRIOR APPROVAL DATES: 6-17-86

AP 326 Wage Analysis **Approved 1-26-17**

POLICY:

Marion Technical College (the "College") strives to establish wages that are comparable to similar positions in relevant labor markets.

PROCEDURES:

(A) A comparative analysis of College wages will be conducted periodically as deemed necessary by the Director of Human Resources or the President.

(B) The Director of Human Resources will review wages/salaries using relevant labor market data. The criteria typically used to determine the relevancy of comparative data includes but is not limited to the following: type of industry (two-year colleges), institutional demographics, employee demographics, geographic location, and labor market economic indicators.

(C) When financially feasible and appropriate, the President may approve salary adjustments for current employees when their wages are determined to be less than comparable to relevant external market data.

PRIOR APPROVAL DATES: 6-20-95; 6-29-99

AP 327 Overtime and Compensatory Time **Established 1-15-02**
Approved 11-19-19

DEFINITIONS:

(A) Workweek – Sunday through Saturday.

(B) Employee classifications are defined in *AP 307 – College Employee Appointments & Probationary Period*.

POLICY:

(A) When authorized by their supervisor in advance, any non-exempt employee may work overtime.

(B) Part-time, non-exempt employees are not eligible to accrue compensatory time for straight time or overtime hours. All hours worked by part-time employees shall be submitted on the employees' timecard.

(C) The employee shall be compensated at time and one-half (1 ½) of their regular hourly pay rate for all actual hours worked in excess of 40.00 hours within a workweek.

(1) Holiday hours or official Marion Technical College (MTC) closing hours count toward the 40.00 hours of work required and, therefore, do not disallow the possibility of overtime in the weeks they occur.

(2) Leave time taken during a workweek is not counted as actual hours worked.

(3) The employee is required to reduce their leave time by the number of hours worked in excess of 40 hours. Employees may not use leave time to be paid straight time in excess of 40 hours during the workweek.

(D) The employee may not use leave time accumulated from one position in order to work a secondary position at MTC.

(E) Upon mutual agreement with the employee's immediate supervisor, the employee may take compensatory time off in lieu of pay.

(1) Compensatory time shall be granted at the rate of time and one-half (1 ½) the hours worked in excess of 40.00 within a work week (e.g., three hours compensatory time for two hours worked, etc.).

(2) Unused compensatory time shall be paid out at the end of the calendar year and fiscal year, or upon the employees' separation from MTC.

(F) Budget supervisors are responsible for maintaining budgetary constraints and keeping accurate record of overtime hours worked and compensatory time accumulated and used.

(G) The President may disallow working overtime due to financial conditions and in accordance with applicable Fair Labor Standards Act (FLSA) regulations.

PROCEDURES:

(A) Overtime hours worked shall be indicated on the employee's payroll timecard. All time sheets must be approved by the supervisor. The time sheet must clearly note whether the hours worked greater than 40.00 are to be paid monetary overtime or awarded compensatory time.

(B) All compensatory time must be submitted on a time sheet to Payroll. Balances of compensatory time shall be maintained by Payroll.

(C) Time sheets shall be processed in accordance with *AP 328 – Payroll Administration*.

PRIOR APPROVAL DATES: 1-15-02; 1-18-05

AP 328 Payroll Administration **Established 5-18-04**
Approved 9-20-23

POLICY:

(A) Human Resources (HR) is delegated the authority by the President of Marion Technical College (MTC) to issue all paychecks.

(B) MTC will comply with all applicable federal, state, and local laws and regulations with respect to payment of wages, tax deductions, and pre- and post-tax benefit deductions to employees, as indicated by the employee's relevant tax forms and reported voluntary deductions.

(C) Paychecks will be issued on the fifteenth day and last day of each month. If either day falls on a weekend or MTC observed holiday, paychecks will be issued on the last business day prior to those days. Any change to pay dates shall be communicated to employees in advance by HR.

PROCEDURES:

(A) Full-time, exempt employees' wages will be divided into equal, semi-monthly payments, or according to the terms of their employment.

(B) Full-time, non-exempt employees' wages will be divided into equal, semi-monthly payments. Part-time non-exempt employees' wages will be paid based upon hours worked and submitted on their timecard.

(1) Due dates for submitting timecards will be published annually by HR.

(2) Timecards must be submitted by the employee and will be approved by the employee's immediate supervisor.

(3) Failure to accurately complete and submit a timecard by the published deadline may result in inaccurate or delayed paycheck amount and filings.

(4) Full-time non-exempt employee's submitting overtime to be paid will have the overtime paid on the next available paycheck.

(C) Direct deposit is required for all employees. Employees must provide one or more valid checking or savings account number for direct deposit to HR.

(D) All paycheck notices or paystubs will be available electronically through MTC's human resources software, ADP.

(E) Employee Responsibilities:

(1) It is the responsibility of the employee to ensure that HR has current checking or savings account information at all times to avoid disruption of payroll cycles and direct deposits.

(2) Employees are responsible for ensuring correct tax information related to withholdings is on file with HR, including W-2, addresses, tax forms, and school districts.

(F) New employees must provide one or more valid checking or savings account number within fifteen (15) calendars days of employment. New employees may receive a paper paycheck for their first or second payroll cycle, until the checking or savings account has been verified through the prenote process.

(G) Any employee who believes a calculation or deduction error was made regarding their pay should consult with HR. Employees are encouraged to review their paychecks to ensure all withholdings are correct.

PRIOR APPROVAL DATES: 5-18-04; 10-21-08; 11-1-10; 1-26-17

AP 335 State Retirement Systems **Approved 1-26-17**

POLICY:

(A) Marion Technical College (the "College") and eligible employees shall contribute to the appropriate retirement system a percentage of the employee's gross pay as stipulated by state law and/or retirement system regulations.

(B) All employees with the exception of exempted students are required to be members of the State Teachers Retirement System (STRS), School Employee's Retirement System (SERS), or an alternative retirement plan (ARP) offered by the College.

(C) In accordance with section 3305 of the Revised Code, an eligible employee may, no later than 120 days after the starting date of employment, elect to participate in an ARP available at the College. If the employee does not elect an ARP within the 120-day limit, the employee shall be deemed to have elected participation in the applicable state retirement system by default. "Eligible employee" shall be as defined in Paragraph 2.8 of the Marion Technical College Chapter 3305 Alternative Retirement Plan, as amended.

(D) Certain administrative staff not otherwise selecting an ARP shall become or remain members of STRS as stipulated by state law and/or STRS regulations. All other administrative and support staff not otherwise selecting an ARP are required to be members of the SERS. Student employees shall be given the option of SERS membership. Any student not attending classes full-time on a regular basis must pay into the SERS beginning that academic term and all following academic terms.

(E) Benefits under STRS shall be as stipulated by STRS. Benefits under SERS shall be as stipulated by SERS. Benefits under an ARP shall be as stipulated by the plan provider.

(F) The Office of Human Resources shall provide each new employee with information on their retirement options and enroll the employee in the retirement program they select.

PRIOR APPROVAL DATES: 4-18-00, 10-18-05

AP 336 Employee Benefits and COBRA **Approved 1-26-17**

POLICY:

(A) Health Insurance: Marion Technical College (the "College") provides access to group health insurance for eligible employees.

(1) All full- and part-time employees working on a regular schedule of at least 0.75 FTE or 30 hours per week shall be eligible to enroll in the insurance plan.

(2) Participating employees shall pay a percentage of the monthly premium through payroll deduction as determined by the College and Section 125 of the Internal Revenue Service Code.

(3) Newly hired employees are eligible for coverage the first of the month following their initial date of employment.

(4) The College's contribution to the insurance premium (as selected by the employee) shall be prorated according to the percentage of full-time (40 hours per week) service performed by the employee. Part-time employees shall pay the remainder of the premium in addition to their regular contribution.

(5) The College shall designate an open enrollment period each year for the purpose of new enrollments and/or employee elected changes in their existing plans. The Office of Human Resources shall communicate changes in premiums and/or benefits at the beginning of the open enrollment period.

(6) In the event that the health insurance premium is increased or changed, the College reserves the right to change the percentage of the premium it pays.

(B) Employer-Sponsored Life Insurance: The College will provide life insurance and accidental death and dismemberment (AD&D) coverage at one and one-half times the employee's annual salary for employees who are working on a regular schedule of at least 0.75 FTE or 30 hours per week. The life insurance and AD&D is capped at $150,000 and reductions in coverage will follow the schedule set by the carrier for employees who are 65 years of age and over. This will be administered under the insurance carrier's directives and guidelines.

PROCEDURES:

(A) The Office of Human Resources shall provide each newly eligible employee with a description of each health insurance plan and enrollment forms.

(B) The employee shall select one plan (or indicate no selection) and submit the necessary enrollment forms to the Office of Human Resources within 30 days of the date of eligibility.

(C) The effective date of coverage shall be according to the terms of the plan chosen.

(D) The necessary forms needed by the life insurance company will be given to the employee by the Office of Human Resources. Forms must be completed within the first fifteen days of employment, or when the employee's regular schedule is expanded to 75% or greater of full-time employment. All eligible employees will be covered on a twelve-month payroll basis.

PRIOR APPROVAL DATES: 6-29-99, 10-17-00

AP 337 Worker's Compensation **Approved 1-26-17**

POLICY:

(A) All Marion Technical College (the "College") employees are protected under the State Worker's Compensation Act of Ohio in cases of injury or death resulting from the performance of assigned job responsibilities. Any covered employee who sustains an injury or contracts an occupational disease or illness that arises or is a result of their employment may file a claim with the Director of Human Resources. A claim must be filed within two years from the date of injury (ORC 4123.84).

(B) Under Ohio law, the College is required to post the Certificate of Premium Payment in a conspicuous place and include the College's worker's compensation number. The Certificate is displayed with all other mandatory postings, in each of the College's buildings.

(C) Any covered employee who experiences a workplace injury or illness should:

(1) Seek medical treatment at the closest health facility.

(2) Notify their supervisor, the President's Office, and the Office of Human Resources as soon as possible after the injury or illness occurs.

(3) Upon notification, the Office of Human Resources will send the employee a workers' compensation claim packet.

(D) On-campus injuries. If an employee is injured on College owned or controlled property while performing their assigned duties, the Office of Human Resources should be notified immediately and will assess the injury or illness.

(E) Off-campus injuries. If the employee is injured at an off-site location during working hours, the Office of Human Resources must be notified within twenty-four hours of the injury. Failure to report the injury within the stated time may result in delays when processing claims.

PRIOR APPROVAL DATES: 10-17-00

AP 338 MTC Tuition Benefits **Established 9-18-01**
Approved 12-12-25

DEFINITIONS:

(A) Eligible employee: Regular full- or part-time employees, adjunct faculty, and cost shared employees.

(1) An employee is not eligible for this benefit if they are on probationary status[1] or a performance improvement plan[2] (PIP); eligibility is restored upon successful completion of either. This does not apply to an employee moving from one position to another within the College and being placed on probationary status for their new position, as detailed in *AP307 – College Employee Appointment and Probationary Period.*

(2) Seasonal or temporary workers and student workers are not eligible for tuition benefits, unless they are family members of an eligible employee as defined above.

(B) Eligible family member: A regular employee's spouse and any legal dependents up to age 24.

(1) Family members of adjunct faculty or cost shared employees are not eligible for benefits under this policy.

POLICY:

(A) Marion Technical College encourages further education for all its employees and their family members.

(B) The College shall provide a 100% remission of MTC tuition and all fees (excluding textbooks) each term of enrollment for each eligible employee and eligible family member. Each eligible family member is eligible for this remission for a maximum of 70 credit hours.

(1) Credit hours covered by other sources (e.g., Pell, College Credit Plus) will not be factored into the 70-credit hour maximum.

(C) Adjunct faculty members are also eligible for a 100% remission of tuition and all fees for 12 credit hours per academic year.

[1] AP 307 – College Employee Appointment and Probationary Period
[2] AP 308 – Performance Improvement Plan

(1) Adjunct faculty members must have taught at least one term or a minimum of six credit hours in the previous academic year, or be teaching in the current term, and be in good standing with the College.

(D) An employee must take classes outside of his or her regularly scheduled work hours, unless approved by the employee's immediate supervisor.

(E) With the supervisor's approval, an employee may enroll in a maximum of six credit hours or the equivalent in CEUs (or any combination thereof) during his or her regularly scheduled work hours during the academic year (fall, spring, and summer, terms). These instructional benefits are non-cumulative and will be awarded at the beginning of each academic year.

(G) Approval to take classes during work hours shall be granted on a first come, first served basis and is contingent upon area staffing needs and course section capacity.

(H) All time spent in classes during the employee's regularly scheduled work hours must be repaid to the College within the week it occurs. Vacation, personal, or compensatory time may be used to cover class time and must be submitted as a leave request or on a time sheet, if applicable.

(I) An employee may be required by his or her immediate supervisor to take a class(es) to improve job skills. In this case, the credit hours are not charged against the credit hour limit and the employee may take the class during his or her regularly scheduled work hours.

(K) The employee or family member is responsible for purchasing textbooks or any supplies for any class in which he or she enrolls.

PROCEDURE:

(A) The employee or family member shall apply for admission to the College according to regular admission procedures.

(B) The employee will complete and sign the appropriate Business Office form to verify the family member's eligibility for this benefit.

(C) Upon registration, the Business Office shall verify the student's eligibility and charge the tuition/fees to the Human Resources budget.

PRIOR APPROVAL DATES: 9-18-01; 11-19-02; 6-30-17; 10-25-22; 11-6-24; 6-18-25

TECHNICAL CHANGES:

AP 339 Tuition Assistance Program **Effective 6-19-01**
Approved 12-12-25

DEFINITIONS:

(A) Fiscal year – July 1st – June 30th

POLICY:

(A) Marion Technical College (MTC) employees interested in furthering their education are encouraged to apply for the College's tuition assistance program. Eligible employees may apply for tuition assistance annually. Applications are reviewed and approved based on the criteria established in this policy.

(B) Employees shall be eligible for financial assistance in covering the following:

(1) Tuition paid for approved credit classes.

(2) Special fees paid solely in lieu of tuition for approved credit-by-examination, certification verification, or life experience credit.

(3) "Tuition" includes general and instructional fees and technology fees.

(C) Financial assistance to cover tuition and/or fees is subject to the following criteria:

(1) The employee must be a regular, full-time employee; adjunct faculty, seasonal or temporary workers, and student workers are not eligible for tuition assistance.

(a) Regular, part-time employees are eligible for tuition assistance on a prorated basis, except in cases where the employee is required by the College to further their education to meet the requirements of continuing licensure/certification, accrediting agencies, or to advance strategic plan goals of the College. In these cases, and with approval by the executive leadership team, the employee will be entitled to 100% assistance according to the criteria established in this policy.

(2) The employee must continue employment with the College throughout the period of program enrollment and one full year after completion of their program. Nine- and ten-month employees will be considered as continually employed. If an employee leaves employment with the College before one year from the date of their last receipt of financial assistance, the employee will be responsible for repaying the tuition from the last year, on a prorated basis. Examples of repayment situations are included attached to this policy.

(3) Course(s) must be taken outside normal working hours, unless otherwise approved by the respective area vice president.

(4) The employee must be taking courses at a CHEA (Council for Higher Education Accreditation) accredited institution.

(5) The employee is responsible for submitting their bill to the Payroll Office in advance of the payment deadline for direct payment to the employee.

(a) If an employee's course payment date falls prior to the beginning of the fiscal year where funds are awarded, the employee may instead submit the bill for reimbursement within the fiscal year where the employee was awarded tuition assistance.

(6) Lab fees, penalty fees, or extra service charges (e.g., administrative fees or processing fees charged by the institution of enrollment) related to enrollment or course registration imposed by the institution are not eligible for tuition assistance.

(7) Upon completion of a course, the employee is required to submit course grades to Human Resources (HR) to demonstrate satisfactory completion of the course requirements ("C" or equivalent). If an employee fails to earn a grade of "C" or better, the employee will be required to repay tuition for the applicable course.

(9) A maximum of $5,000 per employee may be reimbursed during the fiscal year. The course completion date will determine which fiscal year the assistance will fall in.

(1) Per the Internal Revenue Service (IRS)[1], employees receiving education benefits from an employer may receive up to $5,250 per calendar year tax-free. Education benefits exceeding $5,250 in a calendar year will be taxed and included on the employee's W-2 as part of the employee's wages. Taxes are only charged on the amount exceeding $5,250 in a calendar year.

(10) An employee may receive a maximum of $20,000 in tuition assistance during their tenure with the College.

(D) An employee is not eligible for this benefit if they are on probationary status[2] or a performance improvement plan[3] (PIP); eligibility is restored upon successful completion of either. This does not apply to an employee moving from one position to another within the College and being placed on probationary status for their new position, as detailed in *AP307 – College Employee Appointment and Probationary Period.*

[1] IRS Publication 970 – Tax Benefits for Education.
[2] AP 307 – College Employee Appointment and Probationary Period
[3] AP 308 – Performance Improvement Plan

(E) Application review and selection for tuition assistance:

(1) Employees applying for the tuition assistance program are entered into the application pool. Applications will be reviewed by the executive leadership team and will be approved or denied (with explanation).

(2) Applications will be considered based on the following criteria:

(a) Available funding in the College's budget to support the tuition assistance program;

(b) If the employee has received funding through the tuition assistance program previously;

(c) If the employee is currently enrolled in a program;

(d) Continuing education is required by the employee's job description and assigned duties;

(e) Advancement of the employee's department;

(f) Personal or professional development; and/or,

(g) The College's strategic plan goals.

(3) Employee applications will be scored using a rubric, and in accordance with the criteria established within this policy.

(4) Employees will be required to include a personal essay, no more than two pages, on why they have chosen to pursue a higher degree, as well as any documentation or evidence to support their application during the scoring process.

(F) Tuition assistance is only eligible for credit classes. Other professional development costs should be covered through the employee's department budget.

PROCEDURES:

(A) In order to apply for the tuition assistance program, the employee must submit an application of intent form to the President's Office. Applications of intent will be accepted between March 15th and March 31st for reimbursement for the next fiscal year (July 1st – June 30th). If March 15th or March 31st fall on a weekend or holiday, the window will be adjusted to the subsequent business day.

(B) The application of intent form requires approval from the employee's supervisor and area vice president to be considered complete.

(1) If the form is not approved by either the supervisor or area vice president, the employee will receive an explanation for the denial in writing (which includes email).

(C) Once the application window closes, the pool of applications will be reviewed by the executive leadership team and approved or denied based on the criteria established in this policy and scored on a rubric. Applicants will be notified if their application is approved or denied. While an application may be denied, the employee is encouraged to reapply in the future for reconsideration.

(D) Approved applicants may submit a request for tuition assistance form to the Business Office at any time during the fiscal year (July 1st – June 30th) in advance of the payment deadline for the course(s).

(E) Upon completion of the course(s), the employee must submit course grades to HR.

(1) A grade of "C" or better is considered satisfactory. (2) If an employee fails to earn a grade of "C" or better, the employee will be billed by the Business Office for repayment of the tuition assistance in full for the applicable course(s).

(E) Appropriate documentation stating department requirements for course work must accompany a request for full tuition assistance for a regular, part-time employee, as referenced in (C)(1)(a) above.

PRIOR APPROVAL DATES: 6-19-01; 2-2-17; 12-16-20; 2-28-24; 11-6-24; 6-18-25

TECHNICAL CHANGES:

AP 339 – Tuition Assistance
Attachment
Examples[1] of Tuition Assistance Scenarios

1. Patty received $5,000 in tuition assistance during FY22 (July 1, 2021 – June 30, 2022), with her last assistance issued on June 1, 2022. Patty leaves the College on September 1, 2022. Since Patty is leaving prior to one year after her last assistance, Patty owes the College a prorated portion of her assistance (nine months). Looking back between September 1, 2021 and September 1, 2022 (separation date), Patty received $4,500. The prorated assistance she must pay back to the College is $3,375.

$4,500	Total assistance in one-year look back
x 0.75	Remaining months to be paid back (9/12)
= $3,375	Total amount to be paid back

2. Fred received $2,500 in tuition assistance during FY22 (July 1, 2021 – June 30, 2022), with his last assistance issued on May 1, 2022. Fred leaves the College on April 1, 2023. Since Fred is leaving prior to one year after his last assistance, Fred owes the College a prorated portion of his assistance (one month). Looking back between April 1, 2022 and April 1, 2023 (separation date), Fred received $1,000. The prorated assistance is $83.

$1,000	Total assistance in one-year look back
x 0.08333	Remaining months to be paid back (1/12)
= $83	Total amount to be paid back

3. Carl received $5,000 in tuition assistance during FY22 (July 1, 2021 – June 30, 2022), with his last assistance issued on June 30, 2022. Carl leaves the College on March 1, 2024. **Since Carl has left more than one year after his last assistance, he does not owe the College for any part of his tuition assistance.**

4. Valerie received $4,500 in tuition assistance during FY 22 (July 1, 2021 – June 30, 2022), with her last assistance issued on May 31, 2022. Valerie leaves the College on June 1, 2022. Since Valerie is leaving the College prior to one year after her last assistance, Valerie must repay the College. Since the date of her separation is immediately following her date of last assistance, Valerie must repay all of her tuition assistance over the last calendar year. Looking back between May 31, 2021 and May 31, 2022 (separation date), Valerie received $4,500. The repayment amount is $4,500

$4,500	Total assistance in one-year look back
x 1.00	Remaining months to be paid back (12/12)
= $4,500	Total amount to be paid back

[1] The scenarios in this document are only examples to provide clarification to the policy. Employees are encouraged to contact HR to discuss repayment terms in detail if they intend to leave the College.

Tuition Assistance Program – Employee Application Scoring In accordance with *AP 339 – Tuition Assistance*						
Points	1. Enrollment	2. Persisting in Program with Prior Support from College	3. Required Advancement	4. Time to Completion	5. Strategic Objectives	6. Funding for Prior Degree
2	Currently enrolled in courses	Currently enrolled and has received prior tuition reimbursement from College for current degree	Advanced degree is required by job description, grant, accreditation, etc.	Employee is within 2 terms of completion	Advanced degree directly supports the College's strategic plan	Have not received any funding for a prior degree
1	Program accepted, but has not yet started courses	Currently enrolled and has not received prior tuition reimbursement from College for current degree	Advanced degree is preferable for current job requirements or planned advancement/department reorganization	Employee is within 4 terms of completion	Advanced degree complements the College's strategic plan and benefits the employee professionally	Have received up to $5,000 of funding for a prior degree
0	Not yet program accepted	Not yet enrolled	Advanced degree is not necessary for job requirements	Employee is within 6 terms of completion	Advanced degree does not align with the strategic plan, even though it may benefit the employee professionally	Have received more than $5,000 for a prior degree

Employees will be required to provide the following with their application (new FY25):

- A written essay (no more than 2 pages) on why they have chosen to pursue a higher degree.
- Documentation or evidence to support their application and the scoring process (e.g., provide a copy of their job description stating a higher degree is required or preferred for "required advancement" column).

AP 340 Certification Training/Exam Reimbursement **Approved 1-18-05**

POLICY:

The College promotes employee training and professional certification to maintain its technical advantage. It does so by investing heavily in its employees with the benefits of tuition reimbursement, conference attendance, and other employee development. This policy generates training options to maintain credible curricula and certification for regular faculty and staff. Such investment is made with trust that the employee would recognize the value of such education as a bonus to his/her own employability/career advancement, and be willing to provide the appropriate time.

(A) Marion Technical College (MTC) shall pay for the cost of employee training that (1) results in Certification or Licensure, (2) is necessitated by technical change in the current position or curriculum requirements, as specifically documented in the current job description and/or curriculum requirements, and (3) is required by the immediate supervisor.

(B) Training may be completed in the classroom/lab or, under special circumstances, by self-study. Whenever possible, the training and certification exam should be taken outside scheduled working hours unless otherwise approved by the area vice president.

(1) Payment for training completed by self-study shall be limited to the number of hours that the training would have otherwise been completed commercially.

(C) Payment of training costs shall be subject to the following criteria:

(1) The employee must be a regular administrative staff, faculty, or support staff employee.

(2) The employee must continue employment with the College throughout the training period, except for off-duty quarters or for approved leaves of absence. Regularly scheduled nine- and ten-month employees will be considered as continually employed.

(3) The request form for required training must be completed, submitted, and approved prior to enrollment or registration for training and/or examination.

(4) Documentation of the commercial training hours must be attached to the request for training form.

(5) New “version” or “level-certification” must be documented by commercial hours that specifically indicate re-certification, and not as if it was a first version certification.

PROCEDURE:

(A) The employee completes and submits a *Request for Certification* form with attached copy of the job description or curriculum requirement to his/her supervisor:

(1) The supervisor indicates his/her approval or disapproval on the form.

(2) The supervisor submits the form and attachment to the Director of Human Resources, who approves or disapproves the request based upon conformity to the employee's current job description and pertinent policy stipulations.

(3) The Director of Human Resources submits the application to the area Vice President, who approves or disapproves the application. If approved, the Vice President submits the form to the President for approval. If approved by the President, the form is forwarded to the Human Resources Office. The Human Resources Office forwards a copy of the approved form to the employee and supervisor.

(B) If at any point during the approval process the request is disapproved, the form is returned to the employee along with the rationale for disapproval.

(C) Upon approval by the President, a check request for training and exam cost is submitted by the supervisor, made payable directly to the school or organization to avoid possible *tax consequences to the employee. A copy of the approved *Request for Certification* shall be attached. If online registration is required with the College credit card, a follow-up check request and attachments will be submitted to the Business Office as standard practice.

(1) All costs will be taken from the department budget line designated on the *Request for Certification* form.

(D) When the certification is awarded, the employee will submit a copy to Human Resources to be included in the personnel file.

*Employer assistance with education expenses that are directly related to the employee's current job generally qualify as a working condition benefit that is not treated as taxable income to the employee. To qualify for the deduction, the education program must: (1) maintain or improve skills required for the current job; (2) not be required to meet minimal educational requirements for the current job; and (3) not qualify the employee for a new trade or profession. It will be important that the College be able to prove that the education is job-related in order to avoid tax consequences to the employee. For this policy, this will be accomplished by (1) making reimbursements directly to the school or organization conducting the course or seminar, and (2) attaching the job description or curriculum requirement documentation to the approval form showing why the course or seminar attended was job-related. Payment of time for self-study is payroll, and is taxable.

MARION TECHNICAL COLLEGE
ADMINISTRATIVE POLICY/PROCEDURES

AP 341 Degree Attainment **Established 10-25-22**
Approved 12-12-25

INTRODUCTION:

(A) Marion Technical College supports employees in their pursuit of continuing education and career advancement. Attainment of a degree at a higher level will be compensated with an adjustment to the employee's base salary under the conditions of this policy.

POLICY:

(A) Full-time employees are eligible for a base salary adjustment upon completion of a degree. Part-time employees are eligible for a base salary adjustment upon completion of a degree, with the adjustment prorated to their annual hours of service.

(1) Adjunct faculty, temporary and seasonal employees, and student workers are not eligible under this policy.

(B) New employees receiving their initial salary calculation are not eligible under this policy, and instead will have their base salary calculated in accordance with *AP 300 – New or Replacement Position Request (Salary Calculation)* for their current degree level.

(C) An employee is not eligible for this benefit if they are on probationary status[1] or a performance improvement plan[2] (PIP); eligibility is restored upon successful completion of either. This does not apply to an employee moving from one position to another within the College and being placed on probationary status for their new position, as detailed in *AP307 – College Employee Appointment and Probationary Period.*

(1) Employees who have successfully completed a PIP or probationary status and have their eligibility restored will have their base salary adjustment granted based on the date the employee returned to continued employment status, based on completion of a degree during the time when they were ineligible.

(D) A base salary adjustment occurs once per degree level. Subsequent degrees earned at the same level are not eligible for a base salary adjustment.

(E) Base salary adjustments are made in accordance with the following table:

[1] AP 307 – College Employee Appointment and Probationary Period
[2] AP 308 – Performance Improvement Plan

Current Degree Level	New Degree Level Attained	Salary Adjustment to Base
No Degree	Associate	$500
Associate	Bachelor's	$1,000
Bachelor's	Master's	$2,000
Master's	Doctorate	$3,000

PROCEDURES:

(A) Upon completion of a degree, the employee must submit an official transcript to Human Resources (HR).

(B) Salary adjustment will be based on the date the degree is conferred, or when an employee is moved to continued employment status as found in (C)(1).

PRIOR APPROVAL DATES: 10-25-22

TECHNICAL CHANGES:

MARION TECHNICAL COLLEGE
ADMINISTRATIVE POLICY/PROCEDURES

AP 344 Bereavement Leave **Effective 7-20-18**
Approved 9-20-23

DEFINITIONS:

(A) Immediate family: For the purposes of this policy the employee's immediate family includes their spouse, common law spouse, parents, children, grandparents, siblings, grandchildren, brother-in-law, sister-in-law, daughter-in-law, son-in-law, mother-in-law, father-in-law, grandparents-in-law, step parents, step children, step grandparents, step siblings, step grandchildren, legal guardian or other person who stands in loco parentis.

POLICY:

(A) In the event of a death of an immediate family member, a regular, full-time employees, will be granted up to three (3) days paid bereavement leave[1]. Regular, part-time employees will receive paid bereavement leave prorated based on the number of hours they are normally scheduled to work each week.

(B) Additional bereavement leave may be taken using other forms of paid leave, including:

(1) Personal leave according to *AP 352 – Personal Leave.*

(2) Sick leave according to *AP 353 – Sick Leave.*

(3) Vacation leave according to *AP 354 – Vacation.*

(4) Donated leave according to *AP 350 – Leave Donation Program.*

PROCEDURES:

(A) An employee must submit a request for bereavement leave to their supervisor for approval through the employee management software[2].

(B) An employee may request additional leave, as detailed in Policy (B), by submitting a request for leave to their supervisor for approval through the employee management software. The supervisor shall approve or disapprove the request. If the supervisor denies the request, the supervisor shall notify the employee with the reason for denial via email or through the employee management software.

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[1] This policy was previously filed as a rule (3357-10-3-46) in the Ohio Administrative Code pursuant to Chapter 111.15 rule making authority. The rule was rescinded and adopted as a College administrative policy. The prior approval date of 7-20-18 listed above reflects the effective date of the rule.
[2] The current employee management software is ADP.

PRIOR APPROVAL DATES: 7-20-18

AP 345 Absence Due to Emergency Conditions **Established 9-26-95**
Approved 4-10-23

POLICY:

(A) In the event the College is closed due to an emergency (e.g., inclement weather, disruption of electric or water service, etc.), employees will be paid based on the following guidelines:

(1) Regular employees (excluding student employees) who are normally scheduled to work but are not required to report for work when the College is closed shall be compensated at their regular rate of pay.

(2) For temporary, intermittent, and student employees who are not required to work when the College is closed, the employee's supervisor may adjust the employee's work schedule to allow the employee to make up the work time lost within the same work week, provided the employee is available.

(B) When an employee is delayed or unable to work because of inclement weather when the College is not closed, the employee may charge the time lost from work as vacation, personal leave or the employee may flex their work schedule to make up lost time, with their supervisor's approval. If an employee fails to follow the appropriate call-in procedure within a reasonable time, the time missed will be charged as time off without pay.

(C) If the College closes due to emergency conditions while an employee is on vacation, personal/emergency leave, sick leave, or other type of leave, the leave will be charged as normal.

PROCEDURES:

(A) If the College closes due to emergency conditions, employees will be notified in accordance with *AP 130 – College Closing.*

(B) The employee shall contact their supervisor as soon as it becomes apparent to the employee that the employee will be unable to report to work. The employee shall either:

(1) Submit vacation or personal leave through the College's employee management software[1];

(2) Contact their supervisor to request to flex their work schedule within the same work week.

[1] The College's current employee management software is ADP.

(3) Request option to work remotely in accordance with *AP 355 – Remote Work*.

PRIOR APPROVAL DATES: 9-26-95; 10-17-00

MARION TECHNICAL COLLEGE

ADMINISTRATIVE POLICY/PROCEDURES

AP 346 Parental Leave **Effective 2-11-22**
Approved 2-11-22

INTRODUCTION:

(A) The College supports a work environment that allows employees to effectively balance work and family commitments. Parental leave provides parents with paid time off to recover from childbirth and/or to care for and bond with a newborn, newly adopted, or newly placed foster child.

DEFINITIONS:

(A) **Parent:** An employee who is the biological mother or father of a newborn, adoptive mother or father of newly adopted child, mother or father to a newly placed foster child, or a mother or father to a newborn carried via surrogate.

(B) **Birth parent:** An employee who has given birth to a child.

(C) **Adoptive child:** A minor child who is legally adopted by an employee. The child may not be the current or former stepchild or foster child of the adoptive parent.

(D) **Foster child:** A minor child who is legally placed in the care of the employee serving as the foster parent.

(E) **Minor child:** A child who is younger than age 18.

(F) **Stillbirth:** The loss of a fetus during or after the twentieth week of pregnancy.

(G) **12-month period:** A rolling 12-month period, commencing on the date that an employee's parental leave began and concluding after 12 months, as opposed to a College established time frame (i.e., academic year, calendar year, fiscal year).

POLICY:

(A) In order to be eligible for parental leave, an employee must meet all of the following criteria:

(1) The employee is a parent to a newborn, newly adopted, or newly placed foster child.

(2) Regular, full-time employee working nine or more consecutive months per fiscal or academic year.

(a) For part-time employees, parental leave will accrue on a prorated basis according to the number of hours they are normally scheduled to work each week. The basis for prorating shall be 40 hours per week and 52 weeks per year.

(3) The employee has at least one (1) year of service with the College.

(B) An eligible employee may take up to 80 hours of parental leave following the birth, adoption, or foster placement of a minor child. The number of minor children involved does not increase the length of parental leave per birth, adoption, or foster placement.

(1) Spouses employed by the College (includes marriage, common law marriage, same sex marriage, marriage entered outside U.S.) are each entitled to up to 80 hours of parental leave for the same birth, adoption, or foster placement event.

(C) Parental leave is paid at 100% of the employee's current rate of pay. Parental leave is not considered hours worked for the purpose of overtime calculation.

(D) An employee may utilize parental leave once per 12-month period.

(E) Paid parental leave must be used at one time, as opposed to intermittently or to reduce the employee's daily work hours. Leave shall commence following the birth, adoption, or foster placement; the first full day of leave shall be counted as the date of commencement. An employee interested in an intermittent or reduced work schedule following the exhaustion of parental leave should consult Human Resources to discuss *AP 347 – Family and Medical Leave*.

(1) Parental leave shall run concurrently with available family and medical leave, as defined in *AP 347 – Family and Medical Leave* and accordance with the Family and Medical Leave Act of 1993.

(2) A birth parent may also qualify for short term disability coverage, if elected during open enrollment and in accordance with the program's requirements, to provide partial paid leave following a birth event and concurrently with family and medical leave. Employees should consult Human Resources for more information on short term disability coverage for a birth event.

(a) In the case of any parent not covered by short term disability coverage (e.g. father or non-birth parent to a newborn, birth parent who has not elected short term disability coverage, parents experiencing an adoption or foster placement), parental leave must be exhausted first prior to the use of any personal, vacation, or sick time when such leave is requested for the purpose of a birth, adoption, or foster placement. The use of personal, vacation, or sick time is also run concurrently with available family and medical leave.

(b) For a birth parent who chooses to elect and utilize short term disability coverage, short term disability coverage must be exhausted first prior to use of parental leave; Human Resources should be notified of the employee's plans to utilize short term disability and parental leave in order to process the leaves in the correct order. Following exhaustion of short term disability coverage and parental leave, the birth parent may use any personal, vacation, or sick time for coverage of the birth. The use of short term disability, personal, vacation, or sick time is also run concurrently with available family and medical leave.

(F) A birth parent's return to work following a birth is subject to certification by a health care provider, as defined in *AP 347 – Family and Medical Leave*.

(G) Parental leave is also available to an employee experiencing the loss of a child due to stillbirth.

(1) The employee may submit appropriate medical documentation to Human Resources to become eligible for parental leave following a stillbirth.

(2) Additional leave may be taken in accordance with the *AP 352 – Personal and Emergency Leave, AP 353 – Sick Leave,* or *AP 354 – Vacation*, upon approval by the employee's supervisor.

PROCEDURES:

(A) The employee shall submit a request for parental leave to Human Resources with as much as advance notice as is plausible. The employee shall make arrangements with both Human Resources and the Payroll Office to confirm arrangements for leave, both under this policy and *AP 347 – Family and Medical Leave*.

(B) Following a birth, adoption, or foster placement event, the employee shall notify Human Resources so that parental leave may commence.

PRIOR APPROVAL DATES:

AP 347 Family and Medical Leave **Effective 9-28-99**
Approved 9-20-23

INTRODUCTION:

(A) The College supports a work environment that allows employees to effectively balance work and family commitments.

(B) In accordance with the Family and Medical Leave Act (FMLA), the College provides job-protected family and medical leave to eligible employees for up to 12 work weeks (480 hours) of unpaid leave during a 12-month period based on qualifying events. Eligible employees that care for covered servicemembers are eligible for up to 26 workweeks of unpaid leave in a single 12-month period.

(C) As federal law is subject to change, if the content of this policy does not match federal law requirements or is silent on a matter, federal law will prevail and the College will act in accordance with the requirements of the Family and Medical Leave Act.

DEFINITIONS:

(A) **12-month period:** A rolling 12-month period, commencing on the date that an employee's family and medical leave began and concluding after 12 months, as opposed to a College established time frame (i.e., academic year, calendar year, fiscal year).

(B) **Covered active duty:** In the case of a member of a regular component (not National Guard or Reserves) of the Armed Forces, duty during the deployment of the member with the Armed Forces to a foreign country. In the case of a member of a reserve component of the Armed Forces, duty during the deployment of the member with the Armed Forces to a foreign country under a federal call or order to active duty under a provision of law referred to in section 101(a)(13)(B) of Title 10, United States Code. This is only applicable in cases of exigency.

(C) **Covered servicemember:** A member of the Armed Forces (including a member of the National Guard or Reserves) who is undergoing medical treatment, recuperation, or therapy; is otherwise in outpatient status or is otherwise on the temporary disability retired list for a serious injury or illness; or a covered veteran who is undergoing medical treatment, recuperation, or therapy for a serious injury or illness.

(D) **Covered veteran:** An individual or member of the Armed Forces (including a member of the National Guard or Reserves), discharged or released under conditions other than dishonorable at any time during the period of five years preceding the first date the

eligible employee requests to take family and medical leave to care for the covered veteran.

(E) **Employee eligible to care for covered servicemember:** An employee who is an immediate family member or next of kin of a servicemember who meets all eligibility criteria defined in this policy.

(F) **Equivalent position:** A position with the same pay, benefits, and working conditions, and the same or similar responsibilities and duties, requiring substantially equivalent skill, effort, responsibility, and authority.

(G) **Health care provider:** A provider licensed by the state to deliver health services to certify family and medical leave. A health care provider may be a doctor of medicine or osteopathy, dentist, clinical psychologist, clinical social worker, physician assistant, optometrist, podiatrist, chiropractor, nurse practitioner, nurse mid-wife, or Christian Science practitioner who certifies family and medical leave within the scope of their practice.

(H) **Immediate family member:** An employee's spouse (includes marriage, common law marriage, same sex marriage, marriage entered outside U.S.), child (biological, adopted, foster child, stepchild, legal ward, or child of employee standing in loco parentis when the child is under the age of 18, or the child is older than 18 and incapable of self-care due to a mental or physical disability), or a parent (biological, adoptive, stepparent, foster parent, or another individual who stood in loco parentis to the employee).

(I) **In loco parentis:** A relationship in which a person has put themselves in the situation of a parent by assuming and discharging the obligations of a parent to a child with whom they may have no legal or biological relationship.

(J) **Next of kin:** An employee who is the nearest blood relative of a covered servicemember, and is not the covered servicemember's spouse, parent, son, or daughter. The full definition and distinction to qualify as next of kin can be found in 29 Code of Federal Regulations (CFR) 825.122.

(K) **Serious health condition:** An illness, injury, impairment, or physical/medical condition that meets any one of the following: (1) Inpatient care (overnight stay) in a hospital, hospice, or residential medical care facility, including any period of incapacity or any subsequent treatment in connection with such inpatient care; (2) Continuing treatment by a health care provider. Continuing treatment consists of a period of incapacity for more than three full consecutive days and also involves treatment two or more times within a 30 day period by a health care provider, absent extenuating circumstances or treatment at least once by a health care provider which results in a regimen of continuing treatment. An eligible employee must have an in-person visit to the health care provider within seven days of the first day of incapacity; (3) Periods of incapacity due to pregnancy and

childbirth, including prenatal care; or (4) Chronic conditions which require visits for treatment by a health care provider at least twice a year; continues over an extended period of time (including recurring episodes of a condition); and may cause episodic periods of incapacity (e.g., diabetes, epilepsy), permanent/long-term conditions (e.g., Alzheimer's, terminal cancer), or multiple treatments (e.g., chemotherapy, dialysis).

(L) **Serious injury or illness of covered servicemember:** Injuries or illnesses that are incurred by a covered servicemember in the line of duty on active duty that may cause the servicemember to be medically unfit to perform the duties of their office, grade, rank, or rating. This also includes injuries or illnesses that exist before the beginning of the member's active duty and were aggravated by service in the line of duty on active duty in the Armed Forces.

(M) **Serious injury or illness of covered veteran:** Injuries or illnesses that are incurred by the covered veteran in the line of duty on active duty in the Armed Forces or that existed before the veteran's active duty and was aggravated by service in the line of duty, and that is either: (1) A continuation of a serious injury or illness that was incurred or aggravated when the veteran was a member of the Armed Forces and rendered the servicemember unable to perform the duties of their office, grade, rank, or rating; (2) A physical or mental condition for which the veteran has received a U.S. Department of Veterans Affairs Service-Related Disability Rating (VASRD) of 50% or greater and the need for military caregiver leave is related to that condition; (3) A physical or mental condition that substantially impairs the veteran's ability to work because of a disability or disabilities related to military service or would do so absent treatment; or (4) An injury that is the basis for the veteran's enrollment in the Department of Veterans Affairs Program of Comprehensive Assistance for Family Caregivers.

POLICY:

(A) All regular full- and part-time employees working nine or more consecutive months per fiscal or academic year are eligible for up to 12 work weeks (480 hours) of family and medical leave within a 12-month period.

(B) Employees are eligible for family and medical leave if both of the following criteria are met:

(1) The employee has worked for the College for at least 12 months. For the purposes of 9- and 10-month faculty, employees remain on the College's payroll even when not on contract (i.e., summer).

(2) The employee has at least 1,250 hours of service for the College during the 12 months before the family and medical leave.

(C) Employees make take up to 12 work weeks (480 hours) of family and medical leave for the following qualified events; family and medical leave shall be used after three consecutive days of absence for any of the following qualifying events:

(1) A serious health condition of the employee that prevents the employee from performing their job, as documented by a health care provider;

(2) Birth of a child, or to care for a child during the first year following birth;

(3) Placement of a child through adoption or foster care, or to care for a child during the first year following placement;

(4) To care for an immediate family member, as defined above, with a serious health condition.

(5) Any qualifying urgent matter related to an employee's immediate family member serving as a servicemember on or leaving for covered active duty, such as:

(a) Short notice deployment;

(b) Military or other activities related to call to covered active duty;

(c) Childcare and school activities;

(d) Care of the servicemember's parent;

(e) Make or update financial and legal arrangements;

(f) Counseling that arises out of the military service.

(g) Rest and recuperation;

(h) Post-deployment activities; or

(i) Other urgent or immediate need activities not listed are subject to approval by the employee's supervisor and Human Resources (HR) if determined to be a qualifying exigency.

(6) Additionally, employees are eligible for up to 26 work weeks of military servicemember family leave if the following criteria are met:

(a) The employee is an immediate family member of the servicemember or the next of kin;

(b) The servicemember is:

(i) Undergoing medical treatment, recuperation, or therapy;

(ii) In outpatient status;

(iii) On the temporary disability retired list, for a serious injury or illness incurred in the line of duty or an existing injury or illness aggravated in the line of duty; or

(iv) A veteran undergoing medical treatment, recuperation, or therapy for serious injury or illness incurred in the line of duty or aggravated in the line of duty that occurred any time during the five years preceding the date of treatment.

(c) This leave will not exceed 26 work weeks during a single, 12-month period, which commences on the date the eligible employee begins family and medical leave to care for the servicemember and concludes a 12 months after that date. Any unused leave not taken during the 12-month period is forfeited.

(d) Leave to care for former members of the Armed Forces, National Guard and Reserves, or members who are on the permanent disability retired list, except for veterans noted above (as outlined in *Policy (C)(6)(b)(iv)*), is not eligible for this type of family and medical leave.

(D) An employee must give 30 days written notice to their supervisor of the need to take family and medical leave when it is foreseeable. When advance notice is not possible, the employee should provide written notice to their supervisor within one to two business days from when the employee's need for leave is determined. Within five business days of notification, the employee must complete and submit the required forms to Human Resources. Human Resources shall provide written notice of expectations and requirements of family and medical leave and return to work, and any consequences should obligations not be met.

(E) Family and medical leave is unpaid. An employee is required to use paid leave balances, including sick, vacation, or personal time, concurrently during family and medical leave to receive payment during this time, which also covers the cost of maintaining the employee's health plan contributions, withholdings, etc. If an employee uses the entirety of their paid leave balances during the family and medical leave, the employee is eligible to apply for donated leave in accordance with *AP 350 – Leave Donation Program*. Employees that have short term or long term disability coverage are required to use paid leave balances to cover the remaining work hours not paid by the applicable plan (e.g., short term disability pays a full-time employee for 24 hours per week, therefore the employee must submit 16 hours of leave to cover the entire 40 hours.) Only when an employee has exhausted paid leave balances and disability coverage (if applicable) may the remainder of their leave be unpaid.

(F) An employee enrolled in a College health plan will have their coverage maintained during family and medical leave at the same level as prior to the employee's leave. The employee's health plan contributions, such as premiums, must continue to be paid during the employee's leave, and the employee should make arrangements with the Payroll Office prior to commencement of their leave. The College's obligation to maintain coverage ceases if the employee's premium payment is more than 30 days late. The College will seek to recover its share of health plan premiums if the employee fails to return to work after family and medical leave has expired. Conversely, the employee may choose to suspend their health plan coverage during family and medical leave, and is entitled to have their coverage reinstated at the same level upon return from leave. An employee who chooses to suspend their health plan coverage during family and medical leave must still use paid leave during the duration of their leave in accordance with Policy (E) above.

(G) Upon conclusion of family and medical leave, the College shall reinstate the employee to the same position. If, for some reason, the same position no longer exists, the employee will be placed in an equivalent position. An equivalent position must have the same pay, benefits, working conditions, and involve the same or substantially similar skills, effort, responsibility, and authority.

(H) Spouses employed by the College are limited to a combined total of 12 work weeks of leave in a 12-month period for the following qualifying reasons:

(1) Birth of a child, or to care for a child during the first year following birth;

(2) Placement of a child through adoption or foster care, or to care for a child during the first year following placement; or

(3) To care for a parent with a serious health condition.

(I) Spouses employed by the College are each entitled to 12 work weeks of leave in a 12-month period for the following qualifying reasons:

(1) To care for a spouse or child with a serious health condition;

(2) A serious health condition that makes the employee unable to perform the essential functions of their job; or

(3) Any qualifying exigency arising out of the fact that the employee's spouse, child, or parent is a military member on covered active duty.

(J) An employee may be eligible for family and medical leave with an intermittent or reduced work schedule under this policy, with certification from a health care provider. Intermittent or reduced leave shall be approved by Human Resources provided College operations are not disrupted.

(K) Records pertaining to an employee's family and medical leave shall be retained for no less than three years, including:

(1) Basic payroll and employee data, rate of pay and terms of compensation, daily and weekly hours worked per pay period, additions to or deductions from wages, and total compensation paid.

(2) Dates employee took family and medical leave.

(3) Hours of family and medical leave, if an increment is less than one full day.

(4) Copies of employee family and medical leave notices provided to the College, as well as any notice (general or specific) provided to the employee.

(5) Any document describing employee benefits or policies regarding the use of paid or unpaid leave balances.

(6) Premium payments of the employee's benefits.

(7) Records of any disputes between the College and the employee regarding the family and medical leave.

PROCEDURES:

(A) The employee shall submit a request for family and medical leave on the College's *Family & Medical Leave Request Form* to Human Resources. Upon confirmation of eligibility, Human Resources will notify the employee's supervisor of the leave.

(B) The employee shall submit medical certification from a health care provider to Human Resources within 15 calendar days of submitting the leave request.

(C) The employee shall meet with the Payroll Office to confirm arrangements for payment of health insurance and other benefit premiums during leave, as well as application of paid leave, disability coverage (if applicable), and to request donated leave (optional).

(D) Human Resources shall provide to, and review with the employee, written notice of the specific expectations and requirements of family and medical leave and return to work, and any consequences should obligations not be met.

(E) If an employee is on family and medical leave for a health reason (e.g., birth of a child, serious illness or injury), certification from a health care provider allowing the employee to return to work must be submitted to Human Resources prior to the employee returning to work.

PRIOR APPROVAL DATES: 9-28-99; 2-11-22

AP 348 Holiday Observance **Effective 6-17-97**
Approved 4-10-23

POLICY:

(A) Marion Technical College observes certain holidays each year. The observed holidays will be published in the College Calendar each year.

(B) Contract employees whose employment agreements are for nine (9) or more consecutive months on at least a half-time basis shall be entitled to observe designated holidays without an adjustment in their rate of pay, provided such holidays fall within the beginning and ending dates of their contract.

(1) Holidays are not included as contract days for 9 or 10-month faculty members and therefore, 9 or 10-month faculty members do not receive holiday pay.

(C) Regular full-time (12-month contracts) employees working on a regular schedule shall be entitled to observe and receive their regular rate of pay for holidays that are scheduled during their normal workweek. Regular part-time employees (less than 40 hours per week) are eligible to observe and receive their regular rate of pay for holidays scheduled on days they would normally work, and only for the number of hours they would ordinarily work.

(1) Holiday hours count towards the 40.00 hours of work required and, therefore, do not disallow the possibility of overtime in the weeks they occur, should an eligible employee work in excess of 40.00 hours within a workweek. See *AP 327 – Overtime and Compensatory Time* for more information.

(D) Student employees, temporary employees, and employees on leaves of absence are not eligible for holiday pay.

(E) The following holidays shall be observed as scheduled in the College Calendar and/or as specified by law:

- New Year's Day
- Martin Luther King Day
- Presidents' Day
- Memorial Day
- Juneteenth
- Independence Day
- Labor Day
- Columbus Day[1]
- Veterans Day
- Thanksgiving Day
- Christmas Day
-

(F) Holidays that occur during an employee's scheduled vacation shall not be counted as vacation time used.

[1] The College currently observes time off for Columbus Day during its Thanksgiving break.

(G) Unless otherwise specified by law, a holiday that falls on Saturday shall be observed on the day before the holiday. A holiday that falls on Sunday shall be observed on the day after the holiday.

PRIOR APPROVAL DATES: 6-17-97; 4-18-00

AP 349 Jury Duty **Established 11-21-95**
Approved 9-20-23

POLICY:

(A) Jury duty is considered time off from regular College assignments over and above any other type of absence. Employees will not lose any pay as the result of absence while serving on a jury away from regular assignments.

PROCEDURE:

(A) An employee receiving a call to sit on a jury panel shall provide their supervisor and Human Resources (HR) a copy of the call-up as soon as possible.

(1) The employee must submit a time off request through the employee management software[1] by selecting the "jury duty" option.

(B) The employee's supervisor will determine if the employee's absence warrants temporary reassignment of job duties and make adjustments as needed.

(C) HR will issue regular paychecks to which the employee is entitled.

(D) Stipends received for fulfilling jury duty obligations are encouraged to be donated to the MTC Foundation as the employee receives regular pay while on jury duty.

PRIOR APPROVAL DATES: 11-21-95; 11-16-99

[1] The current employee management software is ADP.

AP 350 Leave Donation Program **Established 6-16-98**
Approved 4-10-23

DEFINITIONS:

(A) **Immediate Family Member** – For the purpose of this policy, immediate family member shall be defined as an employee's spouse, common-law-spouse, parents, children (biological, adoptive, and/or foster children), grandparents, siblings, grandchildren, brother-in-law, sister-in-law, daughter-in-law, son-in-law, mother-in-law, father-in-law, step parents, step children, step grandparents, step siblings, step grandchildren, legal guardian, or other person who stands in loco parentis.

(B) **Serious Health Condition** – Illness, injury, impairment, or physical/mental condition requiring inpatient or continuing outpatient treatment by a health care provider for a period of at least 10 working days.

(C) **Leave Recipient** – An employee who has demonstrated a critical need and has met all eligibility criteria pursuant to this policy to stand in receipt of donated leave.

(D**)** **Leave Donor –** An employee who, upon notification of a certified need, wishes to voluntarily donate certain paid leave to another employee and has met all eligibility criteria pursuant to this policy.

POLICY:

(A) The intent of the College's leave donation program is to enable College employees to voluntarily provide assistance to their co-workers, who are in need of donated leave due to serious illness of the employee or their immediate family member, or to give birth or care for a newborn or adopted child.

(B) Eligibility

(1) Employees may receive up to the number of hours they are normally scheduled to work each week (i.e., full-time employees may receive up to 40 hours per week, part-time employees routinely working 20 hours per week may receive up to 20 hours) for a maximum of 12 weeks of donated leave during a 12-month period. The period of eligibility shall be measured forward from the first date of the use of donated leave.

(2) Eligibility for receipt of donated leave is contingent on the following criteria:

(a) The employee or their immediate family member has a serious health condition, as defined above. The employee must provide medical documentation of the serious health condition to Human Resources (HR).

(b) The employee has applied for any paid leave or benefits program (e.g., short term disability) for which the employee is eligible.

(c) The employee has exhausted all available paid leave (sick leave, vacation, and personal leave).

(C) Donation of Leave

(1) Employees are eligible to donate leave contingent on the following criteria:

(a) The employee voluntarily elects to donate leave and does so with the knowledge and understanding that unused leave will be credited back to the donating employee's balance should the amount of donated leave exceed the period of need.

(b) The employee retains a combined leave balance of at least six weeks based on their normal work schedule (100% = 240 hours, 50% = 120 hours, etc.) at the time of donation. Leave shall be donated in the same manner in which it would otherwise be used (i.e., employees submit a "Request to Donate Leave" form to Human Resources indicating the type of leave and number of hours to be donated).

(c) The employee may donate a minimum of eight (8) hours and no more than 40 hours of leave per twelve-month period.

(d) The following categories of paid leave are subject to donation: sick leave, vacation, and/or personal leave.

(D) Basic Terms and Conditions

(1) Pay Status of Leave Recipient – Employees using donated leave shall accrue leave and be entitled to any benefits to which they would otherwise be entitled. Leave accrued by an employee while using donated leave shall be used, if necessary, in the following pay period before additional donated leave may be received.

(2) Value of Donated Leave – For payroll purposes, the monetary value of donated leave shall be equivalent to the hourly wage of the leave recipient.

(3) Voluntary Donation – The donation of leave shall occur on a strictly voluntary basis. No employee shall be directly solicited nor coerced to donate leave.

(4) Right to Privacy – The privacy of any employee in need of donated leave shall be respected. Any request from HR for donated leave to for a leave recipient will not include the leave recipient's name.

PROCEDURES:

(A) Application for Approval as Leave Recipient:

(1) Any employee who meets the eligibility criteria outlined in this policy may apply for designation as a recipient of donated leave as follows:

(a) Obtain *Leave Recipient Application* form from Human Resources.

(b) Application form must be completed in its entirety, signed, and submitted to Human Resources.

(c) Human Resources will submit a copy of the approved form to the employee and Payroll for administration of the leave program.

(d) Human Resources will email College employees to request donated leave.

(B) Request to Donate Leave:

(1) When notified by Human Resources of a request for donated leave, any employee wishing to donate leave may do so as follows:

(a) Obtain a *Request to Donate Leave* form from Human Resources. Once completed, the form may be submitted to Human Resources.

(b) Human Resources will validate that the request complies with policy stipulations and submit a copy of the approved form to the employee and Payroll Manager for administration of the leave program.

(c) In the event that the total amount of donated leave exceeds the leave recipient's period of need, unused leave will be credited back to the leave donor. Leave will be applied to the leave recipient's account in the order in which it was donated.

PRIOR APPROVAL DATES: 6-16-98; 1-15-02

AP 351 Leave of Absence **Established 6-20-89**
Approved 9-20-23

POLICY:

(A) Full-time and part-time employees who work 20 hours or more per week for nine (9) months or more per year may be granted a leave of absence (e.g. medical or disability leave that extends past family and medical leave). During such leaves, a temporary employee may be hired for the period of the leave.

(B) Full-time employees with three (3) or more years of service are eligible for educational leaves and leaves for relevant work experience. During such leaves, a temporary employee may be hired for the period of leave.

(C) A leave of absence will be taken without pay. An employee will not receive pay for holidays falling within the leave period, nor will vacation and sick leave credits continue to accumulate.

(D) An employee requesting a leave of absence must have the recommendation of their immediate supervisor and area vice president, and the approval of the President.

(E) A leave of absence shall be for no more than one (1) calendar year. Failure to return to employment at the end of one calendar year will result in termination of employment. An employee on a leave of absence must notify the College via Human Resources of their intent not to return as soon as possible.

(F) An employee on a leave of absence is eligible for group benefits (i.e., employer retirement contributions, hospital benefits, etc.) at their own expense. The employee is not eligible for other benefits (i.e., tuition waiver, tuition reimbursement).

(G) An employee on a leave of absence may continue to pay their own retirement contribution through the College if allowable through their retirement system.

(H) Upon return to regular employment, the employee will be reinstated to their original position, provided the position still exists. In case the position no longer exists, the employee will receive preferential consideration for any other open position appropriate to their qualifications.

PROCEDURES:

(A) Application for leave of absence shall be made to the employee's immediate supervisor at least one academic quarter before the leave is to begin (exceptions may be made in emergency situations). The specific nature of the leave shall be included in the request. Medical documentation from the employee's treating provider is required

prior to granting a leave of absence for medical reasons and when the employee returns to work following the conclusion of the leave of absence.

(B) The employee's immediate supervisor shall forward their recommendation and the leave of absence form to the area vice president for consideration. The vice president shall bring the recommendation and the leave of absence for to the President for approval.

(C) If a request for leave of absence is denied, either by the immediate supervisor, area vice president, or president, the employee will be notified in writing of the reason for denial.

PRIOR APPROVAL DATES: 6-20-89; 4-18-00

AP 352 Personal Leave **Established 4-18-95**
Approved 10-25-22

POLICY:

(A) All full-time employees who are employed for nine (9) or more consecutive months will be granted three (3) paid personal leave days per fiscal year.

(B) All regular part-time employees who normally work at least 15 hours per week for nine (9) or more consecutive months per fiscal or academic year will be granted personal leave on a prorated basis. The basis for prorating shall be 40 hours per week and 52 weeks per year.

(C) Personal leave is awarded on July 1st of each year. Employees hired after July 1st will receive a prorated personal leave balance for the remainder of the fiscal year.

(D) Personal leave may not be carried over from one fiscal year to the next fiscal year.

(E) Personal leave may be taken in 15-minute increments.

(F) Upon separation from the College, unused personal leave will be paid based on time worked during the fiscal year:

(1) Full-time employees: Two hours per month.

(2) Part-time employees: Prorated on a percentage of full-time employment.

PROCEDURES:

(A) To request personal leave, the employee must submit a request to their supervisor for approval through the employee management software at least one week in advance. In emergency cases, the employee may notify their immediate supervisor by phone, text, or email and submit the request for approval the day of return to duty.

(B) The supervisor shall approve or disapprove the request. If the supervisor denies the request, the supervisor shall notify the employee with the reason for denial via email or through the employee management software.

PRIOR APPROVAL DATES: 4-18-95; 11-16-99

AP 353 Sick Leave **Established 10-7-75**
Approved 9-20-23

DEFINITIONS:

(A) Retirement: Official retirement is defined as when the employee ends their employment at MTC and begins to receive retirement benefit payments from School Employees Retirement System (SERS), State Teachers Retirement System (STRS), or an alternative retirement plan (ARP).

(B) Immediate family: For the purposes of this policy the employee's immediate family includes their spouse, common law spouse, parents, children, grandparents, siblings, grandchildren, brother-in-law, sister-in-law, daughter-in-law, son-in-law, mother-in-law, father-in-law, grandparents-in-law, step parents, step children, step grandparents, step siblings, step grandchildren, legal guardian or other person who stands in loco parentis.

POLICY:

(A) All regular full-time employees who work nine or more consecutive months per fiscal or academic year will be granted ten (10) hours sick leave per month.

(C) All regular part-time employees who are normally scheduled to work at least 15 hours per week for nine or more consecutive months per fiscal will be granted sick leave on a prorated basis. The basis for prorating shall be 40 hours per week and 52 weeks per year.

(D) Sick leave is cumulative to 1,440 hours maximum.

(E) A new employee will be credited with five (5) days sick leave at the start of their employment. These days will be available for immediate use, but will become part of the annual accumulation and not in addition to the employee's annual accumulation.

(F) Sick leave may be used for:

(1) The employee's illness, injury, or exposure to contagious disease, which could be communicated to others.

(2) The employee's doctor appointment.

(3) Surgery, life-threatening or emergency illness, and/or attending a doctor's appointment of an immediate family member.

(4) Death of a member of the employee's immediate family (in addition to bereavement leave as provided in *AP 344 – Bereavement Leave*).

(G) Sick leave for faculty will be charged as follows:

(1) Absence from one (1) class = ¼ day (2 hours)

(2) Absence from two (2) classes = ½ day (4 hours)

(3) Absence from three (3) or more classes = 1 full day (8 hours)

(4) Absence from the College for an entire day = 1 full day (8 hours)

(H) Sick leave for administrative staff and support staff employees may not be charged in less than 15-minute increments.

(I) Accumulated sick leave may be transferred to the College from any other state institution or agency.

(J) Accrued leave (i.e., vacation, sick, personal) will continue to accumulate while an employee is on sick leave but not during a leave of absence (*AP 351 – Leave of Absence)*.

(K) Employees will not be charged sick leave for holidays falling within a sick leave period.

(L) Upon official retirement, where an employee has ten or more years of service with Marion Technical College, the employee will be paid 25% of their unused sick leave up to 30 days[1].

PROCEDURES:

(A) Individuals are expected to contact their immediate supervisor to notify them of the need to utilize sick leave as soon as reasonably possible.

(B) The College may, at its discretion, require medical certification from a health care provider as evidence of need to use sick leave.

(C) The employee must submit a sick leave request to their supervisor for approval through the employee management software[2] upon return to work . The supervisor shall approve or disapprove the request. If the supervisor denies the request, the supervisor shall notify the employee with the reason for denial via email or through the employee management software. Failure to comply will result in days being charged as vacation or leave without pay.

PRIOR APPROVAL DATES: 10-7-75; 12-19-78; 6-15-82; 6-14-83; 3-20-90; 6-29-93; 5-21-96; 5-28-10

[1] ORC 124.39(A).
[2] The current employee management software is ADP.

AP 354 Vacation **Established 6-20-95**
Approved 11-19-19

POLICY:

(A) Full-time exempt, administrative staff and faculty working 12 months per year shall accrue vacation time according to the schedule below:

Full-time exempt administrative staff and faculty working 12 months per year:		
AFTER "X" YEARS WHERE "X" =	DAYS VACATION	HOURS EARNED PER PAY CYCLE
0.00 – 3.99	22	7.33
4.00 – 5.99	23	7.67
6.00 – 7.99	24	8.00
8.00 – 9.99	25	8.33
10.00 >	26	8.67

(B) Full-time exempt and non-exempt, professional staff working 12 months per year shall accrue vacation time according to the schedule below:

Full-time exempt and non-exempt professional staff working 12 months per year:		
AFTER "X" YEARS WHERE "X" =	DAYS VACATION	HOURS EARNED PER PAY CYCLE
0.00 – 5.99	15	5.00
6.00 – 6.99	17	5.67
7.00 – 7.99	18	6.00
8.00 – 8.99	19	6.33
9.00 – 9.99	20	6.67
10.00 – 14.99	22	7.33
15.00 – 19.99	23	7.67
20.00 – 24.99	24	8.00
25.00 – 29.99	25	8.33
30.00 >	26	8.67

(C) Part-time exempt and non-exempt, administrative and professional staff working nine (9) or more consecutive months per year and 30.00 or more hours per week, vacation time shall be granted on a prorated basis according to the percentage of full-time service the employee is regularly scheduled to work. The base for prorating shall be 40.00 hours per week and 52 weeks per year or 2,080 hours.

(D) No employee shall take or submit a request to take vacation time that exceeds the earned balance that would cause a negative vacation time balance to occur.

(E) There is no guarantee to an employee that a vacation request shall be approved by the supervisor. Once a vacation request has been approved, the supervisor may not cancel or deny the request, even if the supervisor decides otherwise at a later date. If an employee cancels an approved vacation request and resubmits the request, the supervisor reserves the right to approve or deny the request as it shall be treated as a new request.

(F) It is the responsibility of the employee to obtain approval for a vacation request, prior to purchasing any type of transportation tickets, event tickets, other types of non-refundable items, etc. MTC shall not be held responsible for reimbursing an employee for purchases made prior to obtaining approval the vacation request, should the request be denied.

(G) Employees may only carry-over 176 hours of accrued vacation time on July 1st of each year. Any unused vacation time in excess of 176 hours on July 1st of each year shall be forfeited.

(H) Vacation time balances shall be tracked in MTC's designated employee management software.

(I) A vacation time balance shall be paid in full upon termination/separation of employment and completion of final clearance procedures, in accordance with MTC policies or rules. In the event of an employees' death, payout of the vacation time balance shall be paid according to State of Ohio law, court order, legally standing will, or designated beneficiary.

PROCEDURE:

(A) To request vacation leave, the employee must submit a request to their supervisor for approval through the employee management software at least one week in advance. In emergency cases, the employee shall notify their immediate supervisor by phone, text, or email and submit the request for approval the day of return to duty.

(B) The supervisor shall approve or deny the request. If the supervisor denies the request, the supervisor shall notify the employee with the reason for denial via email or through the employee management software.

PRIOR APPROVAL DATES: 6-20-95; 6-29-99

AP 355 Remote Work **Established 11-19-19**
Approved 12-12-25

DEFINITIONS:

(A) Remote work: Physically working from an off-campus location, such as a personal residence, instead of commuting to a designated MTC location. Remote work does not include working from clinical, high school, or other MTC partner locations.

(1) This policy does not apply to temporary employees (e.g., adjunct faculty, tutors, etc.).

(2) All regular employees, including faculty, staff, and administrators, are expected to follow the guidance of this policy when working remotely.

(B) Temporary remote work: Physically working from an off-campus location, such as a personal residence, for a set time period (e.g., three weeks) before returning to physically working on-campus.

(C) Part-time remote work: Physically working from an off-campus location, such as a personal residence, between one and four days per work week (or a comparable pro-rated amount based on the employee's working days per work week).

(D) Full-time remote work: Physically working from an off-campus location, such as a personal residence, on a permanent basis.

POLICY:

(A) Marion Technical College (MTC) may approve an employee to remotely work from a secure, off-campus location on a discretionary basis. Remote work is a privilege, is voluntary, and is approved on a case-by-case basis. A request approved for same or similar-type positions, under the same or different supervisor or department does not guarantee approval of the request. Remote work must be formally requested and approved prior to commencement. The process for requesting a remote work schedule is detailed below.

Consideration of temporary, part-time, or full-time remote work should include, but not limited to, the following points:

(1) Impacts to MTC's ability to provide services to employees and students;

(2) Fulfillment of MTC's mission and strategic plan;

(3) Department structure and efficiency;

(4) Personnel needs; and,

(5) Safety of the campus.

(B) A remote work employee must be reachable by phone, email, and/or virtual business platform during the employee's approved remote work hours.

(C) The operational needs of MTC take precedence over remote work agreements. An employee may still need to report on-campus, even if approved for full-time remote work, as required by MTC or the employee's supervisor. This may include college-wide meetings or events.

(D) Not all position functions or responsibilities may be performed remotely by an employee; specifically, an employee's whose position directly interacts with students and visitors of MTC on a daily basis. An employee who holds a position that may be performed at a remote site without diminishing the quality of work or disrupting the productivity of MTC or the department is eligible for consideration.

(E) MTC is not responsible for costs associated with remote work, such as phone or Internet. An employee must complete all remote work on a college-provided computer, such as a laptop. Each department is responsible for purchasing IT-approved remote work computers for each remote work approved employee within the department.

(F) This policy does not apply to an employee that is requesting or has approved medical or disability accommodations for themselves or a family member. All employee medical and disability accommodations are to be reported to and coordinated with the Office of Human Resources (HR).

(G) An employee that has an approved remote work request may be subject to additional federal, state, and/or local worked-in municipality taxes, as determined by the Payroll Office.

(H) MTC reserves the right to suspend or revoke an employee's previously approved remote work schedule at any time.

(I) Remote work agreements must be reviewed by the supervisor and employee on an annual basis.

PROCEDURES:

(A) Process for requesting approval for remote work:

(1) An employee requesting a remote work schedule must submit a request for approval to their supervisor. The employee shall discuss possible remote work assignments and expectations with their supervisor before moving forward. A supervisor may consider an employee's work performance, time management skills, project completion, and department needs when reviewing the request.

(2) The supervisor shall work with the employee to detail the terms of the remote work agreement including, but not limited to:

(a) Temporary, part-time, or full-time remote work status;

(b) Days and hours that shall encompass the employee's remote work schedule;

(c) Flexibility in which days the employee shall remotely work;

(d) Performance expectations for remote work;

(e) Supervision of the employee for remote work, including supervision of the employee's direct reports; and

(f) Department allocation of equipment for remote work, in consultation with the Information Technology Department (IT).

(3) If an employee's request for remote work is approved by their supervisor, both parties shall complete the *Approval for Remote Work Form*, available from the Office of Human Resources (HR). The form shall include the details of the employee's agreed upon remote work schedule, and may include an attached supplemental agreement providing detail of the terms agreed upon by the employee and supervisor. The agreement and form shall be approved by the area vice president or president.

(4) Upon completion, the form and supplemental agreement, if applicable, must be returned to HR and maintained and placed in the employee's personnel file.

(B) Employee expectations:

(1) The employee is expected to work with their supervisor and IT to acquire MTC equipment to use for remote work, what security measures must be met, and how to ensure secure access to MTC information when working remotely.

(2) The employee shall uphold all MTC policies and rules, and shall ensure compliance with the Family Educational Rights and Privacy Act (FERPA), the Ohio Public Records Act, and other applicable federal and state laws.

(3) Employees working remotely on a temporary or part-time basis are expected to keep their work schedules current with remote work days (e.g., denoted on Outlook calendar, posted on office door, etc.).

(C) Terms and termination of agreement:

(1) A remote employee receives the same benefits and shares the same responsibilities as an on-campus employee. Employee benefits, including leave time, holidays, compensation, etc., are not affected by remote work status.

(2) If the employee remotely works half or more of their regular employment hours, the employee's designated office space may be reassigned or shared to match MTC on-campus personnel needs. Should the employee choose or be required to work on-campus at any time, the employee shall be provided access to shared work space if the employee's office space is reassigned.

(a) Office space is managed by the Facilities Office in accordance with *AP 710 – Office Assignments.*

(3) If the employee changes positions within at MTC, the current remote work agreement shall be voided.

(a) The employee may request remote work through their supervisor for their new position; this applies even if the employee reports to the same supervisor.

(4) MTC may terminate in part or in whole a remote work agreement at any time, as stated in the policy above. Termination of a remote work agreement, by MTC or the employee, must be submitted in writing or via email and attached to the original *Approval for Remote Work Form* and placed in the employee's personnel file. The employee is expected to return to on-campus work 72 business hours after the agreement termination, unless more time is expressly allocated. Possible reasons for termination of remote work may include:

(a) Misreporting of hours worked or work completed;

(b) Changes in position, responsibilities, department, or MTC functions; or,

(c) Concerns with the employee's work performance.

PRIOR APPROVAL DATES: 11-19-19

TECHNICAL CHANGES:

AP 360 Faculty Rank and Promotion **Effective 5-16-95**
Approved 8-1-26

INTRODUCTION:

(A) Rank and promotion of the faculty is an essential aspect of professional development at Marion Technical College. Through establishment of this policy, faculty are provided a clear and concise path for advancement and associated remuneration.

(B) This policy draws from the approved Faculty Rank and Promotion Bylaws, and faculty should also consult the bylaws for more in-depth information.

DEFINITIONS:

(A) Rank: Four unique titles awarded to regular faculty members, in the following sequential order: instructor, assistant professor, associate professor, and professor.

POLICY:

(A) Faculty Rank and Promotion

(1) Faculty rank is established upon beginning employment with the College, through evaluation of the faculty member's resume or CV by the Director of Human Resources, Chief Academic Officer, and a peer faculty member. New faculty and existing faculty may seek to advance their rank through the established rank and promotion process, outlined in this policy.

(a) The highest initial rank that may be awarded to a new faculty member is assistant professor. Initial rank is assigned to a new faculty member after successful completion of their probationary period, as defined in *AP 307 – College Employee Appointments & Probationary Period.*

(b) New faculty who successfully complete their probationary period may count the probationary period within their years of service when applying for rank and promotion.

(2) Faculty may not skip a rank when advancing, but must instead follow the sequential order of rank titles.

(3) Timeline for Advancement

(a) A faculty member may advance in rank based on the following timeline, which establishes the minimum number of academic years which must be

completed prior to applying to advance in rank. A faculty member may not advance in rank faster than the established timeline in between ranks.

Rank Movement	Completed Internal Faculty Development	Did Not Complete Internal Faculty Development
Instructor to Assistant Professor	2 academic years	3 academic years
Assistant Professor to Associate Professor	2 academic years	3 academic years
Associate Professor to Professor	3 academic years	4 academic years

(b) The College will establish internal faculty development series for faculty specific to their respective rank. Successful completion of the respective faculty development series allows a faculty member to expedite their timeline for advancement, as detailed above.

(4) A faculty member currently on probationary status or a performance improvement plan (PIP) is ineligible for a rank promotion. A faculty member is eligible upon successful completion of either.

(B) Minimum Requirements for Advancement

(1) To advance to a new rank, a faculty member must meet the required points obtained from the rubric review evaluated by the Faculty Rank and Promotion Committee, and also meet the minimum education and full-time teaching experience or equivalent criteria outlined in Attachment B.

(a) A faculty member with adjunct faculty teaching experience can convert the experience to full-time equivalent, through the following equivalencies:

(i) Thirty semester hours are equal to one-year full-time teaching experience.

(ii) Five quarter hours are equal to three semester hours.

(b) Experience as a graduate assistant, research assistant, or in a co-op, internship, medical residency, etc. at the graduate level, and in the faculty member's field of study, can be counted as years of experience.

(c) Industry or military experience within the faculty member's discipline can be counted as years of experience, with a maximum of 10 years of

industry experience considered. Each year of service in industry or military will be counted as half a year of teaching experience.

(2) Academic deans or directors may hold and maintain a faculty rank while serving in an administrative role, so long as they meet all requirements outlined in this policy and the Faculty Rank and Promotion Bylaws and continue to teach a minimum of three credit hours every two years to retain their faculty rank.

(a) Holding a faculty rank does not indicate that an academic dean or director is a voting member of the Faculty Assembly. Voting eligibility in the Faculty Assembly can be determined through criteria established in the Faculty Constitution.

(b) Academic deans or directors are not eligible for a salary increase when advancing in their faculty rank, per (C)(3).

(C) Salary Increase

(1) Upon advancement in rank, a faculty member will receive a raise to their current base salary, beginning the academic year the new rank will take effect.

(a) Current base salary will be determined by base salary on record with Human Resources prior to making the adjustment for achieving a higher rank, and will include any cost-of-living adjustments or annual raises awarded to all employees.

(2) Salary increases for rank and promotion may be delayed if the College is in a state of financial crisis, as defined in (D).

(3) Academic deans or directors are not eligible for a salary increase when advancing in their faculty rank, rather adjustments to their salaries are determined separately from the criteria in this policy.

(4) Percent increases for changes in rank are as follows

Rank Movement	Percent Increase
Instructor to Assistant Professor	5%
Assistant Professor to Associate Professor	7%
Associate Professor to Professor	10%

(D) State of Financial Crisis

(1) When any two of the following three scenarios occur, related to the College's financial state, no salary adjustments will be made as a result of the rank and promotion process.

(a) If general student credit hours are down fall-to-fall more than 4%.

(b) If state subsidy (i.e. state share of instruction or SSI) is down more than 1.5% from fiscal year to fiscal year.

(c) If the College is unable to provide across the board pay increases to all employees.

(2) However, faculty may submit their application and proceed through the rank and promotion process for a rank increase.

(a) Should a faculty member advance to a higher rank while the College is in a state of financial crisis (meeting the requirements of (D)(1) above), the faculty member's salary will be adjusted in the next fiscal year where the College is not in a state of financial crisis.

(3) Additional information on College funding, financial crisis, and salary adjustment scenarios can be found in Attachment C.

(E) Emeritus Status

(1) Faculty with 15 years of service or more to Marion Technical College may be recommended by their peers at the time of the faculty member's retirement for emeritus faculty status. Peer faculty may make the recommendation to the Faculty Rank and Promotion Committee.

(a) The Faculty Rank and Promotion Committee may advance recommendations for deserving faculty for emeritus faculty status to the President for final approval.

(2) A retiring faculty member granted emeritus status will maintain their rank upon retirement, with the addition of emeritus (e.g., assistant professor emeritus, professor emeritus, etc.).

(3) Emeritus faculty receive the following lifetime benefits:

(a) 500 free business cards every three years, upon request to the Marketing Department;

(b) Access to the Marion Technical College employee parking lot with a designated entry code. The entry code will be provided upon request by the Information Technology (IT) Department;

(c) Access to a campus mailbox in the Bryson Hall mailroom, shared amongst all emeritus faculty. The mailbox will be cleaned out on a regular basis to ensure no backlog of mail;

(d) Access to any available adjunct faculty office space, provided it is available for use at the time of request. Office assignments are managed by the Facilities Department;

(e) Invitations to and opportunities to volunteer for campus events, coordinated by the Marion Technical College Foundation; and,

(f) Displayed list of all emeritus faculty in a College building (e.g., plaque).

(F) Faculty Rank and Promotion Committee

(1) The Faculty Rank and Promotion Committee is established to maintain the advancement process and make recommendations to the Chief Academic Officer and the President in matters pertaining to rank and promotion of faculty at the College.

(2) The membership of the Faculty Rank and Promotion Committee is defined below:

Representative	**Appointed By**	**Term** **(Aug. 1st – July 31st)**	**Rotation** **(odd/even)**
Associate or Full Professor in Business or Public Service*	Faculty Senate	2 years	Odd
Associate or Full Professor in Arts and Humanities*	Faculty Senate	2 years	Even
Associate or Full Professor in Health Technologies*	Faculty Senate	2 years	Odd
Associate or Full Professor in STEM*	Faculty Senate	2 years	Even
Chief Academic Officer	Ex-officio	n/a	n/a
Academic Dean or Program Director	Chief Academic Officer	2 years	Even
Faculty Senator	Faculty Senate	2 years	Odd
Faculty Senator	Faculty Senate	2 years	Even

*At least one of these members must hold the rank of Full Professor.

(3) Organization, functions, and expectations of the Faculty Rank and Promotion Committee can be found in the Faculty Rank and Promotion Bylaws.

(G) Amendment of Faculty Rank and Promotion Bylaws and Procedures

(1) Any of the provisions of the bylaws, which are the bases for this policy, may be amended upon a vote of two-thirds (67%) majority of the Faculty Rank and Promotion Committee.

(a) Sufficient notice to committee members must be provided in advance of a meeting where changes to the bylaws will be discussed, at least one week prior to the meeting.

(b) Amendments cannot be introduced as new business at a meeting as prior notification could not be given as required in (F)(1)(a).

(2) Amended bylaws must be submitted to the Faculty Senate for review and the Faculty Assembly for final approval by a simple majority.

PROCEDURES:

(A) Timeline for Advancement Submission

(1) Faculty that intend to apply for advancement in rank must submit their intent to apply application, available through the College's learning management system[1] (LMS), by October 1st of the academic year.

(a) Following submission of the intent to apply application, the Faculty Rank and Promotion Committee will mentor the faculty member on the submission process during the remainder of the fall term.

(2) Faculty applying to advance in rank must submit their completed advancement application, available through the College's LMS, by January 31st of the academic year.

(a) A faculty member must provide documentation to support any claims made in the advancement application. For example, if the application includes writing an article for a peer-reviewed journal as evidence for advancement, a copy of the article (or a portion of the article if it is lengthy) should be included with the application.

(3) The Faculty Rank and Promotion Committee will review all submitted applications and complete an evaluation form for each submitting faculty member to the faculty member, their immediate supervisor, and Human Resources by March 15th of the academic year.

(a) If a faculty member is not recommended for advancement, the Committee will provide the rationale and specific examples on how to meet advancement requirements to reapply for the next academic year.

(b) If a faculty member is approved for advancement, the new rank will take effect in the following academic year.

[1] The College's current learning management system is Brightspace.

(B) Evaluation of Applications

(1) The Faculty Rank and Promotion Committee will evaluate all submitted applications based on four major categories: teaching, service to the College, service to their discipline, and service to the community. Points are awarded to a faculty member's application when an item is met. The points rubric is included in Attachment A.

(a) The members of the Faculty Rank and Promotion Committee will individually review applications before meeting collectively to determine final points awarded through a group consensus process. Professional judgement will be used to reach a consensus from the committee on awarding any points.

(b) Following consensus of the Faculty Rank and Promotion Committee, the chair or secretary will complete the evaluation form and submit the form to the faculty member, immediate supervisor, and Human Resources as noted in (A)(3) above.

(i) If a consensus cannot be reached, the chair may initiate a vote among the members of the committee to resolve difference.

(c) The points rubric is not exhaustive, and the committee shall use the list as a reference guide for items not expressly stated.

(C) All events or items submitted within the application for advancement must have occurred since the faculty member's last promotion in rank.

(1) A faculty member's accumulated points reset to zero after each successful advancement of rank.

PRIOR APPROVAL DATES: 5-16-95; 11-16-99; 11-29-22

Attachment A				
Major Category	**1 point**	**3 points**	**5 points**	**Total**
Teaching (30 points max)	• Course update of 30% to 49% of the course • Dean or director recommendation letter • Course coordinator (per course and per year) • Receive OT36, TAG, CTAG, or MTAG approval of a course	• Mentoring • OER update • Major course update of 50% or more of the course • Internal teaching award (OATYC, Service Excellence, etc.) • QM certification • Convert existing course to a different format (e.g., online)	• New program, certificate, or concentration development • New course development • External teaching award • QM course reviewer • Credit course in online teaching or other pedagogical techniques • Courses or a certification completed above a degree	
Service to College (25 points max)	• Committee service • Write, obtain, administer grant (<$1,000) • Present at a high school or to a community group	• Committee chair (minor) • Sponsor of student organization (PTK, Nursing, etc.) • Write, obtain, administer grant (between $1,001 and $4,999) • Faculty Senate member	• Write, obtain, administer grant (>$5,000) • Increased level of responsibility (coordinator to director, etc.) • Committee chair (major) • Faculty Senate co-chair	
Service to Discipline (25 points max)	• Attending a conference/webinar	• Sharing conference knowledge (paper or	• State level committee chair (TAG, OT36 panel lead)	

	• Member of discipline-related organization	presentation to MTC peers) • State level committee member (TAG/OT36 panel) • Serve on certification item-writing panel • State level discipline-related committee • Peer review of journal or textbook	• Presentations at conferences • Article published • Collaborate on research • Discipline credentials • National level discipline-related committee	
Service to Community (within 7 county area) (20 points max)	• Service on a scholarship committee • Science fair/robotics competition judge • Participate in MTC sponsored community event (popcorn parade, etc.)	• Chair a community event (5K, math competition, etc.) • Offer community enrichment class (unpaid) (cyber security, etc.) • Service Day • Habitat for Humanity	• School Board • Community Board (United Way, Drug Free Marion)	

Attachment B			
Rank	**Minimum Education**	**Minimum Teaching Experience**	**Minimum Rubric Points**
Instructor	Associate degree in content area	n/a	n/a
Assistant Professor	Bachelor's degree in content area	5 years of experience in field with a minimum of 2 years full-time didactic teaching experience	70
Associate Professor	Master's degree in content area OR terminal degree in content area and related master's degree (e.g., higher education, teaching and learning, etc.)	10 years of experience in field with a minimum of 5 years full-time didactic teaching experience.	80
Professor	Master's degree in content area OR terminal degree in content area and related master's degree (e.g., higher education, teaching and learning, etc.)	15 years of experience in field with a minimum of 10 years full-time didactic teaching experience.	90

Attachment C[2]

State of Financial Crisis

Rank and promotion of the faculty is an essential aspect of professional development at Marion Technical College. The process provides a clear and concise path for faculty advancement and the associated remuneration. The College is committed to supporting this process; however, at times, the College's financial situation may prevent the remuneration portion of the process from being awarded at the time of advancement.

Marion Technical College receives funds from three primary sources: tuition, state subsidy, and grants, with the first two constituting the bulk of the operating budget. When events such as lower enrollment or reduced state funding occur, the College must reduce the budget accordingly to ensure a balanced budget per Board policy. The following criteria will guide the decision-making process to balance the desire to provide remuneration to faculty through the advancement and fiscal soundness needs.

1. If general student credit hours are down fall-to-fall more than 4%.
2. If state subsidy is down more than 1.5% fiscal year to fiscal year.
3. If the College is unable to provide across the board pay increases to all employees.

Concerning these three items, when any two occur, no pay adjustments will be made in the rank and promotion process. However, faculty may submit their application and proceed through the review process for a rank increase. Should a faculty member achieve a higher rank in a year when two of the three metrics are met, their salary will be adjusted at the next fiscal year when there is a pay increase option. The following are examples of the impact of the metrics:

Faculty member A – submits and receives approval to move from Instructor to Assistant Professor. None of the metrics are met in this fiscal year; therefore, the faculty member receives the requisite percent increase as outlined in the policy.

$50,000 X 5% = $2,500 rank adjustment = $50,000 + $2,500 = $52,500;

$52,500 X 2% = $1,050 employee pay adjustment = $52,500 + $1,050 = $53,550 new salary.

Faculty member B – submits and receives approval to move from Assistant Professor to Associate Professor. However, data provided to the College shows state subsidy will decrease by 3% for the coming fiscal year. While enrollment is only down 2%, it is determined to provide no pay increases in the upcoming budget. Faculty member B would receive the change in rank as outlined in the policy but would not receive the change in pay at the same time. The next year faculty member B's change in rank, the College does not meet any of the metrics and can provide pay increases to everyone. Faculty member B would receive the rank and promotion

[2] Attachment C is page 8 of the Faculty Rank and Promotion Bylaws (5-6-2021)

increase based on their salary at the time of advancement and any subsequent pay adjustments made for employees.

$53,550 no increase in year one of rank advancement;

Year two $53,550 X 7% = $3,749 rank adjustment = $53,550 + $3,749 = $57,299;

$57,299 X 1% = $573 employee pay adjustment = $57,299 + $573 = $57,871.

AP 361 Performance Appraisal **Established 6-16-98**
Approved 1-22-26

POLICY:

(A) In order to support employees in their roles and professional goals, employees will be evaluated by their immediate supervisor annually. The performance appraisal is conducted to develop a total performance profile encompassing all aspects of the employee's performance as defined by their current job description. The objectives of the performance appraisal process are to:

(1) Enable employees to review, report, and assess their accomplishments of the preceding year.

(2) Give employees the benefit of regular evaluations by their supervisor, who has observed and is familiar with their work.

(3) Provide a framework for assessing strengths and weaknesses, for assisting employees in establishing goals for future professional growth, and to align goals with the College's mission and strategic plan.

(B) In evaluating employees, supervisors should consider factors such as the experience and training of the employee, job description, and the employee's attainment of previously set objectives and goals. Other factors that may be considered include knowledge of the job, quantity and quality of work, promptness in completing assignments, cooperation, initiative, reliability, attendance, judgment, conduct, and acceptance of responsibility.

(1) For regular faculty members (i.e., excluding adjunct faculty), supervisors must also consider the criteria established in College rule 3357:10-3-61, in accordance with section 3345.452 of the Ohio Revised Code.

(2) Employees may be given the following appraisals:

(a) Exceeds performance expectations;

(b) Meets performance expectations; or,

(c) Does not meet performance expectations.

(C) All employee performance appraisals are conducted between October and December annually, with annual guidance on due dates communicated by Human Resources (HR).

(D) Supervisors may select another evaluation tool not provided by the College (e.g., 360 Evaluation, etc.) to evaluate an employee's performance, provided that the evaluation tool meets the stipulations and criteria established in this policy or in College rule 3357:10-3-61.

PROCEDURE:

(A) Each employee completes a self-evaluation provided by HR.

(B) Supervisors will review the employee's self-evaluation and discuss performance before submitting the evaluation to HR

(c) If the employee is not in agreement with the appraisal results, they may appeal the decision to the appropriate individual.

(1) A regular faculty member may appeal their appraisal results to the Chief Academic Officer, who has the authority to issue a final decision[1].

(2) All other regular employees may appeal their appraisal results to the Director of HR, who has the authority to issue a final decision.

(d) The completed appraisal form will be saved in the employee's personnel file with HR, in accordance with *AP 380 – Employee Records & Files.*

PRIOR APPROVAL DATES: 6-16-98; 5-20-03; 4-10-23

TECHNICAL CHANGES:

[1] Ohio Revised Code 3345.452 (E).

MARION TECHNICAL COLLEGE
ADMINISTRATIVE POLICY/PROCEDURES

AP 363 Advancement at Marion Technical College **Effective 9-20-23**
Approved 9-20-23

POLICY:

(A) Advancement opportunities at Marion Technical College allow employees to meet career goals while supporting the College's mission and strategic plan.

(B) Advancement allows an employee to take on new or additional job responsibilities related to their position, in addition to current duties, with a corresponding change to title.

(1) A change in job responsibilities and title will be reflected in an updated job description for the employee.

(2) All advancement requests will be reviewed and evaluated by the executive leadership team. In reviewing requests, the executive leadership team will review title changes, comparable titles, job responsibilities, and compensation. Any changes to compensation will follow procedures established by Human Resources (HR), as outlined in *AP 300 – New or Replacement Position Request*.

(C) An employee who takes on new job responsibilities not related to their position (e.g., Perkins administrator, Title IX deputy coordinator, assessment coordinator, etc.) will not result in a change to the employee's job description. Any additional compensation will be provided through a supplemental contract.

(D) Reasons to consider advancement of an employee's title include, but are not limited to:

(1) To meet the goals of the College's mission and/or strategic plan.

(2) Restructuring of a department or College organizational structure.

(3) Ability of an employee to take on additional job responsibilities successfully without impacting current responsibilities.

(4) Reduces need for additional personnel to meet department needs.

(E) Advancement may not be considered if:

(1) There is little or no change to the employee's current job responsibilities.

(2) The requested job title does not align with other comparable titles at the College.

(3) The employee's current job responsibilities will be reduced or reassigned to another position.

(a) If the request for advancement instead requires a new position be created, or the employee will be taking on substantially different job responsibilities, the supervisor must request a new position through *AP 300 – New or Replacement Position Request,* or through *AP 302 – Interim and Appointment Positions*.

(F) Requests for advancement that lack sufficient evidence to support the request may be denied by the area Vice President. Supervisors should be diligent to only make requests that are thoughtful, practical, and reasonable.

(1) The executive leadership team reserves the right to limit the number of advancement requests it approves, as advancement should only be requested in extraordinary circumstances with sufficient supporting evidence.

(G) A title change, with no change to compensation, may be requested under this policy if an employee's job responsibilities have shifted, rather than increased, and the employee's job description and title need to be correspondingly updated.

PROCEDURES:

(A) A supervisor requesting an employee receive a title advancement must submit the *Request for Position/Position Modification* form, as well as an updated job description obtained from HR, to their area Vice President for consideration by the executive leadership team. A copy of the form must be provided to HR.

(1) As stated in Policy (F), the area Vice President may deny a request if they determine the request does not align with the parameters of this policy. The area Vice President will notify the supervisor and employee in writing of the reason for denial.

(B) The executive leadership team will consider the request to determine if the request aligns with the College's mission and/or strategic plan.

(1) If approved, the respective area Vice President will notify HR and the supervisor of the approval.

(a) HR will work with the employee and supervisor to update the employee's job description, title, and compensation as applicable.

(2) If denied, the respective area Vice President will notify the supervisor and employee in writing of the reason for denial. A copy of the decision will also be provided to HR.

PRIOR APPROVAL DATES:

AP 364 Institutional Performance Pay **Established 11-6-24**
Approved 1-22-26

DEFINITIONS:

(A) Staff: Includes regular full- or part-time professional, administrative, and executive administrative staff. This policy excludes the executive leadership team from the definition of staff.

(B) Faculty: Includes regular full- or part-time faculty members; excludes adjunct faculty.

POLICY:

(A) As an innovative institution of higher education, Marion Technical College seeks to recognize employees for their outstanding job performance, their demonstrated beliefs-in-action practices, and their meaningful contributions to the success of students and the College's goal of being student-ready. All of these contributions center upon each employee enthusiastically living the institution's mission, vision, and values.

(B) Providing employees recognition for achieving College goals, positive outcomes, and living the institution's mission, vision, and values each day is important in making Marion Technical College the best place to work.

(C) To that end, the College has established an institutional performance-based pay structure to provide remuneration to employees for institutional success, which is driven by student success.

(D) State Share of Instruction:

(1) Institutional performance pay will be derived from the College's annual allotment of the state share of instruction (SSI), also known as subsidy.

(2) SSI is calculated (three-year average) by the Ohio Department of Higher Education (ODHE) as a formula based on the following components within the community college sector:

Component	Factors	Weighting
Course Completion (50%)	• Average statewide cost based on level of course and subject area (aggregation of CIP codes) • Number of FTE who pass course determined cost	15% for any student with one or more risk factors

Component	Factors	Weighting

Success Points (25%)	• Developmental education success:
	  o Number of students completing college-level math in the first 30 hours
	  o Number of students completing college-level English in the first 30 hours
	• Number of students earning first 12 college-level credits
	• Number of students earning first 24 college-level credits
	• Number of students earning first 36 college-level credits
		None

Completion Milestones (25%)	• Associate Degree • Certificate completions • Transfer with 12+ credits	• 25% for one access category • 66% for two access categories • 150% for three access categories

(3) Each spring, the College receives notification of the institution's SSI allotment for the upcoming fiscal year (July 1st – June 30th) based on the SSI formula (above). The College receives a mid-year correction (i.e., true-up) in the fall to adjust accordingly corrections to the original allotment.

(a) The College's allotment is a direct result of student outcomes and is from a fixed pool of funds appropriated in the state operating budget.

(b) While student outcomes may improve, improvements by other community colleges may impact Marion Technical College's percentage share of the funding pool.

(E) Performance-Based Bonus:

(1) If the College's share of SSI increases by at least $150,000, the College will set aside 20% of the increase for a one-time bonus for all regular employees as outlined in the definition section above, up to a maximum of $1,250 per employee provided they meet the eligibility criteria established in this policy. Regular, part-time employees will have their one-time bonus pro-rated based on hours worked.

(a) Employees must have been employed by the College on or before June 30th of the year to be considered for the one-time bonus and must meet the additional eligibility criteria established in this policy.

(b) An employee who separates from the College before the one-time bonus is paid is not eligible to receive the one-time bonus.

(2) Staff Eligibility:

(a) Staff receiving meets or exceeds expectations on their annual performance evaluation will be eligible for the one-time bonus.

(b) Staff on a performance improvement plan (PIP) or who have earned "does not meet expectations" on their annual performance evaluation will not be eligible for the one-time bonus.

(c) Staff on probationary status on are eligible so long as they meet the remaining eligibility requirements detailed in this policy.

(3) Faculty Eligibility:

(a) Faculty receiving meets or exceeds expectations on their annual performance evaluation will be eligible for the one-time bonus.

(b) Faculty on a performance improvement plan (PIP) or who have earned "does not meet expectations" on their annual performance evaluation will not be eligible for the one-time bonus.

(c) Faculty on probationary status on are eligible so long as they meet the remaining eligibility requirements detailed in this policy.

(4) Executive Leadership Team Eligibility:

(a) The executive leadership team is not eligible for a one-time bonus under this policy, as the Board of Trustees is responsible for establishing metrics for a performance-based bonus for the executive leadership team.

(F) Supervisors who do not complete performance evaluations by the deadline communicated by Human Resources (HR), in accordance with *AP 361 – Performance Appraisal,* for their employees will be ineligible for the one-time bonus unless they have worked with HR to document an extenuating circumstance that precludes them from meeting the performance evaluation deadline. The affected employee, whose supervisor has not completed their evaluation by the deadline, will be eligible for the one-time bonus.

PROCEDURES:

(A) The President and Chief Financial Officer will determine, based on the College's received SSI allotment and mid-year correction, if the College has met the required increase of $150,000 or more in SSI to offer a one-time bonus for employees.

(1) The one-time bonus, up to a maximum of $1,250, for employees will be calculated as 20% of the total increase (if greater than $150,000) of SSI, split evenly amongst eligible employees.

(2) The Payroll Office will announce when the one-time bonus will be paid to eligible employees.

(a) Unless prevented by a delay in the processing of the SSI mid-year correction, institutional performance pay one-time bonuses will be paid in December when all criteria are met.

(B) If the College does not receive an increase in SSI or the increase is less than $150,000, no one-time bonus will be offered.

PRIOR APPROVAL DATES: 11-6-24

TECHNICAL CHANGES:

AP 370 Code of Conduct **Established 3-17-92**
Approved 2-11-22

POLICY:

(A) All College employees are expected to contribute to a productive, safe, and cooperative atmosphere while conducting the business of the College, and to serve students, other employees, visitors, and the general public with respect and integrity. Further, College employees have the responsibility to the College and the community to respect and adhere to principles of ethical conduct in public service.

(B) Employees are expected to conduct themselves and carry out their duties with professionalism, competence, and courtesy, while being supportive of the College's mission as a higher education institution. Expected conduct includes, but is not limited to:

(1) Support the College's mission and provide exceptional service to others, while treating all students, employees, and visitors with respect and fairness.

(2) Performing assigned duties efficiently and in accordance with established standards of quality.

(3) Cooperating with others to conduct the business of the College and provide valuable service to students.

(4) Complying with federal, state, and local laws and regulations, as well as College rules, policies, and procedures.

(5) Maintaining high standards of honesty and integrity, free from personal considerations, bias, favoritism, or other unethical behavior.

(6) Protecting and conserving College property and resources.

(7) Pursuing professional growth and development opportunities to enhance individual skill and benefit one's ability to serve the College and its mission.

(C) Conduct or behavior that interferes with College operations, discredits or disparages the College, is harmful to one's self or others, violates federal, state, or local law or College rule, policy, or procedures, and/or is objectively offensive to students, visitors, other employees, or community partners will not be tolerated, and may result in disciplinary action in accordance with *AP 306 – Disciplinary Action.*

PRIOR APPROVAL DATES: 3-17-92; 9-28-99

MARION TECHNICAL COLLEGE
ADMINISTRATIVE POLICY/PROCEDURES

AP 373 Employee Complaints **Established 3-20-90**
Approved 1-1-22

POLICY:

(A) The purpose of this policy is to provide a method of due process for the resolutions of employment issues affecting employees at Marion Technical College. This policy, and its corresponding procedures, is designed to afford simplicity, speed, and high standards of fairness to all parties.

(B) Exclusion – Employee complaints will be addressed through the procedures outlined in this policy, unless another College policy or rule defines the process for a specific complaint; exclusion examples include:

(1) Free speech issues governed under Rule 3357:10-1-15;

(2) Sexual harassment or sexual violence, or other Title IX related matters, governed under Rule 3357:10-1-45;

(3) Discrimination governed under *AP 140 – Non-Discrimination*;

(4) Disciplinary action governed under *AP 306 – Disciplinary Action*;

(5) Any other defined complaint process in College policy or rule, as this list is not all inclusive.

(C) All formal complaints will be received and reviewed by Human Resources. Human Resources will ensure the procedures below are followed to ensure a prompt, fair, and judicious process is afforded to all parties involved.

(D) Retaliation by any employee(s) against another employee(s) in regards to a complaint, formal complaint, resolution, or involvement the complaint process is expressly prohibited and will be handled in accordance with *AP 306 – Disciplinary Action*.

DEFINITIONS:

(A) "Complaint" is defined as a claim or assertion of a violation of: (1) a College policy; (2) an administrative procedure; (3) an administrative rule or regulation; or (4) a state or federal statute by the College.

(B) "Formal complaint" is defined as a written complaint submitted by an employee and received through the employee complaint portal established by the College.

(C) "Employee" includes administrative staff, faculty, and professional staff, as defined in *AP 307 – College Employee Appointments & Probationary Period*. Adjunct faculty, temporary employees, and student employees are also covered under this policy.

(D) "Retaliation" is defined as the act of treating an individual(s) less favorably, knowingly or unknowingly punishing or denying access to services of the College, or adverse action taken against an individual for their role in the informal or formal complaint process. Retaliation can take many forms; this definition is not all inclusive.

(E) "Business days" are Monday through Friday, between the hours of 8 a.m. and 5 p.m., excluding holidays and other times when the College is closed or notifies changes to its regular business hours.

(F) "In writing" or "written" is defined as a hard copy or digital letter, or an email.

PROCEDURES:

(A) If an employee has a complaint, they are encouraged to attempt to resolve the incident immediately and informally with the other party or parties.

(B) If the complaint cannot be solved informally, the process for submitting and resolving a formal complaint is as follows:

(1) The employee should submit a formal complaint in writing to Human Resources, preferably within ten (10) business days of the informal resolution attempt or incident. This can be done via the online complaint form found on the College's employee portal, which is automatically directed to Human Resources, or hard copy or digital letter.

The formal complaint should include the following information:

(a) The employee's contact information (full name and MTC email address);

(b) Description of the incident and complaint, including dates, locations, involved parties, etc.

(c) Any action(s) to resolve the complaint informally, including the outcomes of the attempt(s);

(d) Desired resolution of the complaint.

(2) Human Resources will review the formal complaint and contact the employee who submitted the formal complaint to acknowledge receipt.

(3) Dependent on the nature of the complaint, Human Resources will share the formal complaint with the appropriate supervisor of the involved parties. For example:

(a) If the complaint involves two employees within a shared department, the employees' supervisor will receive the formal complaint.

(b) If the complaint involves an employee and their supervisor, the next level supervisor will receive the formal complaint.

(c) If the complaint includes employees from different departments, supervisors of both employees will receive the formal complaint.

The receiving supervisor(s) will review the formal complaint, follow-up with the involved parties for clarification of the incident and ask any pertinent questions, and issue a written decision to the involved parties within five (5) business days of receipt of the formal complaint. The written decision will also be shared with Human Resources for record-keeping.

(4) Following receipt of the written decision from the supervisor(s), both employees must respond in writing if they accept the decision or wish to appeal the decision within five (5) business days.

(5) If the submitting employee wishes to appeal the supervisor's decision, the supervisor will share the formal complaint, their written decision, and the submitting employee's request for appeal with the area vice president. The area vice president will review all documentation and issue a written decision within ten (10) business days to the involved parties. The written decision will also be shared with Human Resources for record-keeping. If an area vice president was involved in the initial decision, as outlined above in *Procedures (3)*, the process will continue at *Procedures (7)*.

(6) Following the receipt of the written decision from the area vice president, both employees must respond in writing if they accept the decision or wish to appeal the decision within ten (10) business days.

(7) If the submitting employee wishes to appeal the area vice president's decision, the area vice president will share the formal complaint, all written decisions, and the submitting employee's request for appeal with Human Resources. Human Resources will review all documentation and issue a decision within twenty (20) business days to the involved parties. Human Resources' decision will be maintained for record-keeping.

(8) The decision issued by Human Resources is final, and the last step of College-level due process.

(C) In the instance Human Resources, or an employee in the department, is named in a formal complaint, the area vice president and the president will serve as the steps for due process, following the same structure as outlined above.

(D) The number of days indicated in the above procedures should be considered as the maximum, and every effort should be made to expedite the process. In some cases, an

extension may be necessary to accommodate an absence, a holiday or College closure, or other unforeseen circumstances. If an extension is necessary, the involved parties will be notified and provided an explanation in writing.

PRIOR APPROVAL DATES: 3-20-90; 5-20-97

AP 380 Employee Records & Files **Established 11-19-91**
Approved 11-2-18

POLICY:

(A) The Office of Human Resources shall maintain a personnel file for all past and present employees of the College. These records shall be kept current to assist the administration in personnel decisions.

(1) For the purpose of this policy, a personnel file does not include: federal I-9 documents, any medical (i.e., FMLA) or disability (i.e., ADA) requests/approvals/denials, etc., worker's compensation claims and documents, or any other type of document containing information regarding the employee's health, disabilities, dependents, or legally protected information.

PROCEDURES:

(A) The following materials shall be kept in the employee's permanent file folder; this is not an all-inclusive list:

(1) Employment application, resume/vita, and references.

(2) Transcripts and other records documenting education and licensure.

(3) Original contracts, if applicable, and offer letters with the College.

(4) Evaluation documents.

(5) Records relating to professional accomplishments, extra or exemplary service to the College and any communication the employee wishes to have entered into their file.

(6) Information relating to grievances filed by or against the employee.

(7) Requests for special payroll withholdings made by the employee, e.g., annuities, United Way, etc.

(8) Documents relating to resignation, retirement, or other termination.

(B) Records shall be destroyed in accordance with the College's records retention schedule or applicable law.

(C) All employee personnel records maintained by the Office of Human Resources shall be held in a confidential manner. The employee has the right to inspect and make

copies of their file at reasonable times. No employee has the right to remove materials in the file. Access to records or information contained in the records shall be granted only:

(1) To the employee.

(2) To the President of the College.

(3) To the employee's supervisor or other persons having responsibility for the employee as determined by College Policy or the organizational chart.

(4) To designated Human Resources and Payroll personnel.

(5) In response to a subpoena, warrant, or other court order for such materials.

(6) To others to whom the employee has authorized such access or release in writing.

(7) To protect the health, safety, or property of the employee.

(8) To the College's attorney.

PRIOR APPROVAL DATES: 11-19-91; 9-28-99

AP 401 Admission to Marion Technical College **Established 9-19-00**
Approved 11-6-24

DEFINITIONS:

(A) Home education: Education primarily directed and provided by the parent or guardian of a child, in accordance with Ohio Revised Code Section 3321.04(A)(2).

(B) Official transcript: A transcript sent directly from the institution to the College via mail service, direct electronic transmission, or submitted in a sealed envelope with appropriate transcript stamp and signatures.

POLICY:

(A) The general admission policy of Marion Technical College (MTC) shall conform to the standards and guidelines of the Ohio Department of Higher Education (ODHE) and The Higher Learning Commission (HLC). Affirmative action regulations of federal, state, and other government agencies shall be followed and admission requirements of other agencies affiliated with the College considered when admitting students to the College.

(B) The principal responsibility for the effective administration of the admission function rests with the Director of Admissions. The Director may delegate this authority in order to meet organizational objectives.

(1) Applicants whose primary language is not English, or whose high school of graduation did not use English as the primary language, will be asked to complete an English placement test. In the event that the College does not offer coursework appropriate to the needs of these students, every effort shall be made to refer the students to other schools/agencies for assistance.

(C) The general admission classification is designed for a student whose educational goal is to complete an associate degree or approved certificate program and has successfully completed one of the following:

(1) High School;

(2) General Equivalency Development (GED) test; or,

(3) Home education.

(D) In order to be admitted to the College as a general admission student, an applicant must submit the following:

(1) An application for admission.

(2) Verification of high school graduation (official transcript) or successful completion of the GED test.

(a) An unofficial interim high school transcript may be accepted for admission as a general admission student or for academic programs that do not require high school graduation for admission. An official high school transcript is requested upon graduation.

(b) Students who have completed high school in another country are required to submit documentation from an approved credential evaluation service verifying they have completed a high school education.

(c) Home school students must submit the same documentation to the College as submitted to the high school superintendent for learning that spans the equivalence of high school. The documentation shall include one of the following:

(i) Results of a nationally normed, standardized achievement test;

(ii) A written narrative indicating that a portfolio of samples of the student's work has been reviewed and that the student's academic progress for the high school equivalent years is in accordance with the student's abilities; or,

(iii) Results of an alternative academic assessment of the student's proficiency mutually agreed upon by the parent and a school superintendent.

(d) The GED is documented by submitting the official score report or GED diploma.

(e) If the Admissions Office has reason to believe that the high school or credential is not valid or was not obtained from an entity that provides secondary school education, it will evaluate the validity of the student's high school completion.

(i) Transcript must provide the location and contact information of the issuing institution. (Proper name, street address, city, state and phone number.)

(ii) Transcript must be received by MTC through direct electronic transmission from issuing institution or sealed envelope with issuing institution letterhead.

(iii) Transcript must contain official markings. (Examples may include, but are not limited to; stamped or embossed school seal, manual signature of school official, photocopy activated security paper, etc.)

(iv) MTC may choose to contact issuing institution directly to verify information.

(v) MTC may choose to contact the Department of Education in the state in which the issuing institution is located for further background and confirmation of accreditation.

(f) Students who apply for admission and have not completed a high school diploma or GED must complete the basic skills assessment or submit standardized achievement tests such as the ACT or SAT.

(3) College transcript. An applicant who has attended another institution(s) of higher education and wishes to transfer credit must submit an official college transcript for evaluation. International transcripts must be evaluated by an approved credential evaluation service and then submitted to the College.

(E) Students who do not meet the general admission requirements, or students who have different circumstances or educational goals, may be admitted under one of the student admission classifications listed below.

(1) Transfer Student

(2) College Credit Plus

(3) Special Student

(4) Short term Student

(5) Returning Student

(a) A student who has not been in attendance for one year or more is required to update their student information by submitting a Returning Student Reactivation Form and participating in academic advising prior to registration.

(b) A student who has been dismissed for academic reasons must follow the procedures outlined in college policy related to reinstatement after academic dismissal.

(F) An applicant to a limited enrollment academic program must meet additional requirements for acceptance as specified in the *College Catalog*.

(G) MTC is not able to admit international students using the F-1 and M-1 visa. A student who is a non-immigrant and who is legally entering the United States for the purpose of a post-secondary education would be included in the F and M classifications. Visa classifications other than F and M may be eligible to attend under other student classifications.

PROCEDURE:

(A) The Admissions Office shall notify the applicant if his or her admission file is incomplete.

(1) If after two attempts the required information is not received, the Admissions Office may accept the student as a high school graduate or successful GED completer if so indicated by the applicant on his/her application for admission.

(B) The Admissions Office shall issue a written notice of acceptance to the College upon completion of admission requirements.

(C) The appropriate academic department director/dean shall issue the formal acceptance to limited enrollment programs when departmental requirements have been met.

PRIOR EFFECTIVE DATES: 9-19-00; 6-15-04; 5-3-16; 5-30-17; 7-3-18

TECHNICAL CHANGES:

AP 402 Admission: Transfer **Established 9-28-99**
Approved 5-22-18

POLICY:

(A) A student or prospective student who attended another higher education institution may apply for admission to Marion Technical College (MTC) as a transfer student. The student must complete the admission procedures outlined in the College's admission policy.

(B) MTC adheres to the requirements and guidelines in the Ohio Articulation and Transfer Policy of the Ohio Department of Higher Education (ODHE), and in accordance with the Ohio General Assembly's directive for evaluating transfer credit.

(C) Courses from institutions approved by recognized regional accrediting associations as listed in the Education Directory by the Department of Health, Education, and Welfare and the Guide to the Evaluation of Educational Experiences in the Armed Services shall be considered for applicable transfer credit. Credits from professional and specialized schools and programs may also be submitted for evaluation.

(D) In order to transfer credit, the student or prospective student must submit an official transcript(s) from other higher education institution(s) from which they wish to transfer credit. All transcripts are submitted to the Office of Student Records for a preliminary evaluation. Results of the preliminary evaluation are forwarded to the academic dean or designee to complete the official evaluation.

(E) There is no guarantee that all transfer credit is applicable toward degree or certificate requirements. Transfer courses are identified as "other" credit and appear on the student's official MTC transcript.

(1) Approval of applicable transfer credits shall be at the discretion of the academic dean.

(2) Transfer courses must be completed at the "D" level or above. Certain degree programs may require a minimum grade of "C" for transfer credit. Additionally, courses completed satisfactorily on a pass/fail or satisfactory/unsatisfactory basis shall be considered.

(F) The minimum number of resident credit hours required for all associate degree and certificate programs is specified in College policy #580 – Graduation: Degrees and Certificates.

(1) Resident hours are defined as credit courses completed at MTC in which a grade of "A," "B," "C," "D," or "S" are earned. Other requirements for "D" grades remain in effect (e.g., those associated with prerequisite courses).

(G) Transfer Appeals Process.

(1) If a student or prospective student is not satisfied with the transfer evaluation of credits, they may meet with the academic dean or designee to attempt to resolve the issue.

(2) If the student is not satisfied with the transfer evaluation, the following appeals process shall be followed:

(a) The student shall submit to the academic dean in writing an official appeal for the credits not transferred.

(b) The academic dean will re-evaluate the transfer credits in dispute.

(c) The academic dean will then respond to the student or prospective student in writing to explain why the credits were not accepted.

(3) The academic dean's decision regarding the appeal concludes the appeals process.

PRIOR APPROVAL DATES: 9-28-99; 11-16-04; 2-2-17

AP 407 College Credit Plus Program **Established 12-20-18**
Approved 9-20-23

POLICY:

(A) Admission: The Admissions Office will maintain the admissions records for each College Credit Plus (CCP) student and, along with the CCP department, will communicate admissions requirements to the student.

(B) Acceptance: CCP students will be notified of acceptance into the program by the Director of Admissions. For any student that doesn't meet the college-ready standard, but scores within the state's *Conditionally Eligible* range, acceptance will be determined by the Director of Admissions or the Director of College Credit Plus, and in line with standards set by Ohio Revised Code (ORC) section 3365.

(C) Academic Advising: CCP students taking courses on the Marion Technical College (MTC) campus, including online courses, are required to participate in an advising appointment to develop a pathway that aligns future education goals.

(D) Basic Skills Assessment: The student must submit results of a nationally normed standardized test, and meet college-ready standards as outlined in ORC section 3365.03.

(E) Satisfactory Academic Progress: CCP students must adhere to all College policies related to academic practices.

(F) Degree and Certificate Requirements: All credits earned will be recorded on the student's official MTC transcript and apply toward the appropriate MTC degree or certificate program(s). Upon high school graduation, the student may continue attendance at MTC by submitting a general student application for admission and comply with the appropriate admission requirements of the College. Upon acceptance, the student will be classified as a new student or first-time freshman.

(G) This policy adheres to guidelines established in Ohio Administrative Code (OAC) section 3333-1-65.3.

(H) In accordance with ORC section 3365.036, a College Credit Plus (CCP) student of a military family that is relocated out of state due to a change of station order may:

(1) Be permitted to complete any courses they are currently enrolled in for the remainder of the term in an online format, provided the course can be completed in that manner; or,

(2) Be administratively dropped with no academic or financial penalty. See also *AP 478 – Withdrawal/Drop Exception*.

PROCEDURES:

(A) To apply for admission into the CCP program, a student must submit the following to the Admissions Office:

(1) Application for admission;

(2) Results of a nationally normed standardized test in accordance with ORC 3365 (e.g. ACT, ACCUPLACER, etc.).

(3) A copy of the student's current high school transcript must be submitted if college-readiness standards are not met, or for perquisite placement.

(B) If the student is accepted, the Admissions Office will send written public notice to the student and their school district. Upon acceptance, the Admissions Office shall provide to the student:

(1) The name and contact information of the academic advisor assigned to the student;

(2) The advisor's office hours and meeting scheduling process.

(C) If a student chooses to do so, they may meet with an admissions counselor to review MTC admission policies, explore MTC program options, and discuss specific limited enrollment program requirements.

(D) The student shall schedule a meeting with a first-year advisor. The student's first-year advisor will register the CCP student for appropriate coursework. Students are responsible for managing their high school and college schedules, including communicating with their high school counselor about scheduling conflicts.

(E) The student may register for classes during standard MTC registration days, during or after their advising appointment.

(F) Fourteen days prior to the term's start date, the CCP Department will send the student and the student's parent/guardian a written notice indicating the student's courses, hours of enrollment, and enrollment option elected by the student. The CCP department will also send electronic confirmation via email to the student's MTC email account and high school counselor, principal, and superintendent. Additional enrollment notices are sent in accordance with ORC 3365.

(G) The CCP department will send grade reports to the student's high school at the end of each term.

PRIOR APPROVAL DATES: 12-20-18

MARION TECHNICAL COLLEGE
ADMINISTRATIVE POLICY/PROCEDURES

AP 410 Student Location **Established 12-12-25**
Approved 12-12-25

DEFINITIONS:

(A) Student location: For the purposes of this policy, a student's (either admitted or enrolled) location is the student's self-reported permanent address that is maintained in the College's admission software[1] or student information system[2] respectively.

(B) Admitted student: An individual who has completed an application for Marion Technical College but has not yet enrolled in a course.

(C) Enrolled student: An individual who has been accepted to Marion Technical College and is enrolled currently in one or more courses.

(D) Professional licensure or certification: An academic program designed to meet educational requirements to allow an individual to obtain a specific occupational license or certification that is required for employment in the related occupation (e.g., nursing).

POLICY:

(A) In accordance with 34 CFR § 668.34(c)(3)[3], the College is responsible for determining a student's location. A student's location is utilized by the College to determine whether a student enrolled in a program that results in professional licensure or certification will be eligible for professional licensure or certification in other states.

(1) Students may be provided notice, either via the College's website or directly, in accordance with 34 CFR § 668.43(a)(5)(v) and 34 CFR § 668.43(c) respectively, whether a program's curriculum does not meet educational requirements for licensure or certification in other states, including a state other than Ohio where the student is located.

(B) This policy will be applied consistently to all Marion Technical College admitted and enrolled students.

(C) All enrolled students are required to self-report any and all changes to their permanent address to the Office of the Registrar through established procedures.

(1) The Office of the Registrar has established procedures for students to self-report changes to their permanent address, and will make information readily available

[1] The College's current admission software is Element 451.
[2] The College's current student information system is PowerCampus.
[3] 34 CFR § 668.34.

PROCEDURES:

(A) Academic programs that result in professional licensure or certification are responsible for reporting to the Chief Academic Officer (CAO) the following information annually regarding their program's curriculum:

(1) If the curriculum meets educational requirements for professional licensure or certification in a state.

(2) If the curriculum does not meet educational requirements for professional licensure or certification in a state.

(3) If it is unknown whether the curriculum meets or does not meet educational requirements for professional licensure or certification in a state.

(B) State-by-state determinations, as detailed in (B) above, must be posted on the College's webpage for each academic program that results in professional licensure or certification.

(1) Admissions and the Office of the Registrar will work collaboratively to notify admitted and enrolled students, based on the student's location, if their indicated or enrolled program does not meet professional licensure or certification in the student's state, as determined by the program's state-by-state determination.

PRIOR APPROVAL DATES:

TECHNICAL CHANGES:

AP 412 Admission: ATS Program **Established 6-29-99**
Approved 12-10-20

POLICY:

(A) The Associate of Technical Study (ATS) degree program is an individually planned program of study designed to meet the specialized educational needs of individuals and employers that cannot be addressed through an existing degree program.

(B) The ATS program of study is developed by combining courses from at least two existing degree programs or majors. This combination of courses forms an area of concentration, which must be declared by the student. Each applicant can select from established ATS curricula as published in official College publications, or choose to personalize their program by developing a customized, individually planned curriculum.

(C) The ATS admission process must be completed before the student accumulates 60 credit hours of study, excluding college graduates, transfer students, and students who previously earned a certificate of proficiency. Remedial or other courses having numbers under "100" are not counted in the 60 credit hour rule.

(D) If the student develops an individually planned curriculum, the area of concentration and curriculum must be approved prior to acceptance into the program. Additionally, each student admitted to an individually planned program shall also conform to the general admission policy of the College, *AP 401 - Admission*.

PROCEDURES:

(A) The ATS applicant must meet the general admission requirements for acceptance into the College.

(B) The ATS applicant must complete and submit the ATS Application for Admission form, proposed individually planned curriculum (if required), and supporting documents to the lead academic dean or director for approval.

(C) Upon approval, each applicant shall be assigned a faculty advisor by the academic dean or director.

(D) The academic dean, director, or faculty advisor will assist the applicant in developing and/or reviewing the ATS curriculum plan (if necessary).

(E) The ATS Application for Admission and curriculum plan will be reviewed and approved by the appropriate academic dean, director, and the Vice President of Academic Affairs and Student Services to ensure that degree standards are met,

employment objectives are realistic, and the application meets the career and occupational objectives of the ATS degree.

(F) Approved curriculum plans shall be forwarded to the Office of Student Records for review. Plans will be recorded into the student database or returned for corrections.

(G) The academic dean, director, or faculty advisor shall notify the applicant of the status of their curriculum plan (if required) and acceptance into an ATS degree program.

PRIOR APPROVAL DATES: 6-29-99; 1-21-03

AP 420 Student Code of Conduct and Disciplinary Action **Established 4-18-00**
Approved 10-12-26

INTRODUCTION:

(A) The safety and welfare of the College community is the primary interest and concern of Marion Technical College (the College). To support its mission, the College expects that all students will act responsibly. In cases where a student's conduct interferes with the mission or operations of the College, disciplinary action may be taken against the student. The Student Code of Conduct (the Code) contains regulations for handling the alleged student violations of the Code in a manner consistent with the requirements of due process. In addition to the Student Code of Conduct, students must also comply with all local, state, and federal laws.

(B) The Student Code of Conduct is the minimal set of standards to which all students will be held accountable. Certain academic programs may have additional program-specific standards students must follow. Students will be held to the higher set of standards, dependent on the nature of the alleged violation. In programs that include an internship, clinical experience, practicum, or other work-based learning, students are also expected to adhere to the expectations and policies of the external site and remain in good standing for continuation in the course and/or program.

DEFINITIONS:

(A) When used in this policy:

(1) Student: All persons enrolled at the College or MTC affiliated programs, either full-time or part-time; pursuing a degree, certificate or non-matriculating; or enrolled in a non-credit course or program. It also includes those:

(a) Who withdraw before resolution of an alleged violation of the Code, whether or not they were aware of the alleged violation at the time of withdrawal; or,

(b) Who are engaged with College computing or network services, which may include activities that occur off-campus or in external, online environments.

(2) Non-student: Guests or community members whose student hosts may be held accountable for the misconduct of their guests. Community members and guests of MTC are also protected by the Code and may initiate complaints for violations of the Code committed against them.

(3) College Official: Any person employed by the College, which may include faculty, adjunct faculty, dual-enrollment faculty, staff, student employees, etc.

(4) Student Conduct Officer[1]: The individual designated by the College to administer and maintain the Student Code of Conduct and related procedures, including any designee acting on their behalf.

(5) Registered Student Organization: A group or association of students that is recognized by the Student Success and Engagement division at the College or the Office of Student Life at Ohio State University at Marion.

(6) College Document: Any College record or form, published in an electronic or hard-copy format.

(7) Policy: Official institutional policies adopted to govern the operations of the College. Policies may be found in or referenced in the College Policy Book, student and employee handbooks, academic program handbooks, course catalog and individual webpages, and the Student Code of Conduct. When in question, the policy master copy maintained by the President's Office will prevail over any other copy. Individual departments may also have departmental policies that govern departmental processes, and are available upon request from the department. College rules, as required by law, approved by the Board of Trustees, and published in the Ohio Administrative Code, also govern the institution and may be found in the Policy Book.

(8) Preponderance of Evidence: The standard of proof governing the student conduct system and means that "more likely than not," a violation of the Code has occurred.

(9) College Premises: All land, buildings, facilities, vehicles, and other property in the possession of or owned, used, leased, or controlled by MTC (including adjacent streets and sidewalks), and spaces used to conduct College business.

(10) Respondent: Any student accused of allegedly violating this Student Code of Conduct.

(11) Complainant: Any individual who makes a complaint or files a formal report.

(12) Advisor: An individual assisting or supporting a respondent or complainant in the student conduct process. This may include a parent, guardian, social worker, advocate, instructor, staff member, friend, etc.

(13) Informal Resolution: The voluntary resolution of an alleged violation of the Student Code of Conduct without a formal hearing, through an agreement

[1] The College's current Student Conduct Officer is the AVP of Student Success and Engagement.

between the respondent and the College and, when applicable, other involved parties.

(14) Hearing: A formal process in which evidence and testimony from both parties is reviewed by a hearing board, in accordance with *AP 421 – Hearing Boards*, to determine if a student(s) or student organization violated the Student Code of Conduct.

(15) Hearing Board: A formal board tasked with reviewing issues involving student misconduct, including, but not limited to, student behavior conduct, academic misconduct, program policy violations, or other circumstances deemed necessary by the situation. For more information, please consult *AP 421 – Hearing Boards.*

(16) Business Days: Days when the College is open for normal business operations, generally Monday through Friday. Exceptions include holidays or emergency closings.

(17) Written or In Writing: All notifications and communications related to student conduct shall be in writing, which includes email form.

STUDENT RIGHTS AND DUE PROCESS:

(A) The College is committed to providing a prompt, fair, and impartial process consistent with principles of due process. This process entitles students to procedural rights and ensures that the College's policies and procedures are fair and followed by the College. This includes receiving notice of the alleged violations, an opportunity to respond, a fair review of the available information and right to a hearing prior to administration of sanctioning, and the right to appeal the outcome when allowed by College policy.

JURISDICTION OF THE STUDENT CODE OF CONDUCT:

(A) The College reserves the right to take any necessary and appropriate steps to protect the safety and well-being of the College community.

(1) The Student Code of Conduct applies to student conduct that occurs:

(a) On College premises;

(b) Online or via telephone or electronic means such as online classes, texting, internet, social media, etc. or while utilizing the College's computing or network services, including Wi-Fi;

(c) At off-site locations where classes are taught such as Marion Tech Downtown, correctional facilities, high schools, etc.;

(d) At academic course required sites including internships, clinicals, practicums, work-based learning, field trips, experiential learning activities, etc.; and/or,

(e) At College-sponsored programs and events such as student life events, conferences, community service trips, study abroad, etc. including travel to and from off-site events.

(2) The Student Code of Conduct may also be applied to off-campus conduct when it is determined that the conduct has a detrimental effect on the educational mission and legitimate interests of the Marion Technical College community. A detrimental effect includes, but is not limited to, the following:

(a) An allegation, arrest, charge, or conviction of a criminal offense as defined by Ohio or federal law;

(b) Any situation where the student presents a danger or threat to the health and safety of him/herself or others;

(c) Any situation that significantly impinges upon the rights, property, or achievements of self or others, or significantly breaches the peace and/or causes social disorder; and/or,

(d) Any situation that is detrimental to the educational interests of Marion Technical College.

(3) Students are subject to local, state, and federal law while on College premises, and violations of those laws may also constitute violations of the Student Code of Conduct. The College may independently proceed with the student conduct process while criminal/civil proceedings are in progress and will not be influenced based upon the grounds that criminal charges connected with the same incident are pending, have been dismissed, reduced, resolved in favor of or against the criminal law defendant, or withdrawn.

(4) Each student shall be responsible for their conduct from the time they enroll through the completion of a degree, certificate, or credential or voluntary separation from the College. This includes conduct discovered after completion of degree requirements and shall apply to a student's conduct even if the student subsequently withdraws from the College, is no longer registered for courses, or subsequently fails to meet the definition of a "student" while a conduct matter is pending.

(5) Certain academic programs may have additional program-specific standards and policies students must follow. Students will be held to the higher set of standards; refer to the program student handbook for more information. In programs that include an internship, clinical experience, practicum, or other work-based learning, students are also expected to adhere to the expectations and policies of the external site and remain in good standing for continuation in the course and/or program.

(6) Registered student organizations may be charged with violations of the Student Code of Conduct for behavior occurring on or off College premises. A student organization and its officers may be held collectively or individually responsible when violations of the Student Code of Conduct by those associated with the group or organization occur.

(7) MTC reserves the right to notify parent(s) or guardian(s) of students under the age of 21 regarding any conduct situation when alcohol and/or narcotic, substance, or inhalant abuse or violations are suspected.

RULES AND PROHIBITED CONDUCT:

(A) The College strives to provide all students with an environment that is conducive to academic pursuit, student development, and individual self-discipline. Students are required to engage in responsible social and civil conduct. The following conduct constitutes violations of the Student Code of Conduct. This list is intended to provide representative examples of prohibited conduct and is not exhaustive. The College reserves the authority to address conduct that is inconsistent with the expectations of the College community, violates other College policies, or substantially interferes with the safety, security, operations, or educational mission of the College. A student may be found responsible for violating the Code through direct participation, attempted participation, assisting, facilitating, encouraging, permitting, or otherwise contributing to prohibited conduct.

(1) Abuse of College Processes – Abuse or interference of any College student conduct, academic misconduct, complaint, grievance, investigatory, or adjudicative process.

(2) Acts of dishonesty, including but not limited to the following:

(a) Cheating, plagiarism, or other forms of academic dishonesty as described in the *AP 521 – Academic Integrity*;

(b) Knowingly furnishing or possessing false, falsified or forged materials, documents, accounts, records, identification or financial instrument;

(c) Having false or misleading information furnished to the College through a third party on behalf of the student; and/or,

(d) Forgery, alteration, or misuse of any College document, record, or instrument of identification.

(3) Alcohol and Drugs – Use, possession, manufacture, distribution, sale, or being under the influence of alcohol, marijuana, controlled substances, illegal drugs, or misuse of prescription medication on College property or at College-sponsored events, except as authorized by law and College policy.

(4) Animals/Pets – Except for services animals used by individuals with disabilities, animals or pets may not be brought into any campus building at any time without prior authorization from College administration.

(5) Cyber Misconduct – Using electronic communications, social media, websites, messaging platforms, or digital technologies to threaten, harass, intimidate, impersonate, deceive, or otherwise harm members of the College community.

(6) Destruction of Property – Intentionally or negligently damaging, destroying, or defacing College equipment or property or the property of any person while on College premises or at a College-related activity.

(7) Disorderly or Disruptive Conduct – Violent, abusive, indecent, unreasonably loud, or otherwise disorderly or disruptive conduct that materially and substantially interferes with educational activities, administrative functions, disciplinary proceedings, public service activities, authorized College events, or with the legitimate activities of any member of the College community or the right to participate in such activities.

(8) Domestic or Dating Violence – Violence of a non-sexual nature committed by a person who is or has been in a social relationship of a romantic or intimate nature with the other individual involved, that otherwise does not meet the thresholds established under and adjudicated through rule *3357: 10-1-45 Title IX, Sexual Harassment, and Sexual Violence*.

(9) Endangering Health or Safety – Taking or threatening any action that endangers the safety, physical or mental health, or life of any person whether intentionally or because of recklessness or gross negligence; includes conduct or negligence that poses a threat to another's health or safety due to a communicable disease, depending on the nature of the disease and College requirements.

(10) Failure to Comply – Failure to comply with legitimate directives of and/or interfering with, obstructing, or refusing to cooperate with authorized College officials acting within the scope of their duties, including but not limited to not following emergency, security, health, or safety procedures; presenting valid identification when requested; and complying with interim measures, temporary restrictions, or no contact orders.

(11) False Reports - Knowingly making a false report of criminal activity, misconduct, emergency, threat, or safety concern to the College or law enforcement.

(12) Harassment or Intimidation – Conduct that harasses, intimidates, threatens, or endangers the health, safety, or well-being of a person, or causes reasonable apprehension of such harm or threat, including conduct outlined in rule *3357: 10-1-47 Combating Harassment and Intimidation*.

(13) Hazing – An act that endangers the mental or physical health or safety of a student or which destroys or removes public or private property according to rule *3357:10-1-46 Hazing Prevention and Education*.

(14) Misuse of Technology - Unauthorized access to or misuse of College information technology resources, networks, systems, accounts, credentials, records, or electronic communications

(15) Possession of Dangerous Weapons or Devices – Possession or keeping of a firearm, weapons, or dangerous devices of any description in any area of the College premises or at a College-related activity unless permitted by College policy. Academic programs utilizing firearms for instruction are exempt (e.g., OPOTA) when used in the context of instruction.

(16) Privacy Violations – Recording, photographing, sharing, transmitting, publishing, or distributing video, audio, images, or other records of another person without authorization where the individual has a reasonable expectation of privacy, such as in restrooms, lactation rooms, locker rooms, etc., or unauthorized distribution of such material that results in harm, harassment, intimidation, or disruption toward the individual.

(17) Retaliation – The act of treating an individual(s) less favorably, knowingly or unknowingly punishing or denying access to services of the College, or adverse action taken against an individual for their role in the informal or formal complaint process. Retaliation can take many forms, including intimidation, threats, or coercion; this definition is not all inclusive.

(18) Sexual Harassment/Misconduct – Unwelcome sexual advances, requests for sexual favors, or other verbal, physical, or written (including electronic communication) conduct of a sexual nature that otherwise does not meet the thresholds established under and adjudicated through rule *3357: 10-1-45 Title IX, Sexual Harassment, and Sexual Violence*.

(19) Stalking – An intentional pattern of unwanted conduct directed at another person that threatens or endangers the safety, physical or mental health, life, or property of that person, or creates a reasonable fear of such a threat or action. This includes cyber-stalking, which is defined as any type of stalking by any electronic forum.

(20) Theft/Unauthorized Use of Property – Theft or unauthorized use of College property or property of any person while on College premises or at a College-related activity, including off-campus sites associated with internships, clinicals, practicums, or other work-based learning.

(21) Tobacco – Use of tobacco, in any form, on Marion Campus or College property (including vehicles), in accordance with rule *3357:10-1-42 Non-Smoking and Tobacco Use*.

(22) Unauthorized Entry, Access, or Trespassing – Unauthorized entry into, use of, or presence in College property, facilities, premises, restricted areas, electronic resources, or other College-related sites, including but not limited to:

(a) Entering, remaining in, accessing, or using any College property, facility, restricted area, parking area, electronic resource, or other College-controlled space without authorization or beyond the scope of authorized access;

(b) Unauthorized possession, duplication, distribution, use, or sharing of keys, access cards, identification cards, passwords, credentials, permits, or other means of access to College property or resources; and/or,

(c) Permitting, assisting, or facilitating unauthorized access to or use of any of the aforementioned by another individual.

INTERIM MEASURES:

(A) When there is evidence that the continued presence of a student on College premises may pose a threat to any person or may substantially impede the functions of the College, the Student Conduct Officer (or designee) may impose interim measures that may include suspension, separation from a class or classes, restriction of access to College programs, services, classrooms, facilities, or other privileges for which a student may be eligible, or bar the student from the campus for an interim period of time pending action taken in accordance with this policy.

(1) The respondent will receive written notification of the alleged violation(s) and pending disciplinary procedures.

(2) The respondent will be notified of an interim measure by phone and in writing, which includes email, which will take effect immediately. The interim measure will remain in effect until all student conduct proceedings have been completed. Every effort will be made to schedule the student conduct hearing as soon as possible.

(3) In cases where the presence of a student poses immediate threat, campus safety, the local law enforcement department, and/or emergency services may be notified.

CODE OF CONDUCT PROCEDURES:

(1) Any individual may submit a report involving inappropriate or concerning student behavior that may violate the Code. Reports should be made in writing using the College's online incident reporting system.[2]

[2] The College's incident reporting system is Maxient.

(2) Reports may be submitted at any time after an incident has occurred but are encouraged to be submitted as soon as possible after the event takes place, preferably within 24 hours.

(3) Once a report has been received, a prompt, fair, and impartial investigation will take place to determine if a violation(s) of the Student Code of Conduct has occurred. All investigations will be conducted and/or coordinated by the Student Conduct Officer (or designee).

(a) Investigations may involve a review of documentation submitted with the incident report, the respondent's prior conduct history, interview of the witness(es), interview of the complainant(s), interview of the respondent(s), and/or requesting more information from the complainant(s), respondent(s), and/or witness(es).

(b) Violations of Health Program Policies will be investigated by the Program Director and/or Associate Dean according to program protocols, in consultation with the Student Conduct Officer.

(4) Upon review of the incident report, if the Student Conduct Officer (or designee) determines a violation may have occurred, they will present the allegations to the respondent(s) in writing. The written notice will include information on scheduling a conduct resolution meeting with the Student Conduct Officer (or designee) to discuss the allegations.

(a) All requested meetings shall be scheduled no more than five (5) business days after receipt of the written notification.

(b) If a respondent does not appear to a scheduled meeting and/or does not respond to the request to schedule a meeting after two written notices and one phone call attempt, the information in support of allegations shall be considered even if the respondent is not present. The Student Conduct Officer (or designee) will make an administrative decision based on the information presented. The respondent will be notified of the findings and any sanctions assigned in writing, and a disciplinary hold will be placed on the student's account. Administrative decisions are considered final and may not be appealed, unless there are documented extenuating circumstances.

(5) Allegations of violations of the Student Code of Conduct can be resolved informally (informal resolution) if the respondent(s) accepts responsibility and by mutual agreement of complainant(s) and respondent(s) on a basis that is determined acceptable by the Student Conduct Officer (or designee). During this resolution, the respondent(s) and the Student Conduct Officer (or designee) will discuss and agree upon the violations and sanction(s) (if applicable). Informal decisions shall be final and there shall be no subsequent proceedings or appeals.

(6) If the respondent(s) does not accept responsibility and/or the charges cannot be resolved by mutual consent, the parties are entitled to a hearing before a Hearing Board. See *AP 421 - Hearing Boards* for details.

(7) After the hearing is concluded, the Hearing Board shall determine, by majority vote, whether the student has violated the Student Code of Conduct. The respondent(s) and complainant(s) will be notified in writing of the findings and disciplinary outcome (if any) by the Hearing Facilitator within five (5) business days of the hearing. The Hearing Board Facilitator will update the case with the outcome of the hearing and close the case, pending any appeal.

(8) Sanctions of suspension or expulsion from the College cannot be resolved informally and must be heard before a formal Hearing Board.

(9) Students admitted to limited enrollment programs may be subject to program dismissal for violations of *AP 420 - Student Code of Conduct and Disciplinary Action*, *AP 521 - Academic Integrity*, Health Programs Standards of Behavior, or Health Program Policies as outlined in program handbooks.

(a) Alleged violations of the Code shall be addressed through the procedures established in *AP 42*0 and students shall be afforded the rights and processes described therein prior to dismissal.

(b) Alleged violations of *AP 521* shall be addressed through the procedures established in *AP 521* and students shall be afforded the rights and processes described therein prior to dismissal.

(c) Due to accreditation standards, professional standards, licensing requirements, site-specific requirements, and clinical requirements, certain violations of the Health Programs Standards of Behavior and related Health Program Policies may independently result in removal from a clinical site and/or program dismissal independent of the Code and its adjudicative procedures. Refer to specific program handbooks for more information.

(i) When a proposed action is based upon an objective failure to meet a required condition, standard, certification, qualification, or eligibility requirement, the matter may be handled administratively according to program procedures and is not subject to adjudication under the Student Code of Conduct.

(ii) When a proposed action is based upon disputed facts, professional judgment, behavioral concerns, professionalism standards, or alleged misconduct, the student shall be afforded an opportunity to respond through procedures established by the program and/or may also be referred to a Hearing Board when deemed appropriate

following consultation among the Program Director, Dean, and Student Conduct Officer.

(d) This policy does not apply to program dismissals resulting solely from failure to meet academic standards, course requirements, technical standards, clinical performance expectations, attendance requirements, or other program progression requirements.

(10) The College shall maintain an official written record of the incident report, investigation, supporting evidence, meetings, hearing proceedings, appeals, and outcomes for purposes of documentation in the permanent case file. The Student Conduct Officer (or designee) reserves the right to audio record a hearing to ensure accuracy of the written record. The recording shall be used to prepare and verify the written administrative report summarizing the hearing proceedings. The administrative report, Hearing Board decision statement, and outcome notification letter constitute the official record of the hearing. Audio recordings shall be maintained securely and confidentially within the College's conduct case management system in accordance with record retention requirements, FERPA, and Ohio public records law.

DISCIPLINARY SANCTIONS:

(A) The following sanctions may be imposed upon any student found to have violated the Student Code of Conduct. Dependent on the nature of the violation, multiple sanctions may be imposed. Sanctions are recorded in the College's student conduct software.

(1) Conversation – A conversation with the student regarding the violation and steps to prevent a violation from occurring again.

(2) Warning – A notice in writing to the student that the student is violating or has violated institutional regulations.

(3) Probation – A written reprimand for violation of specified regulations. Probation is for a designated period of time and includes the probability of progressively severe disciplinary sanctions if the student is found to violate any institutional regulation(s) during or after the probationary period.

(4) Loss of Privileges – Denial of specified privileges for a designated period of time, which may include, but not be limited to, the following:

(a) Denial of the right to park or operate a motor vehicle on campus.

(b) Denial of eligibility for student employment or opportunity to represent the College.

(c) Denial of the privilege of participating in student organizations and other student activities.

(5) Restitution – Compensations for loss, damage, or injury to the College and/or complainant(s). This may take the form of appropriate service and/or monetary or material replacement as a result of damage caused by the respondent(s).

(6) Fines – Monetary penalties payable to the College, imposed as a disciplinary sanction and not intended to compensate for damages, such as fines for unauthorized parking.

(7) Discretionary Sanctions – Reflection essays, educational workshops, service to the College or community, conflict mediation, or other related discretionary assignments.

(8) Program Dismissal – Removal from an academic program; students may be eligible to reapply per individual program readmission policies.

(9) College Suspension – Separation of the student from the College for a definite period of time, after which the student is eligible to return. Conditions for readmission may be specified. Students dismissed for disciplinary reasons may not be entitled to a refund of fees.

(a) Following a suspension, students may request, in writing, re-admission to Marion Technical College. The written request must be submitted to the Student Conduct Officer. To be eligible for readmission to the College, all sanctions and conditions related to the suspension must be resolved. After the written request is received, a review panel, including the Student Conduct Officer (or designee), Chief Academic Officer, and one faculty or staff representative. The faculty or staff representatives will be selected based on the nature of the violation that led to suspension. As a condition of readmission, a written readmission plan may be made. The student will be notified of the decision in writing. Further violations of the Student Code of Conduct upon readmission may result in expulsion.

(10) College Expulsion – Permanent separation of the student from the College with no opportunity to be readmitted.

(B) Failing to comply with the terms of a sanction, outcome, agreement, or directive resulting from a violation of the Code may result in additional sanctions and progressive discipline; the student is not eligible for a second hearing to address failure to comply with a sanction issued under the processes of this policy, and subsequent sanctions may be applied by the Student Conduct Officer.

APPEALS:

(A) The respondent(s) maintains the right to appeal the Hearing Board's decision by submitting a *Request for Appeal Form* within five (5) business days of the decision. All appeal procedures will be conducted in accordance with AP 421 – *Hearing Boards.*

(B) An appeal may only be sought on the following grounds:

(1) On a claim of error in the hearing procedure that substantially affected the decision;

(2) On a claim of new evidence or information material to the case that was not known at the time of the hearing and which reasonably could have affected the decision of the hearing body;

(3) On a claim that the decision was not based on a preponderance of the evidence;

(4) On a claim that the sanction(s) is grossly disproportionate to the severity of the misconduct; and/or,

(5) On a claim of bias in the hearing procedure.

(C) Appeals that do not meet the criteria above may be dismissed. It is the respondent's responsibility to provide the necessary information to justify the appeal at time of the request.

(D) Informal resolutions cannot be appealed.

(E) Administrative decisions or Hearing Board decisions made due to failure to appear cannot be appealed, unless there are documented extenuating circumstances.

(F) The Appeal Officer[3] shall only consider the information provided in the case file, including the incident report, supporting evidence provided, meeting notes, outcome letters, and the hearing board summary and decision rationale. An appeal is not a rehearing of the case, though the Appeal Officer may request information from either party if clarification is necessary.

(G) Review of the decision and/or sanction by the Appeal Officer may not result in more severe outcomes or sanctions for the student. The Appeal Officer may affirm or reduce, but not increase, the sanctions imposed by the Hearing Board.

(H) The Appeal Officer will issue a written decision within ten (10) business days of receiving the appeal packet. The decision of the Appeal Officer shall be final and binding.

PRIOR APPROVAL DATES: 4-18-00; 5-17-21; 10-25-22; 5-22-24

TECHNICAL CHANGES:

[3] The current Appeal Officer is the Executive Vice President.

MARION TECHNICAL COLLEGE
ADMINISTRATIVE POLICY/PROCEDURES

AP 421 Hearing Boards **Established 10-12-26**
Approved 10-12-26

PURPOSE AND EXCLUSIONS:

(A) This policy outlines the structure, composition, and administrative procedures for institutional Hearing Boards responsible for reviewing matters that arise under *AP 420 – Student Code of Conduct and Disciplinary Action*, *AP 521 – Academic Integrity*, and, if applicable, Health Program Policies and Standards of Behavior.

(B) This policy does not apply to complaints, investigations, or hearings falling under the jurisdiction of federal Title IX regulations or the College's sex-based harassment policies under rule *3357: 10-1-45 Title IX, Sexual Harassment, and Sexual Violence*. All such matters shall be governed exclusively by the procedures established under that rule and administered by the Title IX Coordinator.

DEFINITIONS:

(A) Hearing: A formal process in which evidence and testimony from both parties is reviewed by a hearing board to determine if an individual violated a College policy or rule.

(B) Hearing Board: A formal board tasked with reviewing issues including, but not limited to, student code of conduct, academic misconduct, program policies, or other circumstances deemed necessary by the situation.

(C) Respondent: A student or student organization accused of allegedly violating a College policy or rule.

(D) Complainant: An individual who makes a complaint or files a formal incident report.

(E) Advisor: An individual assisting or supporting a respondent or complainant during the hearing process. This may include an instructor, staff member, parent, guardian, social worker, friend, supervisor, etc.

(F) Preponderance of Evidence: The standard of proof governing the student conduct system and means that "more likely than not" a violation of the College policy or rule has occurred.

(G) Retaliation: The act of treating an individual(s) less favorably, knowingly or unknowingly punishing or denying access to services of the College, or adverse action taken against an individual for their role in the informal or formal complaint process. Retaliation can take many forms, including intimidation, threats, or coercion; this definition is not all inclusive.

(H) Administrative Decision: A determination made by an authorized College official pursuant to *AP 420*, *AP 521*, Health Program Policies, or other applicable College procedures prior to review by a Hearing Board.

(I) Business Days: Days when the College is open for normal business operations, generally Monday through Friday. Exceptions include holidays, summer hours, or emergency closings.

(J) Written or In Writing: All notifications and communications related to proceedings outlined in this policy shall be in writing, which includes email form.

HEARING BOARD COMPOSITION:

(A) Selection of the Hearing Board shall be determined based on the nature of the situation, but will typically consist of five voting members, including faculty, staff, and student representatives.

(B) The Student Conduct Officer[1] (or designee) shall serve as the Hearing Facilitator but is a non-voting, ex-officio member. The Hearing Facilitator's authority and duties include:

(1) Procedural Enforcement: Advising the Hearing Board on logistical and procedural matters, assisting with the interpretation of College policies/rules and definitions, and ensuring adherence to due process requirements.

(2) Hearing Interventions: Actively speaking during the hearing and deliberations to clarify policy and procedural questions, redirecting Hearing Board members if questions are inappropriate or not relevant to the case, and ensuring deliberations and decision-making process remain focused on the facts and evidence presented under the preponderance of evidence standard. The Facilitator's presence during deliberations is strictly advisory and administrative; they shall not express opinions, vote, or influence the verdict.

(3) Record Keeping: Maintaining the official written notes and administrative summary of the hearing proceedings for the permanent case file.

(a) The Hearing Facilitator reserves the right to audio record a hearing to ensure accuracy of the written record. The recording shall be used to prepare and verify the written administrative report summarizing the hearing proceedings. The administrative report, Hearing Board decision statement, and outcome notification letter constitute the official record of the hearing. Audio recordings shall be maintained securely and confidentially within the College's conduct case management system in

[1] The current Student Conduct Officer is the AVP of Student Success and Engagement.

accordance with record retention requirements, FERPA, and Ohio public records law.

(4) If the respondent(s) is found responsible, providing the Hearing Board with the respondent's past disciplinary history and offering guidance to ensure the recommended sanctions are consistent with College precedent and proportionate to the charge. The Hearing Facilitator does not vote on or assign sanctions.

(C) Prior to the start of the hearing, each Hearing Board shall appoint a Chair. The Chair shall be responsible for presiding over the session, opening the floor for questioning, leading deliberations, calling for a vote, and writing the official rationale statement to include the Hearing Board's findings, how those findings were determined, and any subsequent sanctions.

(D) All Hearing Board representatives must complete mandatory training prior to serving on a Hearing Board, which may be delivered in-person or asynchronously.

(E) Selected Hearing Board members must certify impartiality and the absence of conflict of interest with the respondent(s) or complainant(s) prior to being appointed to the Hearing Board.

PROCEDURAL TIMELINE

(A) While every effort shall be made to abide by the timelines outlined in this policy, these timelines are subject to change due to extenuating circumstances. Any exceptions or extensions to the timeline shall be communicated to all parties in writing.

PRE-HEARING PROCEDURES:

(A) Respondents who wish to contest the charges of a case before a Hearing Board must submit their formal request in writing by submitting a *Hearing Board Request Form* within five (5) business days following the outcome of the initial conduct meeting.

(B) The formal hearing shall be scheduled as soon as possible but no more than fifteen (15) business days following the receipt of the written request.

(C) The Student Conduct Officer (or designee) shall coordinate all logistical arrangements including Hearing Board member selection, scheduling, and location (which may include in-person or virtual platforms), etc. and will serve as the Hearing Facilitator.

(1) If any respondent, complainant, witness, or authorized advisor requires an accommodation to fully participate in the hearing proceedings, they must notify the Hearing Facilitator as early as possible as some accommodations may take several days to arrange. The Hearing Facilitator shall work with the Disability Services Office to arrange appropriate accommodation.

(D) Upon receiving the *Hearing Board Request Form*, the Hearing Facilitator shall provide written notification of the hearing request to all involved parties, to include a) information about the process and procedural timeline, b) the right to an advisor, c) the right to present witnesses and supplemental evidence, and d) the opportunity to review and oppose any member of the Hearing Board.

(1) The names of advisors must be submitted in writing by the pre-hearing deadline established in the written notice.

(2) All supplemental evidence and witnesses (either written statements or names of witnesses who shall appear at the hearing) must be submitted to the Hearing Facilitator by the established pre-hearing deadline; anything submitted after this deadline shall be inadmissible and excluded from the case file, unless the Hearing Facilitator approves a late submission due to extenuating circumstances. Witnesses will not be permitted to be present at the hearing if their information is not submitted by the communicated pre-hearing deadline.

(3) The burden of proof rests on the complainant(s) to demonstrate that a violation occurred, and the case will be evaluated based on the preponderance of the evidence standard. The respondent is presumed not to have violated the policy unless proven otherwise.

(E) Prior to compiling the final case file, the Hearing Facilitator shall conduct an administrative review of all submitted materials. If the file contains any gaps, insufficient details, or unclear information (such as timelines, persons involved, etc.), or lacks foundational items necessary to review the case (such as evidence referenced in a report but not uploaded, course syllabus, copy of assignments, etc.), the Hearing Facilitator will direct the respective parties to submit the additional information, clarifying statements, or required documents by the established deadline prior to proceeding to the Hearing Board.

(1) The administrative review is not a formal investigation or an evaluation of the case; it is strictly a procedural gatekeeping mechanism to request more information based on what is already in the case file to ensure the Hearing Board receives a clear, comprehensive file.

(2) All requested clarifications and documentation must be submitted by the established deadline to be included.

(F) The respondent(s) and complainant(s) will be provided with written notification of the scheduled hearing, including members of the Hearing Board. Both parties will be afforded the opportunity to oppose an individual's participation on the Hearing Board based on conflict of interest or a substantiated claim of the individual's inability to remain impartial. Any challenges to the composition of the Hearing Board must be submitted as soon as possible but no later than the established deadline. The Hearing Facilitator holds the authority to make the final determination regarding board member disqualification and replacement.

(G) The respondent(s), complainant(s), and members of the Hearing Board will be provided with a Hearing Packet containing the case file materials at least three (3) business days prior to the scheduled hearing. This packet shall include all relevant reports, statements, and evidence from both sides.

(1) The Hearing Board may ask the Hearing Facilitator questions about the case file prior to the hearing but may not conduct any outside investigation.

(2) Once the Hearing Packet has been distributed, no party may submit additional evidence or written testimony; any additional materials sent to the Hearing Facilitator are inadmissible and will not be shared with the Hearing Board. No party may provide a defense prior to the live hearing.

(3) All case materials in the Hearing Packet are strictly confidential. Hearing Board members, Hearing Facilitators, College employees, advisors, and witnesses who receive access to Hearing Packet materials shall not disclose, distribute, reproduce, or discuss those materials except as necessary to participate in the hearing process or as otherwise permitted by law or College policy. Any Hearing Board member or employee found to have improperly discussed or shared materials may be subject to disciplinary action in accordance with *AP 306 – Disciplinary Action*.

HEARING PROCEDURES

(A) Hearings shall be held jointly with both parties present simultaneously. In hearings involving more than one accused respondent and/or complainant or having distinct safety concerns, the Hearing Facilitator retains the authority to hold separate sessions. The hearings will be private, only consisting of individuals requested by the Hearing Board to be present and closed to the public.

(B) The respondent(s) and/or complainant(s) have the right to be assisted by one (1) advisor if they choose, including but not limited to a College employee, parent/guardian, spouse/partner, caseworker, etc.; the advisor may include an attorney, at the respondent or complainant's own expense. The respondent(s) and complainant(s) are responsible for identifying their own advisor. The respondent(s) and/or complainant(s) are responsible for presenting their own case. Advisors are not permitted to speak, cross-examine participants, or participate directly in any hearing session; rather, an advisor's role is to support the respondent or complainant through the process. Should the advisor be disruptive, they may be removed from the hearing.

(C) The respondent(s) and/or complainant(s) may present witnesses during the hearing, who are subject to questioning from the Hearing Board or indirect questioning from either party through the Hearing Board Chair or Hearing Facilitator. Alternatively, written witness statements may be provided in the Hearing Packet if submitted by the pre-hearing deadline.

(1) Retaliation directed toward any witness, complainant, respondent, advisor, Hearing Board member, or other participant in the hearing process is strictly prohibited. Any such conduct may result in separate disciplinary action under the applicable College policy.

(D) During the hearing, the respondent(s), complainant(s), and witness(es) (if applicable) will be provided with the opportunity to present their case to include an opening statement regarding the incident and the evidence within the packet. Following the opening statements, the Hearing Board may ask questions of any party or witness based on materials in the packet and statements made by any party during the hearing.

(E) Direct cross-examination or verbal confrontation between the respondent and complainant is strictly prohibited. All questions intended for the opposing party or any witness must be directed through the Hearing Board Chair or Hearing Facilitator. The Chair or Facilitator maintains the authority to screen questions for relevance, redundancy, and decorum and shall immediately strike any question deemed irrelevant, argumentative, or badgering. The responding party shall address their response directly to the Hearing Board.

(F) Only evidence presented in the packet will be considered by the Hearing Board. New evidence not already submitted is inadmissible and will not be reviewed as part of the hearing. The Hearing Board is not permitted to go outside of the hearing to find new evidence or hearings.

(G) If a respondent(s) and/or complainant(s) fails to appear for a scheduled hearing without a documented, emergency extension approved by the Hearing Facilitator, the Hearing Board may adjudicate the case based on the evidence presented and impose sanctions (if applicable). The student's absence will not be a factor in the decision or be construed as admission of responsibility. Decisions made due to failure to appear without extenuating circumstances present are not eligible for appeal.

(H) Following the conclusion of the hearing, the Hearing Board shall conduct private deliberations. The Hearing Facilitator shall remain present during deliberations strictly to record the vote and provide policy and procedure clarifications but shall not vote or influence the outcome.

(I) Decisions regarding responsibility and subsequent sanction recommendations require a simple majority vote of the Hearing Board members, evaluated under the preponderance of the evidence standard. See "Decision Making" for further details.

(J) The Hearing Facilitator will notify the respondent(s) and complainant(s) of the Hearing Board's findings, including the rationale and applied sanctions (if applicable), in writing within five (5) business days following the hearing.

(K) The Hearing Facilitator will prepare the official written administrative summary of the hearing, which shall be stored in the permanent case record in the College's student conduct/case management software.[2]

(L) Hearing board proceedings and hearing packet materials are strictly confidential and shall be used solely for purposes of the hearing process. Hearing Board members, Hearing Facilitators, College employees, advisors, and witnesses shall not disclose, distribute, reproduce, or discuss information obtained through the hearing process except as necessary to participate in the proceedings or as otherwise permitted by law or College policy. Improper disclosure by a Hearing Board member or employee may result in disciplinary action according to *AP 306 - Disciplinary Action*.

DECISION-MAKING AND OUTCOMES:

(A) During the decision-making process, the Hearing Board will review all evidence and documentation in the Hearing Packet and the testimony heard during the hearing. The Hearing Board will only consider the evidence presented and reach a decision by majority vote based on the preponderance of evidence.

(B) The Hearing Board's determination will be based on the respective College policy under review and whether the respondent violated the College or Program policy. The possible decisions of the Hearing Board include:

(1) Responsible: Uphold the original administrative decision and sanction(s).

(2) Responsible: Uphold the original administrative decision but reduce the sanction(s) within the parameters of the policy.

(3) Not responsible: Overturn the original administrative decision and sanction(s).

(C) In cases with multiple charges, the Hearing Board shall consider each charge individually. The Hearing Board may determine to uphold the decision(s)/sanction(s) on some charges while reducing the sanction(s) and/or overturning the decision(s) on other charges.

(D) The Hearing Board shall not add new charges to the case, even if the hearing reveals new potential violations not previously investigated.

(E) The decision of the Hearing Board is final, pending any appeal process.

APPEALS

(A) The respondent(s) maintain the right to appeal the Hearing Board's decision by submitting a *Request for Appeal Form* within five (5) business days of the decision. An appeal may only be sought on the following grounds:

[2] The College's current conduct/case management software is Maxient.

(1) On a claim of error in the hearing procedure that substantially affected the decision;

(2) On a claim of new evidence or information material to the case that was not known at the time of the hearing and which reasonably could have affected the decision of the hearing body;

(3) On a claim that the decision was not based on a preponderance of the evidence;

(4) On a claim that the sanction(s) is grossly disproportionate to the severity of the misconduct; and/or,

(5) On a claim of bias in the hearing procedure.

(B) Any appeal regarding error or bias in the hearing proceedings must state with specificity the exact procedural defect, statement, or policy deviation being challenged. Broad or generalized claims of bias, inappropriate questioning, or unfair treatment without specific references to the date, time, or context of the alleged infraction shall be summarily dismissed without review.

(C) To substantiate the claim of new evidence or information, the appealing party must demonstrate that the evidence or information was genuinely unknown and could not have been reasonably discovered or obtained through due diligence prior to the conclusion of the original hearing. Information that was known to the party, or in their possession, prior to the pre-hearing evidence deadline but was not submitted shall not be considered new evidence.

(E) Appeals that do not meet the criteria above may be dismissed. It is the respondent's responsibility to provide the necessary information to justify the appeal at time of the request.

(F) The Appeal Officer[3] shall only consider the information provided in the case file, including the incident report, supporting evidence provided, meeting notes, outcome letters, and the Hearing Board summary and decision rationale; the Appeal Officer may also consider new evidence, as outlined above. An appeal is not a new investigation or rehearing of the case, though the Appeal Officer may request information from either party if clarification is necessary.

(G) Review of the decision and/or sanction(s) by the Appeal Officer may not result in more severe outcomes or sanctions for the student. Instead, the Appeals Officer may review the affirm or reduce, but not increase, the decision and sanctions imposed by the Hearing Board.

[3] The Appeals Officer may vary by policy; please refer to the appropriate College policy for more information.

(H) The Appeal Officer will issue a written decision within ten (10) business days of receiving the appeal packet. The decision of the Appeal Officer shall be final and binding.

(I) Hearing Board decisions made due to either party's failure to appear without documented extenuating circumstances cannot be appealed.

(J) The complainant(s) may not appeal the Hearing Board's findings. The Hearing Board decision is final.

(K) The complainant may file a formal grievance related to the hearing process through *AP 373 - Employee Complaints* on the grounds that a Hearing Board member, Hearing Facilitator, or College employee engaged in misconduct, unprofessional conduct, bias, or violated College policy during the hearing process, but the filing of such a complaint does not invalidate, suspend, delay, or overturn a Hearing Board decision.

(1) For a claim of unfair treatment or bias to affect the outcome of the case, the appealing party with standing must provide specific, documented evidence (e.g. dates, times, statements, actions, policy violations, etc.) demonstrating that the alleged conduct resulted in material prejudice that affected the fairness of the proceedings, denied the appealing party a procedural right afforded under College policy, or substantially influenced the findings or outcome of the case.

(2) Disagreement with the Hearing Board's evaluation of the evidence, factual findings, or final decision does not constitute grounds for a separate institutional complaint or appeal.

PRIOR APPROVAL DATES: 10-12-26

TECHNICAL CHANGES:

AP 430 Financial Aid **Established 11-16-04**
Approved 12-21-18

POLICY:

(A) Financial aid awards are made on the basis of financial need and/or academic performance. Both full-time and part-time students may be eligible to receive financial assistance.

(B) Marion Technical College (MTC) complies with all state and federal guidelines/regulations in awarding, processing, and disbursing financial aid.

(C) Application.

(1) Students must complete the appropriate financial aid forms/applications:

(a) Online Free Application for Federal Student Aid (FAFSA)

(b) Scholarship Application (if applicable)

(2) Students should complete the financial aid application process by May 1 to insure that all application materials are on file in the Financial Aid Office by June 1.

(D) Title IV eligibility.

(1) To be eligible to receive Title IV, HEA Funds, a student must meet one of the following criteria:

(a) High school diploma or GED; or

(b) Home school – completed a secondary education in a home school setting that is treated as a home school or private school under state law and receive a home school completion credential.

PROCEDURE:

(E) Notice of award.

(1) The College shall issue a financial aid award notice to each student based on his or her eligibility as determined by state, federal, and College guidelines.

(2) Students who complete the financial aid application process and are determined to be ineligible are sent a letter informing them of their options for fee payment.

(F) Acceptance

(1) Enrollment for classes will constitute acceptance of financial aid. If a student wishes to decline aid, they must notify the Financial Aid Office in writing.

(G) Distribution of aid.

(1) Financial aid is applied directly to the charges on the student account.

(2) The Business Office will notify students by email when a loan disbursement is applied to their account. The student has the right to cancel the loan disbursement within 30 days. Loan cancellation may be made by completing a "Loan Cancellation Form" available in the Financial Aid Office. MTC is not responsible to return any loan funds that are applied and disbursed to the student prior to the date of the cancellation request.

(3) Financial aid that exceeds the cost of tuition and fees will be made available through the college bookstore vendor for a limited time at the beginning of each enrollment period. The balance after bookstore charges will be delivered to the student according to the published schedule for each enrollment period.

(a) The Business Office will void any check issued to a student for any FSA program that is not cashed within 180 days of the date the check is issued. The student's name and the FSA amount will be reported to the Financial Aid Office so that the funds are returned to the Department of Education prior to 240 days after the date the check is issued.

(4) The student must maintain satisfactory enrollment status to be eligible for his or her excess financial aid. Students who stop attending class and fail to return will not receive their excess financial aid.

(H) Students must comply with federal satisfactory academic progress regulations to continue receiving financial aid.

(I) The College shall retain student financial aid records/files for three years after the final year-end reports are complete.

(J) All cases of suspected fraud/criminal misconduct related to student financial aid shall be referred to the Office of Inspector General.

PRIOR EFFECTIVE DATES: 11-16-04; 11-17-09; 2-8-11; 1-4-12; 7-9-12

MARION TECHNICAL COLLEGE
ADMINISTRATIVE POLICY/PROCEDURES

AP 431 Financial Aid: Satisfactory Academic Progress (SAP) **Established 4-15-97**
Approved 4-26-24

POLICY:

(A) The Higher Education Act (HEA) of 1965 requires institutions of higher education to establish minimum standards of academic progress for students receiving Title IV Federal financial aid funds. Students receiving financial aid at Marion Technical College must maintain satisfactory academic progress (SAP) in an eligible degree or certificate program. Federal regulations require a student's entire academic record be reviewed for SAP, including terms in which financial aid is not received. These standards are established only for those students who are receiving financial assistance from one or more of the following programs: Pell Grants, College Work-Study Program, Federal Supplemental Education Opportunity Grant, Federal Work-Study and Direct Loan Programs, and are reviewed each academic term.

(B) SAP review.

The Financial Aid Office will review all three requirements of satisfactory academic progress for students receiving financial aid at the end of each academic term. It is the student's responsibility to be aware of his or her SAP status for financial aid. If any one of the three requirements is not met, the Financial Aid Office will notify the student in writing of his or her financial aid warning or suspension status. Due to the limited time between terms, it is not always possible to notify a student of his or her warning or suspension status before the start of the subsequent term.

(C) SAP requirements.

A student shall be considered to be maintaining SAP if he or she meets all the following requirements:

(1) Qualitative Requirement – Maintain the required cumulative grade point average (GPA), AND

(2) Quantitative Requirement – Satisfactorily complete the necessary number of credit hours (67%) per term, AND

(3) Maximum Time Frame – Will graduate within 150% of the credit hours required to complete his or her program of study.

(D) Qualitative progress.

A student must maintain a 2.0 cumulative GPA as determined by the College to retain eligibility for federal aid. GPA will include all courses taken at MTC. Hours transferred

in from another college, incompletes (I) and withdrawn courses (W) do not affect the student's GPA.

(E) Quantitative progress.

Students **must** maintain a **67% credit hour *completion ratio*** for hours attempted. Credit Hour Completion Ratio will be monitored at the end of **each semester (including summer) and cumulatively**. Hours transferred in from another college will be included in the hours attempted and successfully completed. (The *completion ratio* is calculated by dividing the number of hours successfully completed by the number of hours attempted and is not rounded up – i.e. 66.6% does not meet the 67% completion ratio).

Successful completion is defined as receiving any of the following grades: A, B, C, D or S (Satisfactory). The following grades are NOT considered successful completion of a course: F, FN (failure non-attendance), W (Withdraw), U (Unsatisfactory), I (Incomplete)[1] or R (Audit)[2]. For example, a student attempting 12 credit hours must successfully complete 9 credit hours. The attempted credit hours include developmental coursework and hours the student may have attempted even if federal aid was not received. Courses that a student remains in past the add/drop date and earns a grade of "W" (or equivalent) are included in SAP calculations.

(F) Maximum timeframe.

A student must complete his or her program of study within a timeframe not exceeding 150% (in credit hours) of the published program length. For example, for an academic program of 70 credit hours, the maximum timeframe for the program may not exceed 105 credit hours.

(1) Change major/degree. If a student changes majors, he or she is still required to complete the degree or certificate within the maximum timeframe. For SAP purposes, a student may only change majors one time.

(2) Second degrees. A student receiving federal student aid at MTC shall be limited to pursuing no more than two degrees at MTC. Seeking a second degree may cause the student to go directly into cancellation status, requiring an appeal and resulting in additional stipulations for the student.

(a) All credits attempted at MTC and those transferred in from other institutions must be included in the total number of credits attempted at MTC when calculating the credit hour completion ratio and the maximum timeframe calculation.

[1]Incomplete (I) grade will be treated the same as a failing until changed to a letter grade. It is the student's responsibility to notify the Financial Aid Office when this occurs.
[2]Audits (R) - Audit courses receive no credit and do not influence GPA. They are not counted in credits attempted.

(3) A student becomes ineligible of maximum timeframe at the point in time that it becomes mathematically impossible for the student to complete the program in 150% of the published program length in credit hours

(4) All current financial aid recipients will have their completed credit hours and grades monitored at the end of each term, Fall Spring and Summer, to see if they have met the requirements stated above.

PROCEDURE:

(G) Consequences of not meeting SAP.

(1) Financial aid warning.

If a student fails to meet any of the above criteria in a term, the student will be placed on financial aid warning and notified in writing. A student on financial aid warning may receive financial aid for the next academic term of enrollment. He or she will be monitored during the next term of attendance. To regain SAP status, the student must satisfactorily complete all courses for which he or she is registered. Withdrawing from a course is not considered satisfactory completion. A student who is on financial aid warning and does not meet SAP will be suspended from federal financial aid.

(2) Financial aid suspension.

A student who does not meet SAP requirements after being placed on financial aid warning will have his or her financial aid suspended resulting in the termination of all financial aid. A student who has his or her financial aid suspended will be notified in writing and required to pay his or her tuition/fees. A student who is suspended may appeal his or her suspension.

(H) Appeal of financial aid suspension.

If a student feels there are extenuating circumstances (i.e., illness/injury of student, serious illness/death within the immediate family, or other circumstances beyond the reasonable control of the student), he or she may submit an appeal (in writing) of the suspension to the Financial Aid Office. A student must complete the "Satisfactory Academic Progress Appeal Form" and return it with all supporting documentation to the Financial Aid Office for review by the Financial Aid Director. The student will be notified in writing of the action taken on his or her appeal. The decision made on the appeal is final. If the appeal is approved and the student fails to meet SAP a second time, there is no second appeal. A student may also regain financial aid eligibility by completing coursework at his or her own expense until all conditions of SAP are met.

Required documentation for completing the appeal process:

1. A personal statement is required. Explain (on a separate sheet of paper – typed preferred) in detail the reasons that caused your suspension status.
    - What happened the term that caused you to go to warning/suspension status?

- State how you plan to improve upon past academic performance. How has the situation improved that you may now be able to successfully complete the classes attempted? Failure to provide a plan for improvement may result in your appeal being denied.

2. Provide documentation or statements that support your situation. Attach third party documentation on company letterhead to clarify/support your appeal such as: statements from academic advisors, faculty, employers, physician, attorney, copies of your plan of study, an obituary, insurance reports, or court filed documents. All documentation must be date specific and address the circumstances that occurred during the terms your academic performance did not meet minimum standards. Failure to substantiate your circumstances will result in your appeal being denied for lack of documentation.
3. An Academic Plan approved by your Advisor must also be submitted with this form.

❖ Deadline for submission of all appeals is the second Friday of the term. Appeals received after this deadline will be considered for reinstatement in the next term.

❖ If the appeal is approved and the student fails to meet SAP a second time, there is no second appeal.

(I) Approval of appeal.

A student on financial aid suspension whose appeal is approved will be placed on financial aid probation. A student on financial aid probation will be monitored to assure that all the conditions of SAP are met in the next term of attendance. If SAP terms are not met in the following term, the student's aid will be suspended.

(J) Courses not covered for financial aid.

Some courses, although for credit, may not be eligible for federal aid. Only courses that are required for a student's degree are covered for federal aid. Any course taken outside of a student's program (PDC) are not eligible for Title IV Federal funds.

(K) Remedial (developmental) course.

A student not enrolled in an eligible program of study may not receive aid if taking solely remedial courses. A student may receive aid for up to 30 semester hours of remedial coursework if enrolled in an eligible program as a regular student. The remedial courses will be included in all SAP measurements.

(L) Attendance.

Attendance is monitored for the receipt of federal aid. A student not in attendance is subject to adjustments of his or her financial aid. A student who never attend class(es) is ineligible to receive aid for the class(es) in question. This includes an online class(es)

where the student failed to submit assignments and/or tests to the instructor. Nonattendance could result in the student being required to repay all or part of the financial aid received.

(M) Repeated coursework.

A student may receive financial aid for repeating courses. However, if retaking a previously passed course, financial aid can only be used for one repeat of the course even if the second attempt results in a lower grade. Any courses that are repeated will be used in the student's Satisfactory Academic Progress calculation. Each repetition will count toward the attempted hours; however, only the courses being counted in the GPA calculation will be counted in completed hours for SAP. The most recent grade earned will count toward GPA. Repeated hours may be subtracted from the ***completed*** hours but remain in the attempted hours for the SAP calculation. In both situations, the student's GPA could improve. However, the credit hour completion ratio may stay the same or decrease.

(N) Definitions.

(1) Financial Aid Warning – A status the school assigns to a student who fails to make SAP. The school reinstates eligibility for aid for one payment period and may do so without a student appeal. This status may only be used by schools that check SAP at the end of each payment period and only for students who were making SAP in the prior payment period for which they were enrolled or who were in the first payment period of their program.

(2) Financial Aid Suspension – A student who fails to make SAP while on warning or probation status, resulting in suspension of federal financial aid

(3) Financial Aid Appeal – A process by which a student who has not met the school's standards of satisfactory academic progress requests reconsideration of his or her eligibility for federal financial aid. All appeal decisions are final.

(4) Financial Aid Probation – A status the school assigns to a student whom the school identified as not meeting SAP and who has successfully appealed the school's finding.

(5) Maximum Time Frame –A period that is not more the 150% of the published length of the academic program.

LEGAL REFERENCE: Higher Education Act (HEA) of 1965, as amended
PRIOR EFFECTIVE DATES: 4-15-97; 4-16-02; 4-11-11; 1-11-12; 10-29-12; 12-4-13; 12-21-18; 3-23-21

AP 432 Title IV Financial Aid Refunds **Established 5-18-04**
Approved 2-28-24

POLICY:

This policy conforms to the Federal Return of Title IV Funds (Section 668.22) regulations of the Higher Education Amendments of 1998. Title IV funds refer to the following federal financial aid programs: subsidized and unsubsidized Direct Loans, Federal Perkins Loans, Federal PLUS Loans, Federal Pell Grants and Federal SEOG, grants. Federal work-study funds are excluded from the refund calculation.

(A) Financial aid awarded for any enrollment period is to be used toward meeting the cost of attending Marion Technical College (MTC) for that period of time. A student who is awarded Title IV financial aid must earn his or her aid by (1) attending classes or (2) participating in the course through other methods specified in the course syllabus or otherwise communicated by the instructor. If a student withdraws from the College, changes academic status, or stops attending classes, financial aid may be recalculated based on the student's new status and the date the change(s) was made.

(B) Changes in enrollment status.

(1) A student who drops a class(es) during the College refund period shall have his or her tuition and fees returned to the source from which they came.

(2) If a student changes his or her enrollment status during the 100% refund period, the student's financial aid award will be re-computed. A re-computation may result in the student owing money to the financial aid fund. (For example, if a full-time student drops to a half-time student status, a re-computation would be performed based on the student's new status. The student would owe the difference between the new award and the original amount received).

(3) Changes made on or after the 100% refund period will not be recalculated.

(C) Withdrawal or non-attendance.

(1) Within 45 days following the date the College determines a student has withdrawn, a student who received Title IV federal student aid (Pell grant and direct student loans) and withdrew from or stopped attending all classes shall have his or her refund calculated on a federal formula based on the last day of attendance in the enrollment period.

(2) A student who completed at least sixty percent (60%) of the length of the course is considered to have earned his or her Title IV funds. No refunds are calculated after sixty percent (60%) of the enrollment period has been completed.

(3) A student may be responsible for repayment of tuition and fees as well as his or her cash disbursement if he or she withdrew or stopped attending before at least sixty percent (60%) of the enrollment period is complete. If the amount disbursed to the student is less than the amount the student earned, and for which the student is otherwise eligible, he or she is eligible to receive a post-withdrawal disbursement of the earned aid that was not received.

(4) Refunds and/or repayments are returned to the source from which they came.

(D) Prior to the distribution of excess financial aid, the College may administratively withdraw financial aid recipients for non-attendance.

(E) The date of drop or withdrawal is based on the last date of attendance indicated by the instructor. Instructors must indicate a last day of attendance for any student who receives an "F" or "U" because of non-attendance.

(F) Future financial aid or registration for a future term shall be withheld until repayment is made.

PROCEDURES:

(A) The Financial Aid Office reviews the attendance recorded by instructors as of the fifteenth day of the enrollment period.

(B) The Financial Aid Office shall calculate refunds based on reports received from IT and notify the student of any necessary repayment.

(1) The student is instructed to make repayment to the Business Office.

(2) Refunds and/or repayments are applied to federal financial aid accounts in the following order: (1) unsubsidized direct loan; (2) subsidized direct loan; (3) Pell grants.

(C) Direct student loan refunds are returned to the lender from which the funds were disbursed if the student has dropped below six (6) credit hours.

PRIOR EFFECTIVE DATES: 5-18-04; 11-17-09; 2-08-11; 12-21-18; 3-23-21

AP 433 MTC Scholarships **Established 2-8-11**
Approved 12-21-18

POLICY:

(A) Marion Technical College shall make scholarship opportunities available for its students. Scholarships are awarded on an "as funds are available" basis.

(B) Scholarship awards can be based on a variety of criteria, such as academic performance (cumulative grade point average based on a 4.0 scale), demonstrated financial need, academic major, and/or other criteria.

(C) The Financial Aid Office shall be responsible for administering the College scholarship program and ensure appropriate information about scholarship opportunities is made available to all current and prospective students.

PROCEDURE:

(A) Eligibility.

(1) A student must be registered for at least six credit hours and maintain satisfactory academic progress in accordance with College policy.

(2) Scholarships made possible by outside sources may vary in qualifications and dollar amounts.

(B) Application.

(1) The student must submit a scholarship application in accordance with the Financial Aid Office by the posted deadline. Applications received after this date will not be considered.

(2) The student must complete and submit the FAFSA prior to the scholarship deadline.

(3) For a student with less than 12 cumulative credit hours at MTC, his or her high school or previous college transcript must be on file with the College.

(4) The student is expected to notify the Financial Aid Office of any other scholarships received from any other source(s).

(5) The student must reapply each academic year in order to be considered for a scholarship the subsequent academic year.

(C) Scholarships are awarded beginning August 1 for the subsequent academic year.

(D) The Financial Aid Office shall notify the student of any scholarship awarded.

PRIOR EFFECTIVE DATES: 2-8-11

AP 434 Student Employment **Established 11-19-02**
Approved 4-10-23

POLICY:

(A) The purpose of student employment is to assist in meeting the needs of Marion Technical College (MTC), provide MTC students with financial support in pursuit of their academic goals, and provide opportunities for academic or administrative work experience.

(B) A student employee is defined as an individual who is:

(1) Enrolled at MTC on a full-time or part-time basis and is not otherwise a regular exempt or non-exempt employee.

(2) Appointed to a position designated as student employment.

(3) Associated with MTC in the pursuit of an academic degree or certificate.

(C) MTC maintains a distinction between student employment and regular employment. These distinctions may include but are not limited to the nature of work, hours worked, rate of pay, and benefit eligibility.

(D) In general, student employment positions are, by nature, both temporary and part-time employment and may end at any time without notice.

(E) Student employees are paid through the Human Resources (HR) payroll system, which requires direct deposit.

(F) The Financial Aid Office shall administer all student employment. Any department that intends to hire a student employee should contact the Financial Aid Office to determine if the student is receiving financial aid or may be eligible for work-study funds.

(G) Before a student employee may start to work for MTC, all necessary employment and payroll documents must be completed, with the assistance of the Financial Aid Office, and approved by HR.

(H) In order to be considered for student employment, a student must complete a *Student Employment Application*, available from the Financial Aid Office, and the *Free Application for Federal Student Aid* (FAFSA) each academic year. Federal work-study eligibility is determined each year by the Financial Aid Office based upon the student's FAFSA results.

(I) Qualified students will be considered for available student employment positions

according to the following guidelines:

(1) When possible, first priority is given to students eligible for federal work-study funds.

(2) Second priority is given to students eligible for College-administered financial aid after work-study funds have been exhausted.

(3) Students who are not eligible for financial aid but have applied for employment will be considered for positions after students eligible for federal work-study funds.

(4) Minor students (under the age of 18) are not eligible for employment with MTC.

(J) General provisions.

(1) A student employee is required to enroll in a minimum of six (6) credit hours for fall and spring term. A student employee may enroll in less than six (6) credit hours for summer term.

(2) A student employee enrolled in less than six (6) credit hours must pay into the School Employees Retirement System (SERS). A student employee enrolled in more than six (6) credit hours has the option of contributing to SERS. Payment into SERS is required during college breaks of more than five weeks.

(3) A student employee must be attending classes or be (or plan to be) registered for the subsequent academic term in order to work during break periods (i.e., summer, winter, spring break, etc.).

(4) A student employee may work a maximum of eight (8) hours per day. No student employee shall work more than 20 hours per week total during the academic term; students working for multiple departments still may only work 20 hours per week. During breaks, a student may work a maximum of 29 hours per week. No student may work more hours than scheduled by the student's MTC supervisor.

(5) A student employee may not continue employment after earning his or her work-study award dollar maximum, unless approved by the budget manager in the department in which the student is working.

(6) Student employees shall be paid an hourly wage established by the College's Business Office and is consistent across all student employees. This wage shall be at least equal to the current minimum wage. Student employees are not paid for holidays or when the College is closed due to emergency/weather conditions.

(7) All student employees must comply with the College's *Student Employee*

Guidelines.

(8) There is no formal or written student employment evaluation given; however, supervisor guidance is strongly recommended in order for the student to gain employment experience and knowledge.

(9) A student must resubmit a student employee application to Financial Aid each academic year, even if they have previously been employed by the College.

(K) Leaving employment.

(1) A student employee who resigns, is terminated, or whose employment otherwise ends, shall receive wages due for services rendered. The supervisor will notify HR of the student's last day of work.

(2) A two-week advance notice for resignation is expected from a student employee.

(3) A student employee may be terminated at any time.

PROCEDURES:

(A) To hire a student employee, the supervisor shall:

(1) Notify the Financial Aid Office of the needed qualifications for the position. The Financial Aid Office will forward applications with the appropriate qualifications to the supervisor for consideration. A request for the job to be posted may be submitted to the Office of Career Services and Student Life.

(2) Interview and select a student and notify the Financial Aid Office of the selection. The Financial Aid Office shall confirm work-study eligibility and enter required information into PowerFAIDS. The Financial Aid Office provides and collects from the student all necessary completed hiring forms, payroll forms, and the *Student Employee Guidelines Acknowledgment Form*. Hiring forms, including payroll forms and the *Employee Guidelines Acknowledgment Form,* are submitted to HR.

(3) Verify the number of hours worked, sign the student's time sheet, and instruct the student employee to submit the signed time sheet to HR on the appropriate days. The supervisor's signature verifies that the student has worked the hours reported and work has been performed satisfactorily.

(B) A student employee in need of workplace accommodations for a disability should contact HR.

PRIOR EFFECTIVE DATES: 11-19-02; 11-17-09; 7-18-14; 7-25-19; 3-23-21

MARION TECHNICAL COLLEGE
STUDENT EMPLOYEE GUIDELINES

Upon accepting employment with Marion Technical College, student employees agree to comply with the following federal and institutional guidelines:

Work Limits and Academic Requirements

- A student may work no more hours than scheduled by his/her supervisor and/or the Financial Aid Officer. Students should not work more than 20 hours per week during periods when classes are in session and no more than 29 hours per week during break periods. A student employed under the federal work study program will find the hours and the maximum dollar award on their Financial Aid Award Notice.
- A student employee enrolled in less than six (6) credit hours during any academic term must pay into the School Employees Retirement System (SERS). A student employee enrolled in more than six (6) credit hours has the option of contributing to SERS. Payment into SERS is required during college breaks of more than five weeks.
- A student may work during vacation and break periods with the approval of the supervisor and/or Financial Aid Officer contingent upon the student's registration for the subsequent academic quarter.
- A student employee is expected to maintain satisfactory academic progress, per AP 431 – Financial Aid: Satisfactory Academic Progress, which may be found in the student handbook and on the College website.

Payroll Procedures

To initiate active payroll status, students must complete the following forms within 3 days of employment:

1. Student appointment/verification form
2. Federal & state tax withholding
3. Payroll change form

- Students are expected to accurately record time worked on their time sheet and submit to the supervisor for approval each pay period.
- It is the student's responsibility to submit their signed time-sheet to Payroll by the due date listed for each pay period.
- The hourly wage rate for student work is established annually by the college and is at least equal to the current minimum wage.
- Paychecks are direct deposited on the 15th and the last day of each month.

Performance Standards

While employed with Marion Technical College, students are expected to adhere to the following minimal work performance standards:

- Be punctual and reliable (Students are required to notify their supervisor by phone of any unscheduled lateness or absence from work within one hour of their scheduled start time).
- Report to work prepared to perform assignments without external interference and/or distraction (e.g. minor children, inappropriate socialization, unrelated projects etc.) .
- Prearrange work days and hours with supervisor.
- Obtain supervisor's prior approval for absences from work (other than emergencies).
- Perform assigned tasks in accordance with established standards of productivity, accuracy, & quality.
- Maintain confidentiality of all student and employee information/records.
- Maintain an appearance and conduct which is appropriate to the assigned work setting.
- Follow College policies and procedures as prescribed by supervisor (e.g., personal use of college property and equipment, etc.).

Employment Status

All student employees are considered at-will and employment may be terminated at any time by either party.

Student workers are able to apply to job postings for regular MTC employment as long as they meet the qualifications of the position(s).

Reporting Requirements

A student must report the following to the Financial Aid Office:

- Change in course load (adding or dropping a class).
- Change of name, address, number of dependents.
- Significant increase or decrease in financial resources.

Compliance

Failure to comply with the above mentioned guidelines may result in:

- Termination of employment
- Delay of pay
- Repayment of unauthorized pay

Marion Technical College
Student Employee Guidelines Acknowledgment Form

Once completed, please return the signed form to Human Resources.

I hereby acknowledge that I have read and understand the Marion Technical College Student Employee Guidelines. I have been provided a copy of these guidelines and agree to adhere to the provisions contained therein.

_____ _____

Signature of Student Employee Date

_____

Student Employee Name (Please Print)

**This form will be retained by Human Resources in the student employee's file.

MARION TECHNICAL COLLEGE
ADMINISTRATIVE PROCEDURES

AP 435 Emergency Student Loan **Established 3-21-07**
Approved 12-12-25

POLICY:

(A) An emergency student loan ("loan") may be granted to Marion Technical College students to provide a means of financial assistance for a short period of time as determined by the Financial Aid Office. Emergency student loans are available to students expecting a financial aid refund who may need funds to cover expenses until financial aid refunds are distributed.

(1) A student whose refund will be less than the maximum available loan may not receive a loan (which includes the applicable service charge) exceeding the total of their expected refund.

(2) A student who will not receive a financial aid refund is not eligible for an emergency student loan.

(3) Additional non-academic supports outside of this policy may be available from the College's Connections Center.

(B) The maximum loan available is five hundred dollars ($500) per term.

(1) If a student receiving the emergency student loan is expected to receive a refund from the College (e.g., financial aid refund, refund for a course dropped), the emergency student loan may be repaid through a deduction to the refund.

(2) Each emergency student loan shall be assessed a $20 non-refundable service charge. The total of the emergency student loan may not exceed the five hundred dollars maximum plus the service charge.

(C) The Financial Aid Office will accept emergency loan applications each eight-week session beginning on the first day financial aid credits are available in the bookstore through the posted date of financial aid disbursements of the session.

(1) Published dates for each term may be found in the College's official academic calendar, which is maintained by the Registrar's Office.

(D) A student may receive only one emergency loan each academic term.

(E) Eligibility:

(1) In order to be eligible for an emergency student loan, a student must:

(a) Be in good academic standing according to *AP 431 – Financial Aid: Satisfactory Academic Progress (SAP)*.

(b) Be registered for at least four (4) credit hours of classes at MTC.

(c) Have attended more than one academic term.

(d) Have no outstanding financial obligations to the College.

(e) Have completed a FAFSA.

(F) If the emergency student loan is not repaid via a refund to the student, as outlined in (B)(1), the student must follow the below steps to repay the loan:

(1) Payment must be made to the Business Office.

(2) Payments may be made throughout the loan period.

(3) The loan balance and service charge must be paid on or before the due date specified on the student's promissory note.

(4) For emergency loans issued before the distribution of excess financial aid funds, the amount of the loan will be deducted from any funds due the student.

(G) Penalties for Late Payment:

(1) If the loan is not paid by the due date, the College will place a hold on the student's account and prohibit future registration at the College. The student will also be ineligible for future loans or other College-based financial assistance.

(2) A penalty fee of five dollars ($5) will be assessed for each month (or part thereof) the student is delinquent in repaying his or her loan. No penalty fee is charged if payment is received up to ten (10) days after the due date.

(3) Loans unpaid 90 days after their due date will be turned over to the Ohio Attorney General's Office for collection.

PROCEDURE:

(A) The student must first have an interview with a Financial Aid Officer to determine the student's eligibility.

(B) If eligible, the student will sign and receive a copy of the promissory note specifying the amount, conditions, and due date of the loan.

(C) The Business Office will issue the student a reminder 30 days prior to the loan due date and inform them of the penalties for late payment.

PRIOR EFFECTIVE DATES: 3-21-07; 11-17-09; 2-8-11; 11-21-12; 2-28-24

TECHNICAL CHANGES:

AP 440 Student Complaints **Effective 6-16-98**
Approved 10-12-26

DEFINITIONS:

(A) Complaint: A claim or assertion that a student has been adversely affected by a violation or misapplication by the College of: (1) a College policy; (2) an administrative procedure; (3) an administrative rule or regulation; or (4) a state or federal statute.

(B) Formal Complaint: A written complaint submitted by a student or on behalf of a student and received by an employee of the College.

(C) Student: (1) an individual who is currently enrolled; (2) an inactive student who has attended within the past academic year that can return without reapplying for admission; or (3) a graduate of less than two years.

(D) Complainant: The student(s) who makes a complaint or files a formal report.

(E) Respondent: The employee(s) and/or department(s) that are the subject of a complaint.

(F) Retaliation: The act of treating an individual(s) less favorably, knowingly or unknowingly punishing or denying access to services of the College, or adverse action taken against an individual for their role in the informal or formal complaint process. Retaliation can take many forms, including intimidation, threats, or coercion; this definition is not all inclusive.

(G) Business Days: Days when the College is open for normal business operations, generally Monday through Friday. Exceptions include holidays or emergency closings.

(H) Written or In Writing: All notifications and communications related to the complaint shall be in writing, which includes email form.

POLICY:

(A) The purpose of this policy is to provide a method of due process for the resolution of issues between students and Marion Technical College, or a person(s) acting for the College, such as an instructor, administrator, or other employee of the College. These procedures are designed to afford simplicity, speed, and high standards of fairness to all parties.

(B) Inclusion:

(1) A student believing that they have a legitimate complaint arising from the action or inaction of the College, or a person(s) acting on behalf of the College, may file a formal complaint under this policy.

(2) The process outlined within this policy shall also be utilized to respond to student complaints under the following rules, as denoted within each rule:

(a) *3357: 10-1-15 Freedom of Expression and Preventing Harassment;*

(b) *3357: 10-1-17 Testing Your Faith Act; or,*

(c) *3357: 10-1-47 Combatting Harassment and Intimidation.*

(C) Exclusion:

(1) All action involving dissatisfaction with grades are excluded from the scope of this policy and should be handled according to *AP 568 – Appealing a Final Course Grade*.

(2) Students charged with allegations of academic misconduct must follow the process outlined in *AP 521 – Academic Misconduct* prior to filing a complaint. Students cannot file a complaint for any decision considered final; however, complaints about how the process was handled are within the scope of this policy. An appeal of a decision issued under *AP 521* must follow the process outlined within *AP 521*.

(3) Students charged with allegations of violating the Student Code of Conduct must follow the process outlined in *AP 420 – Student Code of Conduct* prior to filing a complaint. Students cannot file a complaint for any decision considered final; however, complaints about how the process was handled are within the scope of this policy. An appeal of a decision issued under *AP 420* must follow the process outlined within *AP 420*.

(D) Any student who has encountered a barrier to access or believes they have been improperly denied the benefit of, or access to, a program, service, or activity, such as classroom accommodations, disparate treatment due to a disability or impairment, or other concerns, may file a report to the Disability Services Office (ds@mtc.edu). Should a student have a complaint against the Disability Services Office or any decision made by that office, the complaint should be submitted to and addressed by the President's Office following the procedures of this policy.

(E) Retaliation by any student(s) or employee(s) in regard to a complaint, formal complaint, resolution, or involvement in the complaint process is expressly prohibited and will be handled in accordance with *AP 420 – Student Code of Conduct and Disciplinary Action* or *AP 306 – Disciplinary Action*.

(F) All formal complaints will be received and reviewed by the Chief Student Affairs Officer (CSAO)[1]. The CSAO will ensure the procedures below are followed to ensure a prompt, fair, and judicious process is afforded to all students.

[1] The current CSAO is the AVP of Student Success and Engagement.

(G) If the complaint involves a question of judgment or opinion not covered by the scope of the College's policies or rules, the President's Office will review the formal complaint and provide guidance to the CSAO to attempt to resolve the complaint.

(H) The number of days indicated in this policy should be considered as the maximum, and every effort should be made to expedite the process. In some cases, an extension may be necessary to accommodate an absence, a holiday or College closure, or other unforeseen circumstances. If an extension is necessary, the parties will be notified and provided an explanation in writing.

(I) As required by the Higher Learning Commission, the College's accrediting body, the President's Office will keep a record of all formal complaints and associated documentation, documented in the College's online reporting and case management system[2] . These records will be retained for ten years. Appropriate measures will be taken to ensure student anonymity when accrediting bodies, including the Higher Learning Commission, request records pertaining to the College's formal complaints.

PROCEDURES:

(A) If a student has a complaint, they are encouraged to attempt to resolve the matter immediately and informally with the employee in question, but this is not required. A student may instead choose to file a formal complaint.

(B) If the complaint is not solved informally, the process for resolving a formal complaint is as follows:

(1) The student shall submit a formal complaint in writing to the CSAO, preferably within five (5) business days of the informal resolution attempt or incident. If the complaint is submitted outside the five days this may impact the College's ability to resolve the complaint. This can be via the online Student Complaint Form found on the College's website, which is automatically directed to the CSAO, or in writing as a hard copy letter or email. If a student delivers a formal complaint in writing to an employee of the College, the employee should deliver the formal complaint to the President's Office. The President's Office will ensure the formal complaint is delivered to the CSAO.

(2) The formal complaint should include the following information:

(a) The student's contact information (i.e., full name, home address, MTC email address, phone number, and student ID number);

(b) Detailed description of the complaint, including dates, locations, employee(s) dealt with, witnesses, etc.;

(c) Any evidence in support of the complaint;

[2] The College's current online reporting and case management system is Maxient.

(d) Any action(s) to resolve the complaint informally, including the outcomes of the attempt(s); and,

(e) Desired resolution of the complaint.

(3) Complaints may be submitted anonymously; however, the absence of contact information may limit the College's ability to investigate or fully resolve the matter.

(4) The CSAO will review the formal complaint, contact the student to acknowledge receipt, and inform the student of next steps.

(5) Dependent on the nature of the complaint, the CSAO will share the formal complaint with the appropriate supervisor, or the responsible party for a facility or service, of the employee(s) or department(s) cited in the formal complaint (the respondent). The supervisor will review the formal complaint, follow-up with both the student (complainant) and the respondent(s) for clarification of the situation and to ask any pertinent questions, and issue a decision to the student and respondent(s) in writing through the online case management system within five (5) business days of receipt of the formal complaint.

(6) If the student disagrees with the decision and resolution offered by the supervisor, they may request to meet with the respective area Associate Vice President (AVP). Requests must be submitted in writing within five (5) business days after delivery of the outcome notification from the respondent's supervisor.

(a) In situations where the complaint involves an employee(s) or department(s) that directly reports to the AVP conducting the review as the supervisor, the student will meet with a different AVP.

(7) The AVP will review all documentation in the case file, including the formal complaint and the prior decision and resolution, and meet with the student and respondent. The AVP will issue a decision to the student and respondent in writing through the online case management system within five (5) business days of the meeting. The decision of the AVP is final, pending any appeal.

APPEALS:

(A) If a student is not satisfied with the AVP's decision, they may submit an appeal in writing within five (5) business days of the decision letter. Appeals may only be sought on the following grounds:

(1) On a claim of error or bias in the complaint procedures that substantially affected the decision;

(a) Any appeal regarding a procedural error, unfair treatment, or bias in the complaint proceedings must state with specificity the exact procedural defect, statement, or policy deviation being challenged. Broad or

generalized claims of bias, inappropriate questioning, or unfair treatment without specific references to the date, time, or context of the alleged infraction shall be dismissed without review.

(2) On a claim of new evidence or information material to the case that was not known at the time of the complaint or during prior reviews, and which reasonably could have affected the decision;

(a) To substantiate the claim of new evidence or information, the student must demonstrate that the evidence or information was genuinely unknown and could not have been reasonably discovered or obtained through due diligence prior to previous reviews. Information that was known or in their possession prior to the review of the complaint but was not submitted shall not be considered new evidence.

(3) On a claim that the resolution is clearly unreasonable in relation to the findings

(B) Appeals that do not meet the criteria above may be dismissed. It is the respondent's responsibility to provide the necessary information to justify the appeal at time of the request.

(C) The Appeal Officer[3] shall only review the information provided in the case file, including the initial complaint report, supporting evidence provided, meeting notes, and outcome letters; the Appeal Officer may also consider new evidence, as outlined above. An appeal is not a rehearing of the case, but the Appeal Officer may request information from either party if clarification is necessary. The Appeal Officer shall base the decision on the information provided and issue a written decision within ten (10) business days to the student and respondent via the online case management system. The decision of the Appeal Officer is final.

(D) The respondent is not eligible to appeal the outcome of a student complaint. Employees who believe another employee engaged in misconduct, violated College policy, or demonstrated bias during the complaint process may file a formal complaint in accordance with *AP 373 – Employee Complaints.*

(a) The filing of a grievance does not automatically invalidate, suspend, delay, or overturn a decision issued under this policy. To affect the outcome of a student complaint, the employee complaint must demonstrate through specific, documented evidence (e.g., dates, times, statements, actions, policy violations, etc.) that the alleged conduct resulted in material prejudice, denied a procedural right afforded under College policy, or substantially influenced the findings or outcome of the case.

PRIOR APPROVAL DATES: 6-16-98; 9-17-02; 1-27-21; 10-12-26

TECHNICAL CHANGES:

[3] The current Appeal Officer is the Executive Vice President.

AP 450 Career Services **Established 2-20-96**
Approved 9-20-23

POLICY:

(A) Marion Technical College (MTC) offers optional services for those who need assistance selecting a career or college major. Career Services is designed to assist students and alumni in their search for employment. Students and alumni maintain overall responsibility for their career choice and job search. Limited services are also available to members of the community not attending MTC.

(B) Participation with Career Services is voluntary, but each individual seeking assistance is encouraged to contact staff members on campus, via email, or through the online platform[1] utilized by the department.

(C) Career Services at Marion Technical College makes no representations or guarantees about positions or events listed on its website or physical bulletin boards and is not responsible for the safety, wages, working conditions or other aspects of employment. MTC makes no specific or implied guarantees of employment as a result of obtaining a degree or the taking of any courses. It is the responsibility of the individual to take all necessary precautions when interviewing for or accepting any position, and they are responsible for obtaining or confirming any necessary information concerning an employer.

PROCEDURE:

(A) Individuals in need of assistance selecting a college major or career may participate in online Career Services counseling and/or meet with a Career Services staff.

(B) For students or alumni seeking employment assistance, Career Services maintains a database of registered students, alumni, and community members, resumes of registered participants, job opening postings, and related services. These services are provided through the Career Services' online platform.

(C) Students seeking employment assistance should contact Career Services at least six months prior to graduation or the time they wish to be employed.

(D) Registered students will be asked to develop and post an approved resume. In addition, registrants will be notified of job openings submitted by employers. Job openings will be posted on the online platform and on physical jobs boards in College facilities. Other services are available as defined on the Career Services home page and the official program brochure.

[1] The current online platform of Career Services is Handshake.

(E) Employers may post jobs and request resume copies of registered Career Services participants. Job matching and candidate referrals are available upon request.

(F) MTC reserves the right to destroy inactive participant records and resumes after 18 months of inactivity, unless notified by the participant that they wish to remain active. Resumes posted by students, alumni, or community members on online platforms must be removed by the original posters and are not the responsibility of the Career Services staff.

(G) Students and alumni may meet with a Career Services staff member for personal assistance in developing a job search campaign, writing a resume, improving interview skills, and related job search strategies.

(H) Additionally, MTC offers services to assist students seeking transfer or additional education options for advanced education upon graduation.

PRIOR APPROVAL DATES: 2-20-96; 4-16-02; 3-21-13

MARION TECHNICAL COLLEGE
ADMINISTRATIVE POLICY/PROCEDURES

AP 451 Student Organizations **Effective 9-20-23**
Approved 9-20-23

INTRODUCTION:

(A) Student organizations at Marion Technical College are student driven, as students are responsible for forming, leading, and sustaining their organizations. Student organizations serve as an educational experience to promote student growth and development, compliment learning activities, and provide connection and engagement within the College.

(B) Student organization advisors serve as mentors to student officers and aid in advancing the student organization in their purpose.

DEFINITIONS:

(A) Student organization – A student organization that is formally acknowledged by the College to provide an opportunity for students to engage with one another, . For the purposes of this policy, all references to "student organizations" should be understood to mean those registered with the Student Success and Engagement (SSE) department.

POLICY:

(A) A student organization is required to register with the SSE department annually. Registration informs the campus community of College supported organizations that align with the College's mission, vision, and values, as well as provide educational value to its members.

(1) Registered student organizations have access to institutional resources, including, but not limited to, funding, meeting space, and staff support.

(B) All student organizations, and their members, are subject to College rules, policies, and procedures, including, but not limited to, *AP 420 – Student Code of Conduct and Disciplinary Action*. Further, student organizations are subject to federal, state, and local laws. Student organizations found in violation of any of the above will be subject to disciplinary action in accordance with College policy.

(C) A student organization is required to maintain an updated membership roster, which must be submitted to SSE at least once annually.

(D) A student organization is required to update its constitution regularly, particularly when there has been a change in the organization's mission, purpose, learning goals, leadership structure, or policies.

(E) Funding

(1) New student organizations receive $500 to establish their group. All other student organization funding should be acquired through fundraising efforts by the group.

(2) Student organizations may request supplemental funding from the Student Activities budget for programs and events that benefit all students, however additional funding is not guaranteed and dependent on funding availability.

(3) Student organizations that are a chapter of a national organization may receive an annual budget from the College to cover expenses associated with chapter membership, such as chapter dues or induction ceremony fees.

(a) Students are responsible for paying individual membership dues, if applicable. A limited number of scholarships may be available for students with financial need.

(F) Student Organization Advisor

(1) All student organizations must have an advisor, or two co-advisors.

(2) Student organizations may select their advisor or request an advisor be appointed by the SSE department, following solicitation to College employees for interest.

(3) Employees may advise a maximum of two student organizations at one time.

(4) An employee must receive approval from their immediate supervisor to serve as a student organization advisor. The supervisor should consider department needs, employee engagement, conflicts of interest, and time commitment when approving or denying such a request.

(5) An advisor may choose one of the following benefits for their service to the College:

(a) A $600 stipend per semester ($1,200 per academic year).

(i) If this option is selected, advising a student organization should be in addition to normal job responsibilities.

(ii) The stipend is split equally if the student organization has co-advisors.

(b) Counting serving as a student organization advisor in an application for faculty rank and promotion (*AP 360 – Faculty Rank & Promotion*).

(i) If this option is selected, advising a student organization may be included within the employee's normal job responsibilities.

(G) Role of the Advisor

(1) An advisor is expected to do the following when possible:

(a) Attend all meetings and events of the student organization.

(b) Assist with providing direction and facilitating meetings.

(c) Review planned activities and events.

(d) Facilitate and approve purchase requests.

(e) Assist with managing institutional processes including, but not limited to, contracts, travel, purchases, risk management, and legal matters.

(f) Facilitate student growth and development.

(g) Engage students in community services.

(h) Provide supervision for any approved off-campus travel.

(2) Expectations and involvement may vary depending on the activities conducted by the student organization.

(3) An advisor serves as a mentor to the student organization and guides the student leaders in managing the organization's activities. The advisor should assist but ultimately delegate the operation of the organization to the students, including creation of the constitution, completion of annual registration, leading activities, and decision making.

PROCEDURES:

(A) To form a new student organization, at least three students are required to participate. Three of the founding members must be willing to serve as officers (i.e., president, vice president, treasurer), and must be involved in establishing the new student organization.

(1) At least one of the founding members must meet with the Executive Director of Student Success and Engagement (or their designee) to discuss the process for establishing the new student organization.

(a) Officers of a new student organization are responsible for developing the organization's constitution, and registering the organization with the SSE department. These should be submitted to the Executive Director of Student Success and Engagement for approval.

(b) After the constitution and annual registration are submitted, the organization officers, advisor, and Executive Director of Student Success and Engagement will make arrangements with the Business Office to establish the organization's budget. Funds will not be released until the constitution is approved.

(B) Existing student organizations must register annually with the CSSE.

(C) Existing student organizations should review their constitution annually and submit changes as needed.

PRIOR APPROVAL DATES:

TECHNICAL CHANGES: 6-18-25

AP 460 Family Education Rights and Privacy Act (FERPA) **Established 11-21-97**
Approved 12-10-20

POLICY:

(A) Student education records obtained or created by Marion Technical College are the property of the College. The Family Education Rights and Privacy Act (FERPA) U.S.C. Section 1232g: 34 CFR Part 99 affords students' rights with respect to these education records. These rights are:

(1) The right to inspect and review their education records.

(2) The right to seek to amend their education records.

(3) The right to have some control over the disclosure of information from their education records.

(4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the College to comply with the requirements of FERPA.

(B) Students shall be notified of these rights in the Student Handbook.

(C) Definitions.

(1) Student – individual who is attending or has previously attended credit classes at the College.

(2) Education record – record maintained by the College that contains information directly related to a student.

(3) Directory information – data or information not generally considered harmful or an invasion of privacy if disclosed, i.e., name, address including county, email address, telephone number, field of study, dates of attendance, designation of full- or part-time status, degrees, and awards received including dean's list and photographs.

(4) School official – a person employed by the College in an administrative, academic, or professional staff position; a person or company with whom the College has contracted (such as an attorney, auditor, clearinghouse, or collection agent); a person serving on the Board of Trustees; or a student who is employed in the College's offices.

(5) Legitimate educational interest – reviewing an education record in order to fulfill a professional responsibility.

(D) The right to inspect and review their education records.

(1) A student may have access to their education records except as limited under section 99.12 of 34 CFR Part 99 by submitting a written request to the Office of Student Records (OSR).

(2) The OSR will make arrangements for access and notify the student of the time and place where the records may be inspected. If the office does not maintain the records, the student will be notified of the office maintaining the requested records for review.

(3) The College will comply with the request in a timely manner but no later than 45 days business days after receiving the request. Copies will only be made when failure to do so would effectively deny access of the records, such as a former student who does not live within a commuting distance. A fee is charged for copies of education records. The College follows a retention schedule for destruction of records but shall not destroy records if a request for access is pending.

(E) The right to seek to amend their education records.

(1) A student may ask to amend a record they believe is inaccurate or misleading by:

(a) Submitting a request in writing to the appropriate administrator stating the specific information in question and the reasons for the challenge.

(b) The administrator will review the request and notify the student of the decision.

(c) If the record is not amended, the administrator will advise the student of their right to a hearing regarding the request for the amendment, along with information regarding the College's hearing. This procedure shall not be used when disputing grades.

(F) The right to have some control over the disclosure of information from their education records.

(1) A student may allow access to their records by signing and dating a written consent form.

(a) The form must state what records may be disclosed, the purpose for the disclosure, and identify the party or class of parties to whom disclosure may be made.

(2) The College may disclose directory information and data without prior consent from the student. Should a student wish not have these items disclosed, they

may notify the College by changing the directory access code during the registration process each term or by notifying the OSR in writing at any time.

(3) The College also discloses without consent student education records to school officials with legitimate education interests.

(G) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the College to comply with the requirements of FERPA.

(1) A student should contact the OSR if they believe that FERPA is not being followed.

(2) The OSR will review the allegation and notify the student of its findings.

(3) A student may also file a complaint with the U.S. Department of Education by writing to:

U.S. Department of Education
Student Privacy Policy Office
400 Maryland Ave, SW
Washington, DC 20202-8520

(H) The complete version of the Privacy Act is available online.

PRIOR APPROVAL DATES: 11-21-97; 10-21-03; 3-30-18

MARION TECHNICAL COLLEGE
ADMINISTRATIVE POLICY/PROCEDURES

AP 465 Military-Connected Student Support and Assistance **Established 4-14-25**
Approved 4-14-25

INTRODUCTION:

(A) Marion Technical College is committed to supporting military-connected individuals in their pursuit of a degree and/or certificate. This policy outlines the assistance and resources the College will offer to military-connected students, in accordance with Ohio Revised Code Section 3345.421.

DEFINITIONS:

(A) Military-connected students: Veterans, services members, or their family members who qualify for military-related federal and state education benefits.

POLICY:

(A) In support of military-connected students, Marion Technical College will:

(1) Provide a space, upon request, for military-connected students to meet, hold events, or host off-campus guests;

(2) Provide employees to work with military-connected students, including a veterans' services coordinator and VA certifying official;

(3) Refer military-connected students to proper local, state, and/or federal agencies, as needed;

(4) Work with the Ohio Department of Higher Education (ODHE) and other Ohio institutions of higher education to promote a military friendly campus, and share best practices in serving military-connected students effectively (e.g., support of Military Transfer Assurance Guides or MTAGs);

(5) Work with the Ohio Department of Veterans Services (ODVS), Ohio National Guard, and other related community organizations to strengthen resources and policies designed for military-connected students;

(6) Develop partnerships with local primary and secondary Purple Star schools to share resources in support of military-connected students;

(7) Recognize military-connected students at College events, such as graduation ceremonies or Veterans Day celebrations;

(8) Regularly evaluate institutional policies and procedures to alleviate barriers for military-connected students;

(9) Maintain compliance, in partnership with Veterans Affairs (VA), in the proper procedures for certifying officials on campus; and,

(10) Work with other stakeholders (e.g., Ohio General Assembly, workforce partners, higher education institutions) to identify and develop statewide policies to improve the transition to higher education for all students, including military-connected students.

(a) Some examples include, but are not limited to, transfer, MTAGs, credit for prior learning and/or experience, career ladders, or support services.

PRIOR APPROVAL DATES:

TECHNICAL CHANGES:

MARION TECHNICAL COLLEGE
ADMINISTRATIVE POLICY/PROCEDURES

AP 470 Registration **Established 11-16-99**
Approved 2-28-24

POLICY:

(A) Each term students will select the specific courses and sections for which they want to register, complete the necessary forms (if applicable), and pay the appropriate tuition and fees. Depending upon the program, the courses may be pre-selected for the student.

(B) A student may register for a course at any time prior to the first class session for the course section. A student who wishes to register for a course after the first class session must receive approval from their advisor and the course instructor. Additional information about registering for a course is available on the college's website.

(C) Any student who does not pay the applicable tuition and fees by the payment due date, specified on the MTC calendar, will be assessed a one-time $100 late payment fee; this fee is non-refundable.

(1) A student on a deferred payment plan (DPP) at the time of the payment due date is not subject to a late payment fee.

(2) A student assessed a late payment fee may choose to enroll in a DPP, after the late fee has been assessed. The student must still pay the late fee, however the standard $35 DPP service fee will be waived. The late fee will be included throughout the payment installments of the DPP.

(3) A student already registered for courses and with no balance due will not be assessed a late payment fee if an additional course, or courses, are added after the payment due date. The student will have until the census date (15th day) to pay the tuition and fees associated with the added course(s).

(4) A student registering for a course, or courses, after the payment due date is expected to pay for all tuition and fees, or enroll in a DPP, by the following Friday. If payment is not received by close of business on that Friday, the student will be assessed a late payment fee.

(5) Active military and veteran students are exempted from the late payment fee.

(D) Any student, not on a DPP, with a monetary debt due to MTC by the census date (15th day) will be dropped from all courses for the term and issued a refund, as applicable.

(E) A student who owes Marion Technical College (MTC) a monetary debt from a previous term will not be permitted to register for courses

(1) Students participating in a deferred payment plan shall not have their accounts or transcripts held until the registration period for the subsequent academic term.

(2) Students have a right to receive their transcript even if a monetary debt is owed to the College. A student with an institutional debt may request an official transcript, however the student is still subject to payment of the debt. Outstanding debts will be turned over to the Ohio Attorney General's Office for collection after 90 days past due.

PROCEDURES:

(A) Registering for a course or section:

(1) All new students and all students with fewer than twelve (12) credits earned must see a First-Year Advisor, unless assigned to a program/faculty advisor, before registering. The student must follow admission and advising procedures before registering for classes.

(2) Current/continuing students with twelve (12) or more credits earned should register online through the Self-Service portal whenever possible, in accordance with their academic plan. Students who have not yet registered by the first week of classes must register with an advisor in the Center for Student Success and Engagement (CSSE) or the Office of the Registrar (OR), as online registration will be disabled. Students will only be able to add courses that have not yet had their first class meeting.

(3) Students who wish to add a course after the first course meeting must complete the *Late Add* form and submit it to the OR by the last day to add for the term (refer to MTC calendar). The student must get approval from both their advisor and the course instructor, as detailed on the *Late Add* form.

(4) Online courses can be added up until close of business on the third day of the term (Thursday at 5 p.m.) without advisor/course instructor approval.

(5) Procedures for registration at off-campus sites (e. g. high schools, industry, prison) may vary as needed to accommodate students at the sites.

(B) Late payment fee:

(1) The Business Office is responsible for assessing the late payment fee as applicable after the term's payment due date.

(2) Any student applying for federal financial aid will have their circumstance reviewed on a case by case basis to determine if a late payment fee is warranted. All determinations will be made by the Financial Aid Office.

(3) The OR will drop all students with a remaining monetary balance, except students on a DPP, as determined by the Business Office after the census date (15th day)

(4) Waiving of the late payment fee for extenuating circumstances is reserved to representatives of the Business Office and Financial Aid Office.

(C) Holds for non-payment of prior debts:

(1) The Business Office shall inform a student who owes money that registration for the following term will not be accepted until the monetary debt has been paid in full.

(2) The Business Office shall contact a student regarding a refund repayment, past due emergency loan, or overpayment of financial aid.

(3) Written notices of an outstanding balance shall be mailed to the last known address of the student and/or delivered in person when a student registers for the following term.

(4) A student account with a balance 90 days past due will be turned over to the Ohio Attorney General's Office for collection.

PRIOR APPROVAL DATES: 11-16-99; 4-15-03; 6-14-19; 10-25-22

AP 474 Class Registration Change **Approved 1-24-17**

POLICY:

(A) A student may drop or add a class or classes by completing the appropriate class registration change form available from the Office of Student Records.

(1) A student may add a class or classes through the fifth class day of the term.

(2) A student may drop a class or classes through the tenth class day before the end of the term.

(B) A student dropping a class or classes is subject to the following transcript indication:

(1) No indication of course registration is recorded on the student's transcript when the student drops on or before the fourteenth calendar day after the first day of classes.

(2) On the fifteenth calendar day after the first day of classes and thereafter through the tenth day before the end of the term the student will receive a "W" on his or her transcript.

(3) In the case of a student's death prior to the tenth class day before the end of the term, the student will receive a "W" on his or her sealed transcript. If a student dies after the tenth day before the end of the term, the student will receive the grade he or she was earning.

(4) A "W" is recorded on the student's transcript; however, it has no effect on the student's computed grade point average.

(C) After the tenth class day before the end of the term, no drop forms will be accepted.

(D) All dates are determined by the day the form is postmarked or received in the Office of Student Records.

PROCEDURES:

(A) A student dropping or adding a class or classes completes the appropriate class registration form.

(B) The completed form is signed and dated by the student and acknowledged by a College representative. The student is given his or her copy.

(C) The Office of Student Records retains a copy of all forms and distributes other copies to the Academic Area and Business Office.

PRIOR EFFECTIVE DATES: 4-21-98; 11-19-02

MARION TECHNICAL COLLEGE
ADMINISTRATIVE POLICY/PROCEDURES

AP 475 Section Transfers **Established 4-15-97**
Approved 12-12-25

POLICY:

(A) A student may change course sections after the drop/add period by emailing registrar@mtc.edu or their academic advisor from their MTC email address.

(B) Section transfers may occur from the first week of classes through the last day to withdraw of each term.

(1) This applies to all term lengths, including 16-week, 10-week, first session, and second session courses.

(2) A section transfer from either a 16-week or first session course to the same course in a second session must follow the dates above, but will be processed as a drop/add and coded as a section transfer.

(C) A student requesting a section transfer must obtain permission from the instructor of the section they wish to enter. If the desired section is full, the OR will not process the transfer without prior academic department approval.

PROCEDURES:

(A) The student shall complete a section transfer by emailing registrar@mtc.edu or their academic advisor from their MTC email address.

(B) Upon receipt, the OR will notify the student's advisor to assist with the section transfer process.

(C) Once approved by the new instructor, the OR will record a note in the student information system (SIS)[1], and process the section transfer.

(D) The OR will retain email correspondence as the official record and share copies electronically with the appropriate academic advisor or academic area as needed.

PRIOR APPROVAL DATES: 4-15-97; 1-15-02; 1-24-17; 10-25-22

TECHNICAL CHANGES:

[1] The College's current student information system is PowerCampus.

MARION TECHNICAL COLLEGE
ADMINISTRATIVE POLICY/PROCEDURES

AP 477 Audit **Established 4-15-97**
Approved 2-28-24

DEFINITIONS:

(A) Audit – A registration status allowing a student to attend a course without receiving academic credit.

POLICY:

(A) A student who wishes to take a course without credit may choose to audit the course by completing an *Audit Request* form and submitting it to the Office of the Registrar.
(B) Any student may apply to audit a course.
(C) Parameters:
  (1) A student auditing a course must first be eligible for admission to the College.
  (2) A course may only be audited if the student has met any prerequisites tied to the course, and has the approval of the instructor, director, or dean.
  (3) A student may only audit a course one time.
  (4) A course may only be audited as space permits. A student wishing to audit a course will have their registration processed after all credit-seeking students are registered.
  (5) An audited course does not fulfill degree or certificate requirements.
  (6) A student auditing a course is not required to take examinations, and does not receive grades or earn credits for the course. However, the student is still entitled to the instructional services provided to credit seeking students in the course.
  (7) An instructor may request to withdraw a student who is auditing a course if the student is interfering with the learning of others in the course, in accordance with *AP 420 – Student Code of Conduct and Disciplinary Action*.
(D) Payment:
  (1) A student auditing a course is still subject to the tuition and fees associated with the course.
  (2) Financial aid (e.g., scholarships, grants, discounts, or loans) may not be used to cover the cost of an audited course, and therefore the audited course does not count toward the student's financial aid eligibility.

PROCEDURES:

(A) The mark of "R" for Audit is recorded on the student's permanent record for the course. The symbol "R" is explained in the grade legend.

(B) An audited course is not included in the computation of the cumulative point average, and therefore does not fulfill degree or certificate requirements.

(C) The student may request that a change be made from audit to credit or credit to audit by the end of the first week of class with instructor approval. An audited course cannot be changed to a credit course, or vice versa, after the first week of class.

The Office of the Registrar will notify the student the week before classes to let them know if there is space for the student to audit the course. The Office of the Registrar will notify the instructor, as well, of students auditing the course.

PRIOR APPROVAL DATES: 4-15-97; 1-15-02; 1-24-17

AP 478 Withdrawal/Drop Exception **Established 10-17-16**
Approved 9-20-23

POLICY:

(A) Marion Technical College (MTC) is committed to helping students be successful and on track to complete their educational goals. The College administration has the authority to withdraw a student from the College and to revoke that student's registration at any time for the following reasons:

(1) Registration is in violation of College regulations (e.g., academic ineligibility to register);

(2) Failure to comply with academic requirements (e.g., unsatisfactory class attendance, violation of the learning contract for students on academic probation, etc.)

(3) Failure to pay college tuition and fees by the posted due date.

(4) Disciplinary suspension or dismissal for the remainder of an academic term or longer.

(5) Severe psychological or health problems such that the student cannot be permitted to continue to attend classes.

(6) Other reasons deemed appropriate by the proper administrative officer.

PROCEDURES:

(A) Administrative Withdrawal (AW)

(1) The administrative withdrawal should only be used for dismissal from a program.

(2) The student's academic director or dean may initiate an administrative withdrawal request by completing and submitting an "Academic Withdrawal/Drop Form" to the VP of Academic Affairs and Student Services (VPAASS) and the Office of the Registrar (OR). College administrators wishing to administratively withdraw a student should work collaboratively with the student's academic director or dean to begin the process.

(3) If action is approved, the academic director or dean will notify the student of the administrative withdrawal action and record an "AW" on the student's transcript to denote the withdrawal. The Registrar must authorize the recording of this grade.

(4) An "AW" carries no credit points and is not computed into a student's cumulative GPA.

(5) The Business Office shall determine whether the student is eligible for a tuition refund based upon the College's refund policy, *AP 222 – Refund of Tuition of Fees.*

(B) Retroactive Withdraw (W)

(1) In other cases of administrative withdrawal, the date of the withdrawal and the reason for the withdrawal are used to determine the grade to recorded and the amount of tuition and fees to be assessed or canceled. In most cases, the regular tuition and fee assessment and refund policies of the College prevail. In this case, a retroactive withdrawal may be the best decision which would result in a "W" on the students' transcript which carries no credit points and is not computed into a students' cumulative GPA.

(2) Once the decision has been determined to move forward with the retroactive withdrawal, the "Administrative Withdrawal/Drop Form" should be completed and submitted to the OR.

(C) Administrative Drop

(1) This request should only be requested for the following reasons below. This is not initiated by the student.

(a) Students with documented, extenuating circumstances, including medical emergencies, etc. may be eligible for an administrative drop. An administrative drop must first be requested by the student's academic director, dean, or advisor before the last official day of the term, upon confirmation of the documented circumstances.

(b) Once the request has been sent to the Registrar, the Registrar will work with the Director of Financial Aid to determine the outcome of the request.

(c) The result of an administrative drop would be no transcript notation.

(d) Once decision has been determined to move forward with the administrative drop, the student's academic director, dean, or advisor must complete the Administrative Withdrawal/Drop form and submit it to the Registrar.

(e) In accordance with Ohio Revised Code 3365.036, a College Credit Plus (CCP) student may be administratively dropped with no academic or financial penalty if the student is the child of a military family that is relocated out of state due to a change of station order. See also *AP 407 – Admission: College Credit Plus Program*.

(D) Administrative Drop for Non-Attendance

(1) A student who has not attended a class during the first two weeks of the class session will be administratively dropped from the class; this is not reflected on the student's transcript.

(a) Faculty will record attendance for each day the class meets using the College's electronic grade reporting system[1].

(b) A report will be generated by the Business Office at the end of the 15th day (census date) to indicate which students have been absent the entire first two weeks of each course and maintain a balance. A report will also be generated at the end of the 15th day by the Office of the Registrar (OR) for self-pay students who have not attended the entire first two weeks. The OR will share their report with the Business Office for collaboration. The Business Office will contact the appropriate academic director and/or dean for feedback before students are administratively dropped for non-attendance. A report will also be run by Financial Aid at the end of the 15th day. Financial Aid will review their report, send letters to students who have not attended the entire first two weeks and submit their non-attendance administrative drops to the OR.

(c) Students listed on this report will be dropped from their respective course(s) by the OR. The Business Office will send a notice of the drop to their MTC email address. Instructors will be notified through the College's advising and retention software[2].

PRIOR APPROVAL DATES: 10-17-16; 11-19-19; 3-23-21; 10-25-22

[1] The College's current electronic grade reporting system is PowerCampus Self-Service.
[2] The College's current advising and retention software is AVISO.

MARION TECHNICAL COLLEGE
ADMINISTRATIVE WITHDRAW/DROP FORM

STUDENT NAME: STUDENT ID #:

COURSE # AND TITLE: INSTRUCTOR'S NAME:

STUDENT'S LAST DATE OF CLASS ATTENDANCE: SEMESTER / YEAR:

REASON FOR WITHDRAWAL:

Please Provide documentation (if using Maxient please provide the case file number)

Requested ACTION:

☐ Retroactive Withdraw (W grade assigned[1])

☐ Administrative Withdraw (AW grade assigned[1], program dismissal)

☐ Administrative/Retroactive Drop (no transcript notation[2])

[1]A "W" or "AW" carries no credit points and is not computed into a student's cumulative GPA. Students who received Title IV funds may be financially responsible for returning those funds.
[2] Retroactive drops may not be available to students using Federal Financial Aid.

Academic Dean/Director or advisor Signature: Date:

Provost Signature (if needed - AW): Date:

Director of Financial Aid: Date:

Registrar's Signature: Date:

____ Send email confirmation to initiator to ensure the student is notified.

Form updated 4/15/2025

MARION TECHNICAL COLLEGE
ADMINISTRATIVE POLICY/PROCEDURES

AP 501 Academic Advising **Established 11-17-98**
Approved 3-29-19

POLICY:

(A) Academic advising is available to all students to assist with the timely achievement of their goals. Each student will be assigned to either a first-year advisor or faculty advisor. The academic advisor will offer advice, support, and strategies that promote academic persistence and success.

(B) Information regarding academic advising shall be published in the *Student Handbook*.

PROCEDURE:

(A) Once a student is admitted to the college, new first-time and transfer students will receive initial advising from a first-year advisor in the Student Resource Center (SRC); some exceptions apply, see below. Returning students must first complete the *Returning Student Activation* form. Students returning to the same program they left will receive advising from their previous advisor or program dean/director, provided the individual is still employed by MTC. Students changing to a different program than the program they left will receive advising from an advisor in the SRC. Students not yet admitted to MTC will meet with an admission counselor.

(1) Initial academic advising may be provided by other college employees for students enrolled at off-campus locations or in employee-sponsored programs or training (i.e. College Credit Plus, Prison, Graduate Pathways to Success, etc.).

(2) Non-degree seeking students with clearly articulated educational goals (i.e. taking coursework for certifications or transfer) will be assigned to an advisor from the respective department in which they are taking courses.

(3) Students admitted to a limited enrollment program their first semester at MTC will be assigned a faculty advisor in their program.

(4) Students will transition from a first-year advisor to a faculty advisor in their program of study once designated criteria are met. For limited enrollment programs, this requires admission to the program. For all other programs, students must complete a minimum of nine (9) college-level credits at the 1000-level or above, complete all developmental education coursework required, and be in good academic standing (2.0 GPA).

(B) An academic advisor shall be assigned to each student during their first term of attendance and that assignment shall be communicated to the student. Students will also be notified when they transition from a first-year advisor to a faculty advisor.

(C) Academic advisors shall keep detailed notes documenting interactions and advice/information given to students. General advisor recommendations that are disregarded by the student shall be duly noted on the student's advising record.

(D) Students must comply with other policies relative to academic advising (e.g., Policy #502 – Basic Skills Assessment) that pertain to students' completion of required courses. These policies will be communicated by the academic advisor and will be available in the Student Handbook.

(E) Department deans/directors may use discretion to vary academic advising procedures at off-campus sites or for other special circumstances depending upon the site, employer and/or student requirements, customer service expectations and needs.

PRIOR APPROVAL DATES: 11-17-98; 11-19-02

AP 502 College-Ready Skills Assessment **Established 6-20-95**
Approved 4-26-24

INTRODUCTION:

(A) Students seeking admission to Marion Technical College (the College) possess varying levels of preparation in the necessary academic skills and abilities needed to be successful in college.

POLICY:

(A) To promote student success and completion, the College complies with the Ohio Department of Higher Education (ODHE) recommended threshold scores for remediation-free placement into credit-bearing courses.

(1) Students scoring at or above these threshold scores at Ohio public institutions are guaranteed placement into the appropriate college-level courses.

(2) Students who score below the threshold level(s) are required to follow the College's placement and readiness processes.

(B) The chart below reflects the threshold scores in each readiness area, as determined by ODHE.

<table>
<tr><th>Readiness Area</th><th>ACT</th><th>SAT</th><th>Next Generation Accuplacer</th></tr>
<tr><td>English (Writing) Sub Score*</td><td>18 (or higher)</td><td rowspan="2">Evidence-Based Reading and Writing 480 (or higher)</td><td>Writeplacer 5 or Next Gen Writing 263 (or higher)</td></tr>
<tr><td>Reading Sub Score*</td><td>22 (or higher)</td><td>Next Gen Reading 250 (or higher)</td></tr>
<tr><td>Mathematics Sub Score</td><td>22 (or higher)</td><td>530 (or higher)</td><td>Quantitative Reasoning and Statistics 263 (or higher) or Advanced Algebra and Functions 263 (or higher)</td></tr>
<tr><td colspan="4">*Note that: (1) a student needs both the recommended reading and writing score to be considered remediation-free for an entry-level college composition course; and, (2) scores may be periodically adjusted through ODHE or state processes.</td></tr>
</table>

(C) Students who score below the threshold level(s) are required to follow the College's readiness and placement processes. The College is permitted to determine its own

threshold scores using multiple measures, which may be lower than the ODHE threshold (but not higher).

i) All placement scores are subject to a shelf-life as determined by the appropriate faculty and academic director for the discipline.

ii) The academic directors and faculty in the relevant disciplines will determine the appropriate thresholds for the College using available information, including but not limited to:

(1) Student performance and success rates in relevant courses;
(2) National research and best practices; and/or,
(3) Peer institution benchmarking.

iii) The established College thresholds will be valid for a minimum of one academic year. Thresholds are effective starting fall term through summer term. Any changes made will go into effect in the subsequent academic year.

(D) Students who do not meet ODHE or the College's thresholds are highly encouraged to take a placement assessment(s) prior to enrolling to help the students select the appropriate courses However, the assessments must be completed prior to enrolling in college-level courses that require English, math or reading score prerequisites. Alternatively, students may select to self-place into the lowest level of math or English courses in lieu of placement testing.

(E) Students who are not required to take the College placement assessment(s) are those who, within a set time frame determined by the College:

(1) Have official scores at or above the ODHE threshold level(s) on the ACT, SAT, Accuplacer, or other assessments;

(2) Are considered college-ready as determined through high school transcripts and other evaluations; or,

(3) Have earned credit for appropriate developmental education course or college-level English or math class with a minimum grade of "C" through transfer, life-experience, or credit-by-exam (CBE).

PROCEDURES:

(A) Placement Testing:

(1) During the admission process, the student will be informed of college-ready requirements. and the process for completing placement assessments, if needed. Students are encouraged to complete placement assessments prior to enrolling in courses.

(2) The Testing Center will administer and score all placement assessments, record results, and provide a copy of the results to the student, which includes an explanation of the assessment and course recommendations based on the assessment's results.

(3) The student will meet with an academic advisor to review the results, and other factors, to develop an appropriate course schedule.

(4) Students are permitted to take the placement assessment twice per a 12-month period. If a student wishes to retake a placement, there is a minimum two-week waiting period between attempts. Students with extenuating circumstances may be permitted a third attempt for a $5 fee to be paid to the Business Office prior to scheduling the assessment. The third attempt must be scheduled at least 30 calendar days after the second attempt.

(5) Students who demonstrate college-readiness through other measures, such as high school coursework, previous college coursework, life experience, etc. will have their college-ready placement level assigned manually in the College's student information system[1] by the advising staff.

(B) Placement Guidelines:

(1) Following the annual curriculum process, the Executive Director of Student Success and Engagement will ask the academic directors and faculty in the relevant disciplines to review the current thresholds and submit any changes by early-January.

(2) The Executive Director of Student Success and Engagement will update the internal placement guideline document and distribute to advisors, directors, dean, and related staff (admissions, financial aid, registrar, etc.) by early-February, at least one month prior to the start of fall registration.

(3) Once fall registration has started, no further changes will be made.

(4) Course placement requirements are enforced by the Registrar and Executive Director of Student Success and Engagement. Students enrolled in courses that require college-ready placement who do not have an appropriate placement score or college-ready level assigned may be dropped from courses with such pre-requisite requirements.

PRIOR APPROVAL DATES: 6-20-95; 4-18-00; 6-12-13

[1] The College's current student information system is PowerCampus.

AP 503 Tutoring Program **Established 6-15-04**
Approved 3-16-26

POLICY:

(A) Marion Technical College (MTC) provides free academic support services to all currently enrolled students. These services, which may include tutoring, supplemental instruction (SI), academic skills support, or other evidence-based academic interventions, are offered in multiple modalities, including in-person and online formats, to support student learning and success across a wide range of courses in accordance with the College's mission.

(B) Availability of services depends on staffing, resources, and student demand. Support services are designed to be inclusive and accessible, and reasonable efforts will be made to accommodate diverse student needs.

PROCEDURES:

(A) The Assistant Director of Testing and Tutoring will maintain and publish general guidelines and expectations for participating in academic support services on the MTC Testing and Tutoring website[1]. These guidelines will be provided to both staff and students seeking assistance.

(B) The Assistant Director of Testing and Tutoring, in collaboration with academic departments as appropriate, will determine the schedule, modality, and availability of services each term. Information about available services will be communicated to students through the College's learning management system[2] (LMS), email, and other appropriate channels. Students are responsible for checking schedules and announcements to access services.

(C) Academic support is provided by both professional staff and trained student staff. All tutors and support staff receive training in best practices according to industry standards; details of training will be made publicly available.

(D) Students may access drop-in workshops, study groups, or small group sessions, or may request individualized one-on-one academic support through the College's designated request process. Sessions may be offered in person or online, depending on availability and student need.

[1] www.mtc.edu/testing-tutoring
[2] The College's current LMS is Brightspace.

(E) Faculty or staff who identify students with specific academic support needs may refer them through the College's designated referral software[3]. The Assistant Director of Testing and Tutoring will respond by offering appropriate resources and support to those students and will notify the referring faculty or staff member of the guidance provided.

(F) Faculty or staff who identify a support need affecting multiple students are encouraged to reach out to the Assistant Director of Testing and Tutoring to collaborate on strategies and resources for providing effective group-level support.

(G) Students are expected to use academic support services responsibly; misuse of services may result in temporary or permanent suspension of access. Activities constituting misuse includes, but is not limited to, excessive no-shows or late cancellations, excessive appointment bookings without demonstrated need, Student Code of Conduct violations, academic misconduct related to tutoring, and/or using tutoring as a substitute for instruction or independent learning.

(H) Services may be modified or temporarily suspended during emergencies, holidays, college breaks, or other special circumstances as needed. Students will receive emails and/or Brightspace updates as appropriate.

(I) All academic support staff will respect student privacy and confidentiality in accordance with applicable laws and College policies.

(J) The Assistant Director of Testing and Tutoring will maintain a process to collect and review feedback on academic support services from students, faculty, and staff. Feedback will be used to improve the quality, accessibility, and effectiveness of services.

PRIOR APPROVAL DATES: 6-15-04, 11-1-21

TECHNICAL CHANGES:

[3] The College's current referral software is Watermark.

APPENDIX

This appendix provides a high-level overview of academic support services offered by Marion Technical College (MTC). It is intended to clarify terminology and general expectations. Operational details are maintained and communicated by the Assistant Director of Testing and Tutoring, and include: scheduling instructions, referral processes, training requirements, and attendance thresholds.

Types of Academic Support Services:

MTC offers a range of academic support services designed to meet diverse student needs. Services may include, but are not limited to, the following:

Supplemental Instruction (SI): Tutor-facilitated academic support associated with historically challenging courses. SI may include structured review sessions, collaborative learning activities, or guided study opportunities aligned with course content.

Embedded Tutoring: Tutoring support integrated directly into a course or program. Embedded tutors may attend class sessions, collaborate with instructors, and provide targeted academic support to enrolled students.

One-on-One Tutoring: Individualized academic support tailored to a student's specific learning needs. Sessions may focus on course content, study strategies, or skill development and may be offered in person or online.

Drop-In Tutoring / Tutor Office Hours: Informal academic support available without an appointment during designated times, and may be offered in person or online. These sessions allow students to ask questions, review material, or receive brief assistance as needed.

General Expectations:

Student Expectations:

Students are expected to use support services in a manner consistent with academic integrity standards, including completing their own graded work such as homework, papers, and tests. In addition, students are expected to:

- Attend class regularly, as tutoring does not replace class instruction;
- Engage respectfully in academic support services;
- Arrive prepared and participate actively in sessions; and
- Follow scheduling, cancellation, and attendance guidelines.

Tutor Expectations:

Tutors are expected to support student learning while upholding academic integrity. Tutors are expressly prohibited from completing academic work for students or providing answers to

graded assignments; instead, tutors may offer clarification, suggest strategies, and guide students through examples. In addition, tutors are expected to:

- Use evidence-based instructional strategies;
- Foster inclusive, supportive learning environments;
- Maintain professional boundaries, conduct, and confidentiality; and,
- Follow all College and departmental policies and guidelines.

MARION TECHNICAL COLLEGE
ADMINISTRATIVE POLICY/PROCEDURES

AP 504 Student Computer Requirements **Effective 8-24-20**
Approved 8-24-20

POLICY:

(A) Effective August 24, 2020, all Marion Technical College (MTC) students are required to have access to a computer for use in their coursework. MTC courses, whether online or in-person, utilize an online learning management system (i.e., Canvas), require completion of coursework in digital programs (e.g., Microsoft Word, Access), and require students have access to resources available online. Therefore, in order for students to be successful, access to a computer is critically important.

(B) Students are eligible to use financial aid dollars to purchase a laptop through MTC's online bookstore, e-Campus. The process for purchase is detailed under "procedures." Additionally, students may choose to purchase a laptop or desktop computer with their own money and through their desired vendor and marketplace.

(C) MTC will adopt laptop standards based on the College's curriculum and will notify students of laptop models that will meet the standards. In addition, certain programs may require enhanced standards based on program technology needs.

(1) All laptops available for purchase through the online bookstore will meet the College's laptop standards.

(D) In addition to laptops, MTC may recommend the purchase of accessories, including but not limited to, headsets, microphones, and webcams, for the purposes of instruction. These items are only recommendations, unless specifically required by a program. While students may purchase such items on their own, recommended models may be listed on the online bookstore and may also be purchased using financial aid dollars.

(E) While a variety of laptop models are sufficient, it is important to note that tablets, iPads, MacBooks, and Chromebooks will not meet the College's laptop standards as they are unable to run Microsoft programs used in MTC courses.

PROCEDURES:

(A) Process for students to purchase laptops using financial aid:

(1) All MTC students are eligible to purchase one laptop through the online bookstore with financial aid dollars during their enrollment at the College.

(2) Once tuition and fees are paid by financial aid dollars, any remaining aid will be held by the online bookstore to purchase textbooks and course materials, and a laptop if needed by the student.

(a) While financial aid may be used to purchase laptops, MTC **strongly** encourages all students to first purchase required textbooks and course materials.

(3) The student will select a laptop to purchase using financial aid, and purchase the laptop directly through the online bookstore.

(a) A credit card will be held on file by the online bookstore to ensure the laptop is paid for in full in the event a student terminates their enrollment and financial aid funds are returned.

(4) Laptops will be shipped directly to students, and cannot be held by MTC for pickup. Shipping time frames will be set by the vendor.

(5) If a student changes majors after purchasing a laptop, the student should be referred to their program director to ensure the laptop meets the program's technology needs.

(B) Process for returning a laptop or requesting service:

(1) All laptops purchased through the online bookstore will be the responsibility of the student. MTC does not provide technical support for student-owned laptops.

(2) Should a laptop purchased through the online bookstore be dead on arrival or have performance issues, students must contact the laptop manufacturer.

(3) If a student chooses to return the laptop, the student must contact the online bookstore for assistance.

(C) Process for academic departments to request laptop requirements:

(1) Faculty will assess course software needs for the upcoming academic school year (fall – summer).

(2) Faculty will report any software and programming changes needed, or if no changes are needed, to department director or chair by April 15th for courses starting fall term by completing a Program Laptop Specifications form.

(3) Department directors or chairs will report any new laptop specifications to the Executive Director of IT by May 15th.

(4) The Executive Director of IT will be responsible for researching, reviewing prices, and selecting laptop models that meet the College's minimum laptop standards by May 31st.

(5) The Executive Director of IT will submit selected laptop models to the online bookstore, will share prices with the Controller, and share models with Marketing for publishing on the College's website.

(6) The online bookstore will make the laptop models available for students to purchase online.

MARION TECHNICAL COLLEGE
ADMINISTRATIVE POLICY/PROCEDURE

AP 505 Inclusive Access **Established 11-6-24**
Approved 11-6-24

DEFINITIONS:

(A) Inclusive Access – a method for providing course materials to students in digital form in lieu of individual textbooks (physical or digital). Inclusive access material may include additional educational resources, such as workbooks, problem sets, tutorials, videos, simulations, or interactive software to complement the curriculum of the course.

POLICY:

(A) In accordance with 34 CFR § 668.164(c)(2), the College offers some courses that utilize inclusive access materials for students.

(1) Not all courses utilize inclusive access. Courses utilizing inclusive access will be denoted by the campus bookstore[1].

(2) If a student is unsure if a course utilizes inclusive access, they should contact the course instructor.

(B) Benefits of Inclusive Access:

(1) Inclusive access materials allow the College to source course materials at a discounted rate that can save students money on textbooks, and providing a variety of resources that are otherwise not available through a traditional textbook.

(2) Inclusive access materials, provided through the College's bookstore or a specified platform[2] (dependent on the program), are made available to students registered for the applicable course by the seventh day of classes.

(3) Inclusive access materials are billed to a student directly as a course fee. A student does not need to procure the course materials on their own.

(C) Opt-Out:

(1) In accordance with 34 CFR § 668.164(c)(2)(i)(C), a student may choose to opt-out of utilizing inclusive access for a course or courses.

[1] The College's current bookstore vendor is eCampus.
[2] E.g., Nursing utilizes a platform called ATI.

(2) Choosing to opt-out of inclusive access does not mean a student will be provided an alternative method by their instructor to complete coursework required to satisfactorily complete the course.

(a) In some instances, inclusive access content may include digital labs, quizzes, or other assignments that may be difficult to complete without access to the inclusive access content.

(b) Students are strongly encouraged to first contact their instructor to understand how inclusive access content will be used in the course and how opting-out may impact their ability to satisfactorily complete the course.

(c) A student who has chosen to opt-out of inclusive access will be responsible for procuring applicable course materials from another source.

(i) Some course materials or content made available through inclusive access may not be available from another source.

PROCEDURE:

(A) Opt-Out Process:

(1) A student may choose to opt-out of inclusive access course materials within the first fourteen (14) days of the applicable course by selecting the "Course Materials by eCampus" link within the learning management system[3] site for the course.

(2) A student who opts-out of inclusive access course materials within the first fourteen (14) days will be refunded the cost of the associated course fee.

(a) If a student wishes to opt back in to the inclusive access course materials, they must do so within the first fourteen (14) days of the course. The student will be responsible for repaying the lab fee.

(3) The College bookstore will provide the list of students who have opted-out of inclusive access materials to the Business Office.

(a) The Business Office will provide refunds to the students on the list.

(b) The Business Office will also notify the course instructor and the program directors or applicable associate deans of the opt-out list for the term.

PRIOR APPROVAL DATES:

TECHNICAL CHANGES:

[3] The College's current learning management system is Canvas.

AP 510 Instructor Cancellation of Class **Approved April 20, 2010**

POLICY:

(A) No instructor shall cancel a class session or change the scheduled class time without first receiving the approval of the department dean, director, or program coordinator.

(1) The instructor may only make the decision to cancel a class session if an emergency or unforeseen circumstance occurs at, near, or during the time of the class. In which case, the instructor shall notify the department dean, director, or program coordinator as soon as possible after the class session is cancelled.

(B) The instructor will make every reasonable effort to notify students promptly of any class cancellation.

(1) If the instructor is unable to provide advanced notice, the department dean, director, or program coordinator is responsible to see that all students are notified.

PRIOR APPROVAL DATES: 9-17-02

MARION TECHNICAL COLLEGE
ADMINISTRATIVE POLICY/PROCEDURES

AP 511 Academic Continuity Plan **Established 3-16-26**
Approved 3-16-26

POLICY:

(A) This policy establishes expectations and procedures for managing course changes during an academic term, such as a disruption of instruction due to a change of instructor, course delivery method, or other such disruption.

(B) Instructor Transition:

(1) In the event of an instructor being unable to teach a course as planned, the Course Coordinator, if overseeing faculty, or the appropriate dean or director will assume responsibility for the course, either by teaching the course or assigning the course to another qualified faculty member (e.g., regular faculty member, adjunct faculty member).

(a) Course coordinators should maintain documentation for each course, containing all course requirements and essential information in the event of an unexpected absence or transition.

(2) If the Course Coordinator is unable to teach a course as planned, the appropriate dean or director will assume responsibility for the course.

(C) In certain emergency situations, the Chief Academic Officer (CAO) may override established faculty credentialing requirements, in accordance with the below guidance[1] from the Ohio Department of Higher Education (ODHE):

(1) "Certain individuals may be qualified to teach college-level courses yet not meet the faculty qualification criteria presented here. In such circumstances, it is the responsibility of each institution's chief academic officer to make decisions in consultation with program faculty regarding exceptions and to maintain a record of the justification of those exceptions. Documentation that could be used to support exceptions may include, but is not limited to, publications, licensure, certification, evidence of years of professional experience, and/or professional reputation."[2]

(2) The CAO is responsible for documenting any deviation from the requirements established within *AP 310 – Faculty Credentials*.

(D) Change in Course Delivery Method:

[1] *Guidelines & Procedures for Academic Program Review* (2025)
[2] Chapter Four: Academic Program Requirements (pg. 11)

(1) If a course delivery method is changed during the term (e.g., from in-person to online or from online to in-person) due to an emergency situation:

(a) Students will be notified promptly and provided information and instructions regarding the change.

(b) If another course section(s) is staffed and has available space, affected students will be offered the option of a section transfer, in accordance with *AP 475 – Section Transfer*.

(c) If the affected course is the only available section, students may choose to drop the course or withdraw without penalty, in accordance with *AP 478 – Withdrawal/Drop Exception*.

(E) Communication of Course Changes:

(1) All changes to a course due to a disruption or emergency will be communicated in writing via official College channels, including, but not limited to:

(a) Email; and,

(b) Announcements posted to the learning management system (LMS).

(2) All communication will include:

(a) The reason for the change;

(b) Available options for affected students; and,

(c) Contact information for affected students to seek assistance.

PROCEDURES:

(A) When a course coordinator, director, or dean is aware of disruption to instruction, the employee must notify to the CAO.

(1) The employee must also notify other departments impacted by the disruption (e.g., Payroll to amend payments for a course).

(2) The employee must also notify Disability Services of a transition to a new instructor and/or new modality to ensure limited disruption to student accommodations.

(B) Once notified, academic leadership will work collaboratively to ensure the disruption is resolved based on the guidance within this policy.

PRIOR APPROVAL DATES:

TECHNICAL CHANGES:

MARION TECHNICAL COLLEGE
ADMINISTRATIVE POLICY/PROCEDURES

AP 520 Class Attendance and Recordkeeping **Established 11-19-02**
Approved 3-29-19

POLICY:

(A) A student is expected regularly and punctually to attend all class sessions of courses for which they are registered.

(B) Individual academic departments or programs may establish specific policies and/or procedures for attendance and absences depending upon the nature and location of instruction.

(C) The instructor shall specify the course attendance and tardiness policy in the course syllabus distributed to students and the effect it has on student academic achievement and grading.

(D) The College must maintain and submit accurate attendance data to comply with federal and state guidelines related to financial aid disbursement.

(1) Instructors are required to record accurate attendance data using the college's prevailing attendance system for all class sections for every class meeting. Online sections must submit attendance on a weekly basis.

PROCEDURE:

(A) The Office of Financial Aid sends reminders to the campus community regarding attendance tracking. After the 15th day, if students have not been attending, they will be notified. If a student has been attending and their classwork is current, the student will remain in the class with instructor approval. If no instructor approval is obtained, the student's name will be shared with the Business Office and the Office of Student Records (OSR) and the student will be dropped from the course.

(B) All faculty will be required to verify their roster prior to the 15th day to ensure that all class rosters are correct. If a student has not been attending, the faculty member will report them to the Office of Student Records (OSR) and the student will be dropped administratively. This is not the same as an administrative withdraw.

PRIOR APPROVAL DATES: 11-19-02; 4-20-10

Owner: VP of Academic Affairs & Student Services

AP 521 Academic Integrity **Established 3-17-92**
Approved 10-12-26

DEFINITIONS:

(A) Academic Integrity: The pursuit of scholarly activity and knowledge discovery in an open, honest, and responsible manner.

(B) Academic Misconduct: Any activity that compromises the academic integrity of the College or undermines the educational process. Academic misconduct includes, but is not limited to, knowingly or unknowingly taking, using, or copying another's work and submitting work done, in whole or in part, by another person as one's own; intentionally falsifying information; or taking another's ideas with the intention of using them in a course and/or lab as one's own.

(C) Business Days: Days when the College is open for normal business operations, generally Monday through Friday. Exceptions include holidays or emergency closings

(D) Written or In Writing: All notifications and communications related to student conduct shall be in writing, which includes email form.

(E) Instructor: The faculty member, adjunct faculty member, professor, associate professor, assistant professor, dual-enrollment instructor, or other position with academic teaching responsibility responsible for teaching the course where academic misconduct by a student has been alleged.

(F) Informal Resolution: The voluntary resolution of an alleged violation without a formal hearing, through an agreement between the student and the instructor and when applicable, other involved parties.

(G) Student Conduct Officer: The individual designated by the College to administer the Student Code of Conduct and related procedures, including any designee acting on their behalf.

(H) Hearing: A formal process in which evidence and testimony from both parties is reviewed by a hearing board to determine if a student(s) violated the Academic Integrity policy.

(I) Hearing Board: A formal board tasked with reviewing cases of alleged academic misconduct.

(J) Retaliation: The act of treating an individual(s) less favorably, knowingly or unknowingly punishing or denying access to services of the College, or adverse action taken against an individual for their role in the informal or formal complaint process.

Retaliation can take many forms, including intimidation, threats, or coercion; this definition is not all inclusive.

POLICY:

(A) Integrity is central to the core values of Marion Technical College. The College expects its employees and its students to act with integrity inside and outside of the classroom. Further, academic integrity fosters an environment that celebrates excellence in scholarly activities, including the responsible acquisition of knowledge.

(B) Students are bound to the expectation of academic integrity as they progress in their educational career.

(C) Instances of purported academic misconduct will be resolved through a consistent process outlined within this policy.

(D) The instructor shall report all incidents of academic misconduct to the appropriate Academic Director or Dean and complete the *Academic Misconduct* incident report with a detailed account of the incident and upload any supporting evidence.

(E) The instructor will make the initial determination regarding academic misconduct. Academic misconduct may be found when a student enhances, or attempts to enhance, their own position or that of another student using a dishonest, deceptive, unauthorized, or otherwise unacceptable academic practice, whether intentional or unintentional. A student's intent may be considered when determining the appropriate disciplinary outcome but is not required for a finding of responsibility. Examples include, but are not limited to:

(1) Presenting another person’s words, ideas, research, or work as one’s one without appropriate citation or proper credit given (plagiarism).

(2) Copying answers from another’s quiz, exam, paper, assignment, notes, or book.

(3) Obtaining or using unauthorized external assistance during a quiz, exam, or assignment for credit, including but not limited to:

(a) Providing or receiving aid in connection with a quiz, exam, or assignment;

(b) Use or possession of cameras, phones, text messages, audio recorders, calculators, photocopies, course materials, notes, etc. intended for use during a quiz, exam, or assignment; and/or,

(c) Working with others on a quiz, exam, or assignment when expressly not permitted.

(4) Submitting the same work in more than one class or when repeating a class, unless permission is received in advance from the instructor (self-plagiarism).

(5) Engaging in a deliberate or calculated plan to participate in a dishonest academic practice, such as gaining access to an examination prior to its administration or obtaining information regarding an examination from another student without authorization.

(6) Falsifying clinical, laboratory, internship, field experience, attendance, or similar records.

(7) Fabricating, inventing, or misrepresenting data, research findings, sources, citations, observations, attendance records, laboratory results, or other academic information.

(8) Posting coursework, a quiz, and/or an exam to an online exam-sharing website or otherwise sharing coursework, a quiz, and/or an exam without instructor permission.

(9) Allowing, arranging for, purchasing, selling, receiving, providing, or otherwise facilitating another individual or service to complete a quiz, exam, assignment, or other academic work on one's behalf, or completing academic work for another individual for the purpose of fulfilling an academic requirement. ("contract cheating")

(10) Impersonating another individual, or allowing another individual to impersonate oneself, for the purpose of completing an assignment, examination, quiz, or other academic requirement.

(11) Using artificial intelligence (AI) tools, generative AI platforms, automated writing tools, or similar technologies in a manner prohibited by the instructor, course requirements, assignment instructions, program requirements, or College policy.

PROCEDURES:

(A) Any instructor who suspects a student has committed academic misconduct must notify the student of the allegation and offer the student an opportunity to meet to discuss the allegation. This meeting should occur within five (5) business days of the alleged violation. The instructor should also submit an *Academic Misconduct* incident report via the College's student conduct software[1].

(B) Following the meeting to discuss the allegation:

(1) If the instructor concludes no violation occurred, no further action is required. If an incident report was already filed, the instructor shall notify the CAO's administrative assistant to close the case with no findings.

[1] The College's current student conduct software is Maxient.

(2) If the instructor concludes a violation may have occurred, the instructor should review the policy with the student and inform the student of their rights in regard to accepting responsibility.

(a) If the student accepts responsibility during the instructor meeting (informal resolution), the instructor shall notify the administrative assistant to update the case file with the outcome of the meeting and apply the disciplinary outcome as prescribed below. The administrative assistant will send the student an acknowledgement form, and the student will have five (5) business days to submit the form confirming they received a copy of the policy and have accepted responsibility. The case may then be closed.

(b) If the student does not accept responsibility during the instructor meeting, the student may request a meeting with the academic director or dean of the department of the course in question. The instructor shall notify the administrative assistant to update the case with the outcome of the meeting. The administrative assistant will send the student an acknowledgement form with information regarding next steps, and the student will have five (5) business days from the date of the instructor meeting to meet with the academic director or dean. In the event the instructor is also the dean, the student will bypass this step and proceed to a Hearing Board.

(c) The academic director or dean will review the allegation of academic misconduct, supporting information, and the suggested disciplinary outcome; meet with the student to discuss the allegation, and determine whether the finding and disciplinary outcome should be affirmed, modified, or rescinded. The academic director or dean shall notify the administrative assistant to update the case with the outcome of the meeting and next steps, if any. The student will receive the decision in writing from the administrative assistant via the student's MTC email through the student conduct software.

(d) If the student is found responsible by the academic director or dean but does not agree with the decision, they may request a hearing before a Hearing Board. Steps to request a hearing will be included within the email and must be submitted within five (5) business days of the written decision. Hearing Board proceedings shall follow the process outlined in *AP 421 – Hearing Boards.*

(e) After the hearing is concluded, the Hearing Board shall determine, by majority vote, whether the student has violated the AP 521 - *Academic Integrity*. The student and instructor will be notified in writing of the findings and disciplinary outcome (if any) by the Hearing Facilitator within five (5) business days of the hearing. The Hearing Board

Facilitator will update the case with the outcome of the hearing and close the case, pending any appeal.

(C) If the student fails to respond or attend a meeting or hearing at any point during the process, after documented attempts to notify the student including at least two emails and one phone call, information in support of the allegation will be considered and a decision will be made by the responsible party based on available information. This decision is final, with no appeal unless there are documented extenuating circumstances. The disciplinary outcome will be applied as prescribed below.

(D) The College shall maintain an official written record of the incident report, investigation, supporting evidence, meetings, hearing proceedings, appeals, and outcomes for purposes of documentation in the permanent case file. The Student Conduct Officer (or designee) reserves the right to audio record a hearing to ensure accuracy of the written record. The recording shall be used to prepare and verify the written administrative report summarizing the hearing proceedings. The administrative report, Hearing Board decision statement, and outcome notification letter constitute the official record of the hearing. Audio recordings shall be maintained securely and confidentially within the College's conduct case management system in accordance with record retention requirements, FERPA, and Ohio public records law.

(E) Once an academic misconduct case is closed, if the student is found responsible, a note will be added to the student's official record in the student information system[2]. The note should include the resolution, offense (i.e., first, second, third), and sanction, as well as any relevant case number recorded in the student conduct software system for reference to the full case notes. All notes will be restricted in access, as determined by the Registrar's Office.

DISCIPLINARY OUTCOMES:

(A) Offenses are cumulative across courses, not within a single course. The administrative assistant will notify the instructor of any prior offenses after they have met with the student and reached a decision.

(B) First Offense: If the violation is first offense, the instructor may choose one of two outcomes:

(1) Warning: If the instructor determines the misconduct occurred but was unintentional, they may choose to issue a warning and provide the student with the opportunity to re-do the assignment, quiz, or exam in question. A warning still acknowledges a violation occurred and is still considered a disciplinary sanction for a first offense, but without negative impact to the student's grade.

(a) A warning may only be issued once during a student's tenure at MTC, as opposed to issuing a warning per unique offense. Students are not guaranteed a warning for a first offense. In addition to the warning, the

[2] The College's current student information system is Colleague.

student will be provided with a copy of *AP 521 – Academic Integrity* and will sign a form acknowledging receipt of the policy. A warning must be reported in the student conduct software and shall be documented as a "responsible" finding.

(2) Zero ("0") for the assignment, quiz, or exam in question. In addition to the first offense, the student will be provided a copy of *AP 521* and will sign a form acknowledging receipt of the policy.

(C) Second Offense: Student assigned a failing grade for the course.

(D) Third Offense: Based on the recommendation to and approval of the Chief Academic Officer, the student will be suspended from the College for one full academic year (fall/spring/summer terms). If the student is found responsible for a violation after the official withdrawal date for the term, the student may be permitted to complete any in-progress courses within the same term of the violation with approval from the Chief Academic Officer.

(E) A readmitted student, that had been suspended for academic misconduct, will be expelled upon any single, subsequent offense of academic misconduct after readmittance.

(F) For first and second offenses, other sanctions may be applied as deemed appropriate by the deciding party, including but not limited to completing a citation/plagiarism course, writing a reflection paper, meeting with a tutor or academic skills coach, etc.

(G) Students in limited enrollment programs may be subject to additional disciplinary measures, as outlined in program policies and/or handbooks. Academic integrity violations may result in dismissal from the program. Students shall not be removed from a program until all proceedings have concluded, including the appeal (if applicable), with findings that the student is responsible for violating *AP 521*.

(H) Select sanctions imposed will be denoted on a student's transcript as applicable (e.g., failed course).

APPEALS:

(A) The respondent(s) maintain the right to appeal the Hearing Board's decision by submitting a Request for Appeal Form within five (5) business days of the decision. All appeal procedures will be conducted in accordance with AP 421 – *Hearing Boards.*

(B) An appeal may only be sought on the following grounds:

(1) On a claim of error in the hearing procedure that substantially affected the decision;

(2) On a claim of new evidence or information material to the case that was not known at the time of the hearing and which reasonably could have affected the decision of the hearing body;

(3) On a claim that the decision was not based on a preponderance of the evidence;

(4) On a claim that the sanction(s) is grossly disproportionate to the severity of the misconduct; and/or,

(5) On a claim of bias in the hearing procedure.

(C) Appeals that do not meet the criteria above may be dismissed. It is the respondent's responsibility to provide the necessary information to justify the appeal at time of the request.

(D) Informal resolutions cannot be appealed.

(E) Administrative decisions or Hearing Board decisions made due to failure to appear cannot be appealed, unless there are documented extenuating circumstances.

(F) The Appeal Officer[3] shall only review the information provided in the case file, including the incident report, supporting evidence provided by either party, meeting notes, outcome letters, and the hearing board summary and decision rationale. An appeal is not a rehearing of the case, though the Appeal Officer may request more information from either party if clarification is necessary.

(G) Review of the decision and/or sanction by the Appeal Officer may not result in a more severe disciplinary outcome or sanction student. The Appeal Officer may affirm or reduce, but not increase, the outcome imposed by the Hearing Board. If the appeal is granted and the disciplinary outcome is reduced:

(1) First Offense (Warning): the warning will be removed from the student's record.

(2) First offense: the assignment, quiz, or exam will be re-graded on the existing criteria for the assignment, quiz, or exam.

(3) Second offense: the student's grade will be reevaluated based on the criteria for the course.

(4) Third offense: the student's suspension from the College will be reconsidered.

(H) The Appeal Officer will issue a written decision within ten (10) business days of receiving the appeal. The decision of the Appeal Officer shall be final and binding.

PRIOR APPROVAL DATES: 3-17-92; 2-20-96; 9-17-02; 10-17-16; 12-10-20; 1-1-22; 3-16-26; 10-12-26

TECHNICAL CHANGES:

[3] The current appeal officer is the Chief Academic Officer.

AP 522 Student Evaluation of Teaching **Established 12-10-20**
Approved 3-16-26

POLICY:

(A) The Student Evaluation of Teaching (SET) provides a college-wide process for evaluation of all course sections, facilitated through a standard instrument; for this policy, SET is both the process and the instrument.

(B) The SET process is overseen by a team[1] reporting to the Chief Academic Officer (CAO), and is responsible for:

(1) Oversight of SET administration, including the review of data reports, scheduling, and results distribution;

(2) Recommending changes, including policies related to the publication of results, the use of SET in performance evaluations, and the administration of online SETs;

(3) Recommending SET content, including the currency of questions and compliance with applicable laws or regulations[2];

(4) Development of communications and messages to students and faculty; and,

(5) Other SET-related activities, including comparison with peer institutions where possible, review of research literature, and optional approaches to evaluation of teaching.

(C) The SET provides faculty feedback from students for evaluating, improving, and refining instruction.

(1) The SET is one component of faculty evaluation and assessing teaching effectiveness. A faculty member may employ other assessments within their courses to improve instruction, so long as the faculty member also utilizes the SET.

(D) The SET instrument is applicable to a wide variety of instructional settings and focuses on dimensions of teaching performance that are generally acknowledged as being

[1] The Chief Academic Officer has designated the Academic Deans and Directors and a member of IT as the team responsible for reviewing the SET, as outlined in this policy. Other members may be brought in as needed such as faculty and students through in-person meetings or surveys.
[2] Ohio Revised Code 3345.451.

important. The content of the questionnaire and certain aspects of its administration are standardized.

(E) The SET instrument will be reviewed by the team at least every two years.

(F) SET deployment dates will be published every term (i.e., each session within fall, spring, and summer semester) on the matriculation calendar. Non-standard course dates (e.g., College Credit Plus (CCP) courses at a high school, correctional institutions, etc.) will follow the course schedule with deployment modifications requested by the program director or dean.

PROCEDURES:

(A) For each course section, the SET will be completed anonymously by students enrolled in the section.

(B) Course evaluations will be administered the day following the term's final date to withdraw, as listed in the official academic calendar during fall, spring, and summer terms. The SET will be available to students for seven days, beginning at 9 a.m. and ending at 11 p.m. on the seventh day.

(C) While faculty may remind students to complete evaluations, they may not provide any individualized incentives or disincentives, whether explicit or implied, to affect the students' responses on the SET. If the faculty member provides time in class for completion of the SET, the faculty member must be absent from the classroom while students complete the SET.

(D) Confidentiality of the SET must be protected, and it is important that the methods used to maintain confidentiality be clearly communicated to students. SET results will be presented to the course instructor unedited and with student identifiable information removed. Faculty will receive results 24 hours after final grades are due as noted on the official academic calendar.

(1) Data entry will be coordinated by the CAO.

(E) Exemptions:

(1) An opt-out option will be available to individual students for each course at the beginning of the SET. This allows a student to opt out of the SET in one course but complete the SET in another course.

(2) Exemptions to the use of the online SET may include course sections at the correctional institutions or other locations that do not have online access, requiring students to complete a paper copy of the SET. A reasonable effort must be made to ensure student anonymity in the SET process. The completed SETs must be delivered to the CAO mailbox within 48 hours of completion.

(3) Clinicals, practicums, and internships may apply for SET exemptions of other required instruments. For exemption, the director or dean should contact the Helpdesk through email with the following details: request for exemption, course name and number, site, site/clinical supervisor, implementation of course/experience, learning outcomes, academic coordinator, and/or course instructor.

(4) SETs will not be administered for any class containing fewer than five students as of the SET deployment date. If requested or required by an accrediting body irrespective of the number of students in the class, the program director must formally request SET deployment through the Helpdesk email.

(F) Students in need of accommodations should contact Disability Services. Faculty members must provide reasonable accommodations as documented in the student's accommodation letter from Disability Services.

(G) After the course completion, instructors can view the anonymous results through the learning management system[3] (LMS) by entering the completed course, navigating under "my surveys" and selecting "click here to access course evaluations and surveys for course evaluation information and results."

PRIOR APPROVAL DATES: 12-10-20

TECHNICAL CHANGES:

[3] The College's current learning management system is Brightspace.

MARION TECHNICAL COLLEGE
ADMINISTRATIVE POLICY/PROCEDURES

AP 540 Prior Learning Assessment **Established 1-21-03**
Approved 6-18-25

DEFINITIONS:

(A) Prior learning assessment – A process by which the College evaluates one or more demonstrations of a student's prior learning that is potentially worthy of college credit.

POLICY:

(A) The College's prior learning assessment (PLA) process identifies specific knowledge and skills a student has gained and documents and aligns the knowledge with learning outcomes of a college course for the purpose of awarding credit.

(B) Examples of prior learning experiences include, but are not limited to, those demonstrated through:

(1) Employment or work experience;

(2) Skilled volunteer work;

(3) Training;

(4) Certification or licensure;

(5) Credit by exam (CBE);

(6) Advanced placement (AP);

(7) Articulation;

(8) College Level Examination Program (CLEP);

(9) Career-Technical Assurance Guides (CTAG);

(10) Military Transfer Assurance Guides (MTAG);

(11) Industry-Recognized Credential Transfer Assurance Guides (ITAG);

(12) Third-party administered examinations;

(13) ACE guide recommendations;

(14) Self-study;

(15) Military Experiences;

(16) Apprenticeships; and/or,

(17) Transfer courses.

(C) Credits awarded through this process may be used for elective requirements or serve as an equivalency for a specific course(s) in the student's curriculum if the prior learning experience is equivalent to 70% or more of the course content and/or learning outcomes as stated in the course syllabus and supporting curriculum documents.

(D) The College complies with all requirements for prior learning experience through the processes developed by the Ohio Department of Higher Education's (ODHE) Ohio Articulation and Transfer Network (OATN).

(E) The maximum number of credits that can be earned through (PLA) toward a degree or certificate is the total credit hours for the program minus the credit hours that must be completed through enrollment in Marion Technical College courses. This requirement is also known as the "residency requirement;" the College requires 17 credit hours of residency for associate degrees and 24 credit hours of residency for baccalaureate degrees. More information on degree requirements can be found in *AP 580 – Graduation: Degrees and Certificates*.

(1) As an example, for a 60-credit hour associate degree, a maximum of 43 credit hours may be earned through PLA and applied toward completion of the degree.

(F) Responsibilities of the Registrar:

(1) The College Registrar is responsible for maintaining college records and overseeing transcription processes. The Registrar ensures compliance with policies and protects the integrity of academic records.

(2) The Registrar develops the College's policies and procedures for applying for and awarding credit for prior learning.

(G) More information on the types of PLA can be found in Appendix A of this policy.

PRIOR APPROVAL DATES: 1-21-03; 9-18-07; 3-28-13

TECHNICAL CHANGES: 2-2-15

AP 540 – Prior Learning Assessment
Appendix A

Information on PLA

Credit by Examination College Level Examination Program (CLEP)

CLEP assesses proficiency in general education through 33 tests in five subject areas, including mathematics, writing, communications and science. Most CLEP examinations cover lower level and introductory knowledge in these subject areas. The awarding of CLEP credit should be based on two criteria: standard scores recommended by the Commission on Educational Credit for the American Council of Education, and minimum test score achievement as determined by the faculty. Cost is typically $80-90 per test. For more information, visit: http://clep.collegeboard.org

Advanced Placement (AP) Examination:

Per Ohio's Articulation and Transfer Policy, students scoring a 3 or higher on an AP exam will earn credit for the equivalent MTC course or an elective, if it applies to a degree. If there isn't an equivalent MTC course, elective or area credit will be awarded in the relevant academic field and applied toward graduation if allowed in the major. A score of 4 or 5 may result in additional course credits, depending on the subject. For example, a high language score could count towards a humanities course. For subjects with course sequences (like math or science), students should consult the department dean or director to ensure they're ready for advanced courses. MTC credits awarded for AP exams are listed in the College Catalog. AP exams are a series of examinations developed by the College Board for AP High School classes in 19 subject areas. For more information, contact: http://www.collegeboard.com/student/testing/ap/subject

Career-Technical Assurance Guide (CTAG) Credit:

CTAG credits let students who have completed certain career-technical programs in high school or through career centers receive college credit at participating Ohio colleges and universities. If you've taken an approved career-technical course, you can earn college credit for equivalent courses in your degree program, so you don't have to retake them. To get CTAG credit, you need to meet specific criteria, such as passing state-approved exams or completing certain coursework. The credit will then be placed in the CTAV portal and submitted to MTC if the student selected, they would like to receive credit. CTAG credit will be applied automatically as this will help students smoothly transition from high school career-technical programs to college, saving time and money.

Military Transfer Assurance Guide (MTAG) Credit:

MTAG helps military service members and veterans receive college credit for military training and experience. The goal of MTAG is to make it easier for military personnel to transition into higher education by awarding college credit for relevant skills and training they have already completed during their service. This helps reduce the time and cost needed to complete a degree.

MTAG credits are often determined based on recommendations from the American Council on Education (ACE) or other military education programs. It also ensures that these credits are transferable across participating colleges and universities in the state or region.

Industry-Recognized Credential Transfer Assurance Guide (ITAG)

ITAG is another way to award college credit for industry-recognized credentials or certifications that students have earned outside of traditional academic settings. The purpose of ITAG is to create a pathway for individuals who have earned professional certifications to receive college credit, which can help them advance in their education more quickly and efficiently. For example, someone with a certification in information technology, healthcare, or manufacturing might be eligible to receive college credit toward a related degree program. ITAGs are developed with input from industry professionals and educators to ensure that the awarded credits align with the learning outcomes and skills taught in academic programs.

Credit by Examination (College-administered No Fee)

Students cannot take a credit by exam for a course if they've already received a grade for it. Students currently enrolled in a course must drop it before taking a credit by exam. Each course may only have one credit by exam attempt. Students who audit a course can later take a credit by exam to earn full credit. Successful credit by exam results will then be recorded on the transcript but do not affect GPA. Unsuccessful attempts are not recorded.

Certification/Licensure (No Fee)

Students should complete the certification/licensure form and attach a copy of the certification/licensure, such as a certificate of completion or copy of the licensure or a credential verification, to the Registrar's Office. This should include details like the certification/licensure name, issuing organization, and date of completion. Once approved, the PLA credit will be added to the student's transcript.

Articulation

Articulation agreements create a seamless educational pathway from high school to an associate degree, leading to careers in technical fields. For example, an agreement allows graduates of Tri-Rivers Career Center who successfully meet the academic and technical requirements of the Health Careers Academy program to receive college credit for specific courses in the healthcare programs at Marion Technical College.

Military Credit

When awarding credit to students who are veterans or military service members, the College references the Joint Services Transcript (JST), Community College of Air Force (CCAF), and Coast Guard Institute (CGI). The College will use the American Council of Education (ACE) for awarding credit for military experience, education, and/or training obtained during military experience. The recognized procedures include:

1. If military experience, education, and/or training are equivalent to a course that fulfills a general education or degree program requirement, the course credit will count towards graduation. Otherwise, appropriate course credit will be granted for elective credit.
2. Marion Technical College will provide veteran and military service members relevant information on awarding college credit for military education, experience, and/or training.
3. Marion Technical College will maintain a set of institutional polices on the awarding of academic credit for military experience within the academic college catalog.

Life Experience Credit (There is a non-refundable $15 per course credit hour)

Life Experience Credit provides students the opportunity to receive credit for prior knowledge and hands-on experience directly related to their field of study as a substitute for required coursework. Students must submit documentation demonstrating college-level competency gained through occupational experience and/or job training, in the form of a 3-5 page report. The Dean will review the submitted documentation in consultation with the appropriate faculty member and approve or deny the Request for Life Experience Credit. Students will receive notification of the decision from the Office of the Registrar. Upon approval by the Dean, Life Experience Credit will be applied as either elective credits or course substitutions (on an approval basis).

Eligibility: To be eligible for Life Experience Credit, students must meet the following criteria:

1. Not currently enrolled in the course.
2. Have not previously taken or replaced a grade for the course.
3. Have not previously attempted a credit-by-exam for the course.
4. Have a minimum GPA of 2.0 and be registered for at least one other course at Marion Technical College (MTC).

Application Procedure: Students must submit the following to the Dean of the specified department or technology area:

1. Request for Life Experience Credit Form with a receipt from the Business Office (non-refundable $15 per course credit hour).
2. A report (3-5 pages) that:
    - Identifies how previous occupational experience directly relates to the competencies required for the specified course (refer to course syllabus for course competencies).
    - Is typed in essay format and includes:
        - Job description
        - Routine responsibilities (daily, weekly, monthly tasks)
        - Special projects
        - Work environment description (business type, personnel, equipment/software used)

3. Supporting documentation of credentials, including:
    - Resume outlining:
        - Employment history (place of employment, dates, position title, and responsibilities)
        - Education and training background
        - Job descriptions
        - Employer/supervisor statement outlining job responsibilities
    - Education documentation:
        - Degrees or certificates of completion
        - Awards or recognition
    - Portfolio containing examples of relevant work.

If you have questions about this document or AP 540 – Prior Learning Assessment, please contact the Registrar's Office.

(3) If approved by the President, the preliminary approval request is submitted to the Ohio Department of Higher Education (ODHE) and the Higher Learning Commission (HLC), as applicable.

(B) Formal Proposal

(1) If ODHE preliminary approval is granted, and the VP of Academic Affairs and Student Services decides to proceed with program development, a formal proposal will be developed using ODHE guidelines, and comments from internal meetings, focus groups, or an advisory committee. Additional research is conducted and data gathered for the formal proposal by the department sponsoring the new program.

(2) A meeting is scheduled with the President's Cabinet and others selected from appropriate departments to discuss the proposed program.

(3) The VP of Academic Affairs and Student Services reviews and submits the formal proposal to ODHE.

(4) If the formal proposal is approved by ODHE, the VP of Academic Affairs and Student Services initiates a recommendation to the President that the program be approved for implementation.

(5) Upon approval, the Vice President of Academic Affairs and Student Services must submit the following documentation to the Director of Financial Aid at least 120 calendar days prior to the intended implementation date.

(a) Completed Title IV Federal Financial Aid: Eligibility Determination Form

(b) ODHE approval letter

(c) Notice of Intent to Offer Education Program

(d) HLC Action Letter Reaffirmation (on file in President's Office)

(6) Financial Aid will submit the request for approval to the U.S. Department of Education no less than 90 calendar days prior to the intended implementation date. Academic Deans and Directors will be responsible for providing all required documentation for submission.

(7) No Title IV funds will be disbursed to students in the new program until official approval is received from the U.S. Department of Education.

PRIOR APPROVAL DATES: 6-29-93; 4-21-98; 9-17-02

AP 551 Revision of Existing Instructional Programs Approved 10-17-00

POLICY:

(A) Current program summaries and associated College Catalog information are revised through an orderly progression of activities that begin with an assessment of learner requirements and culminate with communication and implementation of revised curricula.

(B) Changes in course titles, credit hours, prerequisites, and descriptions, as well as changes to length of programs and respective courses that comprise programs, will be reflected in the annual ODHE Program Summaries, College Catalog, and the assessment portion of the College's website. Such revisions require the approval of the chief academic officer, who has final responsibility to adopt proposed revisions.

PROCEDURES:

(A) Following department review and interdepartment, advisory committee, and accrediting agency and/or DACUM review, as appropriate, the department dean shall submit proposed revisions to program summary forms to the chief academic officer for approval consideration.

(B) The department dean shall communicate proposed changes to academic programs (i.e., course titles, prerequisites, course descriptions, etc.) to the Registrar, Director of Admission, and Public Relations Director to answer questions and identify operational issues related to the proposed changes.

(C) Upon approval by the chief academic officer, program summary changes will be available throughout the College through a final draft of the College Catalog, and will be available for viewing on the institutional intranet.

(D) Revised program summaries that will be implemented in the subsequent year are submitted to the Ohio Department of Higher Education.

PRIOR APPROVAL DATES: 6-29-93

AP 552 Academic Advisory Committees **Approved 10-17-16**

POLICY:

(A) An advisory committee at Marion Technical College is a group of persons chosen from the community, student body, and state to advise College faculty, administrators, and staff regarding services and programs. The advisory committee is formally organized, and appointed by proper authority for a defined term. The function of an advisory committee is to provide a better understanding of technical education among College constituents and promote a closer cooperation between the College and industry, business, public service agencies, the general public, and professions. It provides a two-way system of communication between the College and the community, which is essential to ensure that the College is meeting genuine needs. The advisory committee serves in an advisory capacity and has no legislative or administrative authority.

(B) Advisory Committees Functions

High quality viable programs and services cannot be attained without the close involvement of knowledgeable persons that are representative of the College's constituency. The dynamic nature of technical education requires that faculty and staff be kept informed of current and anticipated employment, educational, and institutional access needs of the community. In addition, administrators in decision-making positions must work cooperatively with their counter-parts in business, industry, public agencies, and the professions in order to be effective managers. Since the college has a variety of constituents, each with specific needs, more than one type of advisory committee may be organized.

Academic program advisory committees are organized to advise the College regarding programs in specific occupational areas and general education. There are specific committees for active degree programs, specialized curriculums, and programs. The scope of review of an advisory committee may include:

(1) Learning competencies and outcomes of a program needed to prepare students for entrance into a specific occupation.

(2) Curricula that leads to the accomplishment of program competencies and outcomes.

(3) Program currency by identifying the latest and future trends and practices in the occupation.

(4) Appropriate facilities and equipment for the program.

(5) Faculty qualifications to teach in the program.

(6) Market and disseminate information to those who can benefit from the program.

(7) Employment opportunities in the occupation.

(8) Development of effective cooperation among management, labor, and professionals for instructional programming.

(C) Personal Qualifications

The degree of expertise possessed by each advisory committee member is often an influencing factor in the invitation to serve on an advisory committee. This knowledge coupled with a general understanding of the field of education and/or the College's service area, affords the college a rich source of information. The criteria for membership includes:

(1) Willingness to devote valuable time to the committee

(2) Broad range of related experience

(3) Demonstrated leadership

(4) Career commitment

(5) An interest in the advancement of the College

(6) A concern for the community

(D) Term of Membership

Members are appointed annually and may serve more than one term. Membership may be rotated with approximately two-thirds of the committee members reappointed to serve as experienced members.

(E) Selection of Committee Members

Recommendations for committee membership are made by professional, educational, labor, and manufacturing organizations, by faculty, and/or by others. The respective administrator who supervises the program or department for which the advisory committee is formed appoints the prospective members.

(F) Selection of the Chairperson

The committee members will select the Chairperson.

A primary duty of the Chairperson is to preside over all committee meetings. He/she will work closely with the appropriate College administrator and will be consulted when the meeting agenda is prepared. The chair will appoint sub-committees as needed, represent

the advisory committee when appropriate, and see that minutes of each meeting are approved.

(G) Representation of the College

An area administrator, program coordinator, or faculty member will serve as the College representative on the advisory committee. Additional College employees may attend advisory committee meetings but are not considered members of the committee. College representation at meetings should not be so large as to interfere with the efficient functioning of the committee. The number of employees participating in the meeting should not exceed the number of official advisory committee members.

(H) Duties of the College Representative

College representation is present mainly to seek advice, not provide it.

Responsibilities include preparation of an agenda with the chairperson; reproducing minutes; notifying members of time and place of meetings; arranging meeting rooms; and preparing reports. The College will assume the task of providing all clerical assistance needed in the work of the committee, including minutes, mailings, reports, recommendations, and special notices.

(I) Duties of the Committee Secretary

The secretary is responsible for the preparation of minutes and other information as may be necessary. College staff may serve as recording secretary. The secretary shall rely on the College for distribution, reproduction, etc.

(J) Lines of Communication

Marion Technical College will provide copies of the minutes, recommendations, etc. to administrative officers of the College and area administrators or program coordinators and faculty, as needed. A copy of the minutes will be sent to advisory committee members, academic Dean or Director, and chief academic officer.

(K) Number of Members on the Advisory Committees

The number of members will vary in accordance with the committee purpose.

Normally advisory committees should range in number from five to twelve (5-12). The committee should be large enough to lend itself to constructive discussion, and represent a cross-section of constituents including members from special populations, including minorities.

(L) Number of Advisory Committee Meetings

The number of meetings per year depends on the program, the committee, and the tasks to be accomplished. The number of meetings to be held per year should be established by

the advisory committee and adhered to as closely as possible. However, there shall be no less than two actual meetings per year. It may be possible to poll members to solicit opinion in urgent matters. Meetings may be facilitated virtually, i.e., Microsoft Lync software.

PRIOR APPROVAL DATES: 9/28/93; 4/21/98; 9-17-02

AP 553 Curriculum in Effect **Established 11-17-98**
Approved 12-8-17

POLICY:

(A) Each student shall follow the curriculum for his or her selected program as published in the College Catalog that is in effect during his or her first term of enrollment in that program.

(B) A student who interrupts his or her attendance for two consecutive terms (excluding summers) shall follow the curriculum that is in effect upon his or her return.

(C) In the event curriculum changes occur because of course or curricula updating, current students will be permitted to change their curriculum (PDC) to the more current PDC upon Dean or Director approval.

(D) In the event a governing board or accrediting agency requires a curriculum change, the chief academic officer may approve an exception to policy and permit the curriculum change.

PRIOR APPROVAL DATES: 11-17-98; 1-21-03; 10-17-16

AP 554 Credit Hour Definition **Established 1-31-17**
Approved 3-23-21

DEFINITIONS:

(A) Credit hour – A minimum of 750 minutes (semester credit hour) or 500 minutes (quarter credit hour) of formalized instruction that typically requires students to work at out-of-class assignments an average of twice the amount of time as the amount of formalized instruction. Credit hours may be calculated differently for other types of instruction (e.g. laboratory experience, directed practice experience, practicum experience, cooperative work experience, field experience, observation experience, seminar, and studio experience) as long as the credit hour calculations align with commonly accepted practices in higher education and with the regulation of regional accreditors and the federal financial aid program.

(B) Federal credit hour – A credit hour is an amount of work represented in intended learning outcomes and verified by evidence of student achievement that is an institutionally-established equivalency that reasonably approximates not less than:

(1) Fifty minutes of classroom or direct faculty instruction and a minimum of two hours of out-of-class student work each week for approximately fifteen weeks for one semester or trimester hour of credit, or ten to twelve weeks for one quarter hour of credit, or the equivalent amount of work over a different amount of time; or

(2) At least an equivalent amount of work as required in paragraph (1) of this definition for other activities as established by an institution, including laboratory work, internships, practica, studio work, and other academic work leading toward to the award of credit hours.

POLICY:

(A) Marion Technical College (MTC) follows the Ohio Department of Higher Education's (ODHE) and the Higher Learning Commission's policy on credit hour assignments.

PROCEDURES:

(A) MTC's standard course syllabus template shall include language to inform students of the coursework expectation, as outlined by the federal credit hour definition.

(B) This policy shall serve as notice to all employees of credit hour expectations for courses offered by MTC.

PRIOR APPROVAL DATES: 1-31-17

MARION TECHNICAL COLLEGE
ADMINISTRATIVE POLICY/PROCEDURE

AP 555 Distance Education Courses **Established 3-16-26**
Approved 3-16-26

DEFINITIONS:

(A) Academic integrity: The pursuit of scholarly activity and knowledge discovery in an open, honest, and responsible manner, as defined in *AP 521 – Academic Misconduct*.

(B) Distance education: A course or program using technology (e.g., online course) for the purposes of delivering instruction to students in a format that is not in-person. Distance education can take the form of:

(1) Asynchronous delivery, where students access material at their own pace as opposed to a set class meeting time, and may include recorded content in place of real-time engagement with faculty; or,

(2) Synchronous delivery, where students and faculty engage in real-time, and the class meeting time is consistent throughout the term.

(C) Learning management system (LMS): Institutional platform used to deliver course content and assessment across all courses.

POLICY:

(A) To ensure the quality, academic integrity, and credibility of distance education courses and programs, the College has established the following policy and procedures.

(1) This policy applies to all distance education courses and programs, including fully-online, hybrid or blended, and technology enhanced courses offed by the College.

(B) The College verifies student identity for all students in distance education courses through one or more of the following methods:

(1) Secure login credentials, including unique usernames and passwords;

(2) Multi-factor authentication;

(3) Proctored examinations through either online proctoring services (e.g., Lock Down Browser) or in-person testing as needed.

(a) Specific courses may utilize additional academic integrity safeguards (e.g., remote video monitoring) per external requirements (e.g., accreditation).

(4) Regular evaluation of online programs for effectiveness; and/or,

(5) Orientation through the LMS[1].

(C) Academic integrity expectations are outlined in *AP 521 – Academic Misconduct*, and may also communicated to students through the academic catalog, student handbook, and course syllabi.

(1) Violations of academic integrity (e.g., cheating, plagiarism, etc.) will be adjudicated in accordance with *AP 521 – Academic Misconduct.*

(D) In addition to expectations within individual position descriptions, *AP 310 – Faculty Workload*, or other relevant policies, faculty teaching distance education courses are responsible for:

(1) Ensuring alignment among objectives, learning activities, instructional materials, and assessments between distance education and in-person courses;

(2) Upholding institutional and programmatic curricular standards;

(3) Monitoring student participation and assessment activity with the LMS;

(4) Implementing course design best practices (e.g., Quality Matters, ACUE);

(5) Reporting suspected academic integrity violations in accordance with *AP 521 – Academic Misconduct*;

(6) Communicating technical requirements in the course syllabus and directing students to support services as needed;

(7) Designing and delivering courses that meet accessibility standards;

(8) Maintaining accurate course records and documentation within the LMS and student information system (SIS)[2].

(E) Faculty teaching distance education courses on a regular basis are encouraged to participate in regular professional development related to online instruction.

(1) The College provides opportunities for professional development on distance education. A list of opportunities and preferred providers is maintained the Chief Academic Officer (CAO).

(2) Academic deans and directors will work collaboratively with the CAO to ensure faculty receive relevant distance education professional development.

(F) To ensure quality and continuous improvement of distance education, academic deans and directors will select courses within their respective departments to be reviewed by the instructional designer each term.

[1] The College's current LMS is Brightspace.
[2] The College's current SIS is PowerCampus.

(G) Academic deans and directors will assign a mentor to faculty teaching their first distance education course to support quality and best practices.

PRIOR APPROVAL DATES:

TECHNICAL CHANGES:

MARION TECHNICAL COLLEGE
ADMINISTRATIVE POLICY/PROCEDURES

AP 556 Individualized Study **Established 11-16-99**
Approved 2-28-24

POLICY:

(A) The primary purposes of an individualized study course are to provide:

(1) Opportunities for above average students for advanced, special, or interdisciplinary studies.

(2) A method for transfer students to complete credit hour deficiencies.

(3) A way for returning students to demonstrate knowledge required for continuation in a specific program.

(4) An alternative for a student to meet graduation requirements for a particular course or complete a residual number of credit hours.

(B) The individualized study course is not for use when the objectives to be accomplished involve a significant amount of laboratory work that requires supervision, to qualify students for grants or other funding sources, or as a developmental course for an unprepared student.

(C) A maximum of six (6) credits of individualized study may be applied towards a degree. Any exception to this limit must be approved by the Chief Academic Officer.

(D) A student enrolled in an individualized study course is still entitled to the instructional services provided to students enrolled in regular courses.

PROCEDURES:

(A) Before a student may register for or add an individualized study to his or her schedule, the student must:

(1) Contact the department dean to be assigned a sponsoring faculty member to serve as the learning supervisor for the individualized study plan.

(2) Agree upon the scope of the individualized study the sponsoring faculty member has outlined in the syllabus. The individualized study plan outlines the learning outcomes, course objectives, laboratory/clinical requirements, and evaluation criteria.

(a) The number of credit hours shall be determined based on the learning outcomes in alignment with Ohio Department of Higher Education's standards for contact hours.

(b) The student and faculty member(s) shall establish regular meeting times for the purpose of monitoring and evaluating the student's progress.

(3) The syllabus must be attached to the Individualized Study Plan, signed by both the faculty sponsor and student, and submitted to the appropriate dean and the Vice President of Academic Affairs and Student Services for approval.

(4) The approved Individualized Study Plan is forwarded to the Office of Student Records.

(5) The Office of Student Records enters the course into the Management Information System.

(B) Upon completion of required course work, the final grade shall be reported as satisfactory ("C" or higher) or unsatisfactory ("D" or "F").

(C) Documentation of student/instructor meetings and attendance, a copy of all reports, quizzes, tests, laboratory or clinical evaluations, and the instructor's written final evaluation, etc., shall be retained by the faculty supervising the individualized study per normal procedure for records retention.

PRIOR APPROVAL DATES: 1-21-03; 12-11-17

FORMERLY AP 476

AP 560 Grades: Satisfactory/Unsatisfactory Approved 10-17-16

POLICY:

(A) The chief academic officer, in consultation with the appropriate department dean or director, shall specify which College courses shall be graded satisfactory or unsatisfactory and identify the courses in the current College Catalog and subsequent publications.

(B) The mark of "S" shall be used to record either satisfactory progress in or successful completion of courses having an equivalency of grades "A, B, or C." The "S" credit shall be counted as hours only and shall not be considered in determining the grade point average (GPA).

(C) The mark of "U" shall be used to indicate either unsatisfactory progress or unsuccessful completion of courses having an equivalency of "D or F." No credit will be awarded for courses marked "U." This mark shall not be considered in determining the GPA.

PRIOR APPROVAL DATES: 11-16-99; 1-21-03

MARION TECHNICAL COLLEGE
ADMINISTRATIVE POLICY/PROCEDURES

AP 561 Incomplete Grades **Established 11-17-98**
Approved 3-12-20

POLICY:

(A) A student must submit a written request to his/her instructor for an "incomplete" grade before the end of the term in which he/she is enrolled in the course, and prior to the time that grades are due to the Office of Student Records for that term. At the instructor's discretion, a student will be issued a grade of incomplete ("I") if:

(1) The student course work is satisfactory (C or better), but for legitimate and acceptable reasons, a relatively small amount (25% or less) remains to be completed; and,

(2) The student record justifies the expectation that a passing grade would have been earned if the student had completed all required course work.

(B) The student must complete all required coursework within the timeframe specified by the instructor. The extension may not exceed a six-week period following the beginning of the term subsequent to the one in which the "I" was recorded. Under exceptional circumstances and only with the instructor's approval, the student may petition in writing to the academic dean or director for additional time to complete the required course work beyond the 6-week period. The academic dean or director shall consult with the chief academic officer prior to making his or her decision to grant an extension. The time granted normally does not exceed the end of the subsequent term in which the "I" was recorded.

(C) The academic dean or director's decision is final in all matters concerning assigning an incomplete grade and extensions to complete course work.

(D) If the student fails to complete required course work within the time allowed, his or her grade will be calculated based upon the total work completed for the course.

(E) Until the College Registrar records the student's final grade, the credit hours for the incomplete course shall not be counted or considered in the calculation of the student's grade point average or in the determination of satisfactory academic progress for financial aid.

(F) A student may register for a subsequent course that has as a prerequisite**,** or is a sequence of**,** the course for which an "I" has been recorded only if authorization is obtained from the academic dean or director in consultation with the faculty content expert for the course.

PROCEDURE:

(A) Once it has been determined that an Incomplete grade is justified, the instructor will complete the "Assignment of Incomplete Grade Contract" form, obtain the proper signatures, and submit the contract to the OSR prior to when grades are due for that term. This form is also available on the employee Intranet.

(B) Once the approved contract is received by the OSR, the College Registrar will apply the "I" grade to the student's record.

(C) At the conclusion of the allowed time provided to the student, the instructor shall report the student's final course grade to the College Registrar by re-signing the bottom of the original Incomplete Grade Contract form.

(D) The College Registrar will record the student's final course grade on his/her official transcript and notify the student.

(E) If the instructor does not submit the final course grade within the time allowed, the College Registrar will convert the "I" to an "F" grade.

PRIOR APPROVAL DATES: 11-17-98; 11-19-02; 10-17-16

MARION TECHNICAL COLLEGE
ADMINISTRATIVE POLICY/PROCEDURES

AP 563 Academic Standing **Established 6-18-02**
Approved 9-20-23

POLICY:

(A) To be in good academic standing, a student must maintain a minimum cumulative grade point average (GPA) of 2.0 in college-level courses (excludes pre-college, 900-level courses). A student with a cumulative GPA of less than 2.0 is not in good standing and will be placed on academic warning, probation, or suspension status.

(B) This series of steps is dependent on consecutive semesters of being below a 2.0 GPA. If a student returns to good standing and falls below a 2.0 Cumulative GPA again, the cycle will start over.

(1) Academic Warning – 1st semester below 2.0 Cumulative GPA

Registration restricted. Student is notified to see a professional academic advisor, academic program director, or dean to complete a Warning Academic Success Plan and receive approval for registration.

(2) Academic Probation – 2nd (consecutive) semester below 2.0 GPA

Registration restricted. Student is notified to see a professional academic advisor, academic program director, or dean to complete a Probation Academic Success Plan and receive approval for registration. Students on probation may also be required to meet with their advisor on an ongoing basis throughout the term for evaluation of progress.

(3) Academic Suspension – 3rd (consecutive) semester below 2.0 GPA

Student is suspended for one term (excluding summer). In order to return, students must meet with a professional academic advisor, academic program director, or dean to complete a Readmission Academic Success Plan and receive approval for registration. Students who are eligible for readmission are placed back on Academic Probation until they achieve good standing.

a) Exception: Students on Academic Probation who have a term GPA of 2.0 or higher for that term will automatically continue on Academic Probation, even if their cumulative (overall) GPA is below 2.0. No readmission plan or appeal is required, but the student will need to continue working with the professional academic advisor, academic program director, or dean as outlined above for probation status.

(C) The student's status is updated at the end of each succeeding term after grades for the term have been posted.

PROCEDURE:

(A) The Office of the Registrar will update the student's academic status after grades have been posted according to the policy above.

(B) The College Registrar will notify students of their current academic standing (academic warning, academic probation, or academic suspension) by email and mail. This notification will inform the students of their next steps.

(C) The Registrar will send a list of students on academic warning, probation, and suspension status to the Executive Director of Student Success and Engagement, academic program directors, and deans to coordinate departmental outreach during the week following the end of the term.

(D) A student on academic warning or probation who wishes to continue their studies must meet with a professional academic advisor, academic program director, or dean to complete the appropriate academic success plan and obtain approval for previously scheduled courses for the next term and/or future registration.

(1) The professional academic advisor, academic program director, or dean will complete the appropriate academic success plan documentation, which will be provided to the student and saved in the College's advising software.

(2) Students on academic warning, probation, or suspension status will have a "hard stop" placed on their student record to restrict registration. Students may only register after completing the appropriate academic success plan with a professional academic advisors, academic program directors, or dean..

(E) A student who has been suspended may not enroll in the subsequent term. If the student is suspended after spring term, they may not register for summer or fall.

(1) Students with extenuating circumstances who wish to enroll for the subsequent term may file a formal appeal to the Executive Director of Student Success and Engagement to be considered for reinstatement. All appeals will be reviewed by a committee consisting of representatives from student services and academic affairs. If the appeal is granted, the student will return to academic probation status. The committee may also designate specific conditions for reinstatement if the appeal is granted, such as limiting coursework to specific classes or number of credits, requiring regular meetings with an advisor or other student support services, If the student does not achieve minimum requirements for good standing or continued academic probation status by the end of that term, they will be suspended again and unable to appeal a second time.

(2) Students may continue to work with their advisor and other relevant support services during their suspension with the goal of addressing barriers, developing a plan, and preparing for future enrollment.

(3) A student who has been suspended may enroll again after a minimum of one term on suspension, not including summer session. Students returning after a break in enrollment do not need to appeal. In order to return, students must meet with a professional academic advisor, academic program director, or dean to complete a Readmission Academic Success Plan. This plan will outline specific conditions for returning and establish a plan to achieve good standing.

(a) A copy of the Readmission Academic Success plan should be forwarded to the Executive Director of Student Success and Engagement for the student's advising file.

(b) The Executive Director of Student Success and Engagement will forward the approved Readmission Academic Success Plan to the College Registrar for processing. The Registrar will update the student's standing to Academic Probation.

(F) While this process is related to Financial Aid Satisfactory Academic Progress (SAP), it is possible a student will be in or return to good academic standing but still be on probation/suspension status with financial aid due to their credit completion rate per SAP guidelines (67% or two-thirds of courses attempted); additional information on SAP can be found in College policy, *AP 431 – Financial Aid: Satisfactory Academic Progress (SAP)*. Students should work closely with the Financial Aid Office and their academic advisor, academic program director, or dean to understand financial aid requirements and eligibility.

PRIOR APPROVAL DATES: 6-18-02; 9-18-07; 11-1-10; 10-27-14; 8-21-20

AP 564 Reinstatement after Academic Dismissal Approved 1-26-17

POLICY:

Any student who is reinstated following academic dismissal shall be subject to specific academic performance requirements as determined appropriate by the respective department dean or director and the chief academic officer. If the performance record of any reinstated student is not in compliance with the requirements specified, the appropriate department dean or director shall communicate to the chief academic officer whether the student is to continue or be dismissed without further consideration.

PROCEDURE:

(A) Any student who receives a notice of academic dismissal from the College by the chief academic officer shall be required to observe a "waiting period" of at least 90 days before filing a formal petition for reinstatement. The department dean or director may authorize enrollment in a developmental education or Skills for Success course during this "waiting" period.

(B) The student must complete and sign a "*Student Petition for Reinstatement*" form and submit it to the department dean or director.

(C) The department dean or director, in conference with the student, shall outline the specific conditions and develop a plan to help restore the student to a satisfactory academic standing. The student shall sign the plan and be given a copy.

(D) The department dean or director completes and forwards the "*Student Petition for Reinstatement"* form and the plan to the chief academic officer for final approval.

(E) Upon the chief academic officer's approval, the dean or director signs the petition and codes information into the system maintained by the Office of Student Records to reinstate the student. The department dean or director will maintain documentation of the conditions surrounding the reinstatement and subsequent progress toward complying with the stated conditions as necessary. The original form will be given to the Office of Student Records to be placed in the student's official record.

Prior approval dates: 5-21-96; 9-17-02

AP 565 Repeating a Course **Approved 8-27-14**

POLICY:

(A) A student may repeat any course he or she has taken at Marion Technical College (MTC). Department approval may be required to register for certain technical courses.

(B) The credit hours for the prior course are disregarded when a student repeats the course. Only the credit hours for the subsequent course are used in computing the cumulative grade point average (GPA), even though the grade earned in the repeated course may be lower.

(C) Only the credit hours and grade earned for the most recently completed course are applicable toward a degree.

(D) In order to eliminate the first grade from the cumulative GPA, a course that was originally awarded a letter grade (A, B, C, D, or F) upon completion must be repeated for a letter grade, as long as this option is available.

(1) A “failed” course may be repeated until the course is passed.

(2) A “passed” course may only be repeated one time in an effort to improve a student’s grade.

(E) Financial aid restrictions may apply to repeated coursework. A student who intends to repeat a course and use financial aid should contact the Financial Aid Office prior to registering for the course.

PRIOR APPROVAL DATES: 11-17-98; 10-21-03

AP 566 Dean's List **Established 11-19-02**
Approved 3-2-23

POLICY:

(A) A student who achieves a 3.5 or higher cumulative grade point average (GPA) on college-level courses that receive letter grades (excluding "S," "U," "X," or "EM) during any academic term will be named to the Dean's List.

(B) Dean's List status will appear on a student's official transcript.

(C) Students must complete a minimum of six (6) credit hours in qualifying courses within one term to meet Dean's List criteria.

PROCEDURES:

(A) The Office of the Registrar (OR) shall submit to the VP of Academic Affairs and Student Services a list of students meeting the Dean's List criteria after grades are reported and recorded on student transcripts for each term.

(B) The VP of Academic Affairs and Student Services shall notify each student they have been named to the Dean's List.

PRIOR APPROVAL DATES: 11-19-02; 10-21-08

AP 567 Academic Renewal **Established 10-18-94**
Approved 3-23-21

DEFINITIONS:

(A) "Substandard coursework" is defined as courses in which a student received a grade of "D", "F", "FN", or "U."

PHILOSOPHY:

Marion Technical College (MTC) is committed to remaining an "open-door" institution for all who desire to learn.

Recognizing that life circumstances and personal or academic backgrounds sometime impede a learner from achieving and that positive change in individuals occurs, it is consistent with the College's philosophy to afford students an opportunity for academic renewal.

POLICY:

(A) General Renewal Option.

(1) A student returning to MTC after an absence of three calendar years may petition to have substandard coursework disregarded by submitting an *Academic Renewal Petition* form to the VP of Academic Affairs and Student Services.

(2) A student may request academic renewal only once while attending MTC.

(3) A minimum of one term must have been completed at MTC or at another college with a grade of "C" or higher in each course completed subsequent to the coursework to be disregarded.

An official transcript of successful coursework completed at other institutions (or acceptable evidence of other educational achievement) may be submitted in lieu of successful MTC coursework; however, the substandard coursework will not be disregarded until the student enrolls and successfully completes MTC classes.

(4) A maximum of 21 attempted credit hours of coursework may be disregarded.

(5) Disregarded credit hours shall not be used in the computation of the student's cumulative grade point average (GPA); however, these courses will still appear on the student's official transcript. The student's academic record shall be annotated in such a manner to ensure a true and complete academic history.

(6) A student may not submit an academic renewal petition if he or she has previously received a certificate or degree from MTC or is a prospective graduate who is seeking academic renewal merely to graduate with honors.

(B) Interdepartmental Transfer Option.

(1) A student may submit an *Academic Renewal Petition* form when transferring from one academic department to another under the following conditions:

(a) At least one calendar year must have elapsed since completion of the coursework to be disregarded.

(b) Only courses (with a grade of "D", "F", "FN", or "U") that are not in the new curriculum or courses that are no longer available and/or not applicable to the student's curriculum can be disregarded in the GPA computation.

(c) All other academic renewal requirements apply.

(2) Academic renewal granted by MTC does not guarantee that other institutions will approve such action when accepting MTC credits. The respective institution to which credits are being transferred shall make such determination.

(3) The VP of Academic Affairs and Student Services' decision regarding the granting of academic renewal is final.

PROCEDURES:

(A) The student completes and submits the *Academic Renewal Petition* form along with supporting documentation to the VP of Academic Affairs and Student Services' office.

(B) The VP of Academic Affairs and Student Services reviews the form and supporting documentation, indicates a decision, and forwards all documentation to the Registrar for validation and processing. In cases where the petition is denied, the VP of Academic Affairs and Student Services will notify the student in writing, which includes email, of the denial.

(C) The Registrar recalculates the student's cumulative GPA, records the appropriate information on the student's official transcript and in the Student Information System "notes" section, and sends the student a copy of the petition showing the new GPA.

PRIOR APPROVAL DATES: 10-18-94; 1-20-04; 8-27-14

AP 568 Appealing a Final Course Grade **Established 11-19-02**
Approved 12-20-18

POLICY:

A student who believes a final course grade is not accurate may appeal the grade. A student who withdraws from a course cannot initiate or pursue an appeal of a grade in that course. All procedural steps below must be followed sequentially.

PROCEDURE:

(A) Appealing a final course grade.

(1) Within 30 days of course completion, the student shall meet with the instructor(s) to communicate his or her concern(s). Within five (5) days of this meeting, the instructor will communicate her or his decision to the student, in writing.

(2) If not satisfied with the instructor's decision, the student may communicate his or her concern(s) in writing within five (5) days to the academic program director or dean who oversees the area in which the course pertaining to the disputed grade is housed. The director or dean will meet with the student as soon as possible to discuss the student's case. Within 5 days of this meeting, the director or dean will communicate her or his decision to the student, in writing.

(3) If not satisfied with the director's or dean's decision, the student may communicate his or her concern(s) in writing within five (5) days to the Vice President of Academic Affairs & Student Services. The Vice President of Academic Affairs & Student Services will meet with the student as soon as possible to discuss the student's case. Within ten (10) days of this meeting, the Vice President of Academic Affairs & Student Services will communicate her or his decision to the student, in writing. The decision made by the Vice President of Academic Affairs & Student Services will be considered final.

PRIOR APPROVAL DATES: 11-19-02; 9-18-07; 8-27-14

AP 580 Graduation: Degrees and Certificates **Established 5-21-96**
Approved 4-26-24

POLICY:

(A) Degrees and certificates shall be awarded by the Board of Trustees of Marion Technical College (the College) upon the recommendation of the Provost, and transmitted to the Board by the President. The associate degree awarded may be awarded in: Associate of Arts (AA), Associate of Science (AS), Associate of Applied Business (AAB), Associate of Applied Science (AAS), or Associate of Technical Studies (ATS). The baccalaureate degree may be awarded in the Bachelor of Science in Nursing (BSN). The degree must correspond to the academic program requirements, as prescribed and approved by the Ohio Department of Higher Education (ODHE), and in courses having numbers equal to or greater than 1000.

PROCEDURES:

(A) Bachelor of Science in Nursing (BSN):

(1) To earn a Bachelor's of Science in Nursing (BSN) degree, a student must have:

(a) A 2.0 cumulative GPA or higher.

(b) Satisfactorily met all college and curricular requirements for the program.

(a) At least 24 of the semester credit hours must be earned through technical courses in the degree.

(b) Developmental education courses do not apply toward graduation requirements.

(c) Satisfactorily completed the number of semester credit hours required for the curriculum the student is pursuing.

(2) Credit hours are considered satisfactorily completed only if the student has received a grade of "A," "B," "C," "EM," "K," "S," OR "X." A grade of "C" or higher is required to satisfactorily complete courses within all Health Technology programs.

(3) A grade of "C" or better must be earned for any required prerequisite and technical course(s) of the curriculum.

(a) A student is not permitted to enroll in any course for which he or she has received a "D," "F," FN "I," "NG," or "U" grade in the required prerequisite course.

(B) Associate Degrees:

(1) To earn an associate degree from MTC, a student must have:

(a) A 2.0 cumulative GPA or higher.

(b) Satisfactorily met all college and curricular requirements for the program.

(c) Earned a minimum of 17 semester credit hours required in the program through enrollment and attendance in Marion Technical College courses that apply to the curriculum in which the degree is requested.

(i) At least 12 of the semester credit hours must be earned through technical courses in the degree.

(ii) Developmental education courses do not apply toward graduation requirements.

(d) Satisfactorily completed the number of semester credit hours required for the curriculum the student is pursuing.

(i) Credit hours are considered satisfactorily completed only if the student has received a grade of "A," "B," "C," "D," "EM," "K," "S," OR "X." A grade of "C" or higher is required to satisfactorily complete courses within all Health Technology programs.

(ii) A grade of "C" or better must be earned for any required prerequisite and technical course(s) of the curriculum.

(a) A student is not permitted to enroll in any course for which he or she has received a "D," "F," FN "I," "NG," or "U" grade in the required prerequisite course.

(B) Associate of Technical Studies (ATS)

(1) The Associate of Technical Studies (ATS) degree-seeking student must follow the degree requirements stated above and also adhere to the following additional steps:

(a) Satisfactory completion of a minimum of 60 semester credit hours.

(b) Complete and receive approval from his or her advisor for an educational plan that designates the area of concentration and required courses.

(c) The area of concentration can be formed either by:

(i) A coherent combination of a minimum of 30 semester credit hours in technical courses selectively drawn from two or more MTC technical programs. The additional 30 hours must include at least

30 semester hours of non-technical coursework, which includes both general education and applied general education (i.e., "basic") courses. The general education portion of the non-technical coursework must include at least 15 semester credit hours and adhere to ODHE guidelines for awarding an associate degree; or,

(ii) Courses completed or training received by a student at another postsecondary institution, vocational center, employer training, or other educational enterprise judged to be of college level and for which degree credit is awarded, up to a maximum of 30 semester credit hours prior to the declaration of candidacy for the ATS degree.

(iii) Thirty (30) technical credit hours awarded for completing a 900+ clock hour program with an approved industry credential through ODHE's One Year Option.

(C) One-Year Technical Certificate:

To earn a one-year technical certificate, a student must have earned a minimum of 25% of the semester credit hours through enrollment and attendance in Marion Technical College courses that apply to the curriculum in which the certificate is expected, with at least nine (9) of the minimum semester credit hours earned through technical courses.

PRIOR APPROVAL DATES: 5-21-96; 1-15-02; 3-28-13; 8-3-17; 12-21-18; 12-10-20

AP 581 Graduation Petition, Participation, and Fees **Established 11-17-98**
Approved 12-10-20

POLICY:

(A) To apply for graduation, a student must have met all the requirements for degrees or certificates as set forth in Marion Technical College's (MTC) policy pertaining to graduation requirements for degrees and certificates (*AP 580 – Graduation: Degrees and Certificates*).

(B) All students participating in the graduation ceremony are required to wear a cap and gown. Exceptions may be made for ceremonies at the correctional institutions. Any student who elects not to participate in the ceremony will be contacted by the Office of Student Records (OSR) for diploma pick up arrangements. Students who are graduated at the conclusion of summer or fall terms may participate in the following spring graduation ceremony.

(C) All prior financial obligations (to Marion Technical College, the State of Ohio, federal government, etc.) and federal loan program requirements must be fulfilled as a part of the graduation requirement.

PROCEDURE:

(A) Students planning to be graduated at the end of fall, spring, or summer term must complete the online petition form, located on MTC's website by the required deadline date.

(B) The Registrar will begin audits after advisors have reviewed or submitted course substitutions by the required date. A student's advisor or appropriate department dean or director will contact a student not eligible for graduation after the Registrar has audited and consulted with the student's advisor.

(C) The list of graduating students will be provided to the Business Office to review and determine which students have an outstanding balance. The list will also be provided to the Financial Aid Office to review and determine which students must complete an exit interview prior to graduation. The appropriate office shall then notify the Registrar of any graduates having difficulty meeting any graduation obligations, and shall also contact those students to make arrangements needed to meet the requirements. The Registrar is notified by the Business Office and Financial Aid Office as students fulfill their obligations, allowing receipt of their diploma or certificate. Students who do not pay all of their remaining balances or conduct their financial aid exit interviews shall not receive their diplomas but may participate in the graduation ceremony.

(D) Students requesting a reorder of a diploma or certificate shall notify the OSR in writing or via email and submit payment of the reorder fee to the Business Office.

PRIOR APPROVAL DATES: 11-17-98; 1-15-02; 12-21-18

AP 582 Graduation: Academic Recognition Approved 6-18-02

POLICY:

The term Summa Cum Laude (3.90 - 4.00); Magna Cum Laude (3.70 - 3.89); Cum Laude (3.50 - 3.69); will appear on the diploma of a graduate whose academic record warrants such a level of distinction.

PROCEDURE:

The Office of Student Records will check the official files of prospective graduates and designate which students receive recognition.

PRIOR APPROVAL DATES: 6-17-97; 6-29-93

AP 583 Posthumous Degree/Certificate **Established 7-3-18**

POLICY:

A deceased student who did not complete all requirements for his/her degree or certificate at the time of death may be awarded a degree/certificate posthumously provided the following conditions are met:

(1) The student was in good academic standing at the time of death.

(2) The student was within one semester of completing all degree/certificate requirements.

PROCEDURES:

(A) Upon notification of a student's death from any source, the Office of Student Records (OSR) will initiate the posthumous degree or certificate award process.

(B) The OSR will determine eligibility for posthumous degree or certificate and will make a recommendation to the Vice President of Academic Affairs and Student Services for approval. The final decision to award a posthumous degree or certificate is that of the Vice President of Academic Affairs and Student Services.

(D) If receiving a degree, the student's family will be notified of the award and will be invited to the next commencement ceremony. The graduation program will note the degree was awarded posthumously. The student will be recognized at commencement unless the family objects. The family will receive the diploma either at the commencement ceremony or through the mail. Arrangements for participation in the commencement ceremony will be coordinated by the OSR.

(E) If only receiving a certificate, the student's family will be notified of the certificate and will receive the certificate either by mail or the family member may pick-up the certificate in the OSR.

(F) If receiving both a degree and certificate please refer to item (D) of the procedure.

PRIOR EFFECTIVE DATES:

AP 584 Honorary Bachelor's Degree **Established 5-22-18**

POLICY:

(A) The honorary bachelor's degree (Bachelor of Science, honoris causa) is the highest form of recognition offered by Marion Technical College to persons of exceptional distinction. Honorary degrees shall be bestowed by the College President, upon approval by the Board of Trustees. Honorary degrees may be awarded to honor laudable and outstanding service to the College and/or the community at large, or to recognize persons whose lives serve as examples of the College's aspirations for its students. A degree may also be awarded in absentia or posthumously, but only in the case of extraordinary and compelling circumstances.

(B) Additional conditions of eligibility are stated below:

(1) The honoree has made a significant, noteworthy contribution to the College and/or to the community at large;

(2) The honoree has demonstrated an enduring commitment of commendable service to the College;

(3) Current faculty, staff, and Board members are not eligible; upon retirement, resignation, or death these individuals become eligible;

(4) The College will generally award no more than two honorary degrees per academic year.

(C) An honorary degree may recognize attainment in the following areas, where significant contributions have been made:

(1) Educational service – recognizing outstanding service that enhances educational opportunities for the area or that gives personal assistance that leads to the success of individuals in higher education.

(2) Humanitarian service – recognizing exceptionally influential altruism that enhances the quality of life for others in the area.

(3) Servant leadership – recognizing outstanding service that exceeds expectations in any area of leadership and that benefits others and/or enhances their leadership capabilities.

(4) Arts and culture – recognizing outstanding contributions – in any form – to the arts that enhance the quality of life in the area.

(5) Entrepreneurial leadership – recognizing outstanding contributions to business or industry through new enterprises or through innovative management.

PROCEDURE:

(A) The Office of the Vice President of Academic Affairs and Student Services, in collaboration with the Office of the President, shall establish the necessary procedures to implement this policy.

PRIOR APPROVAL DATES:

AP 601 Computer Software Usage **Established 11-17-98**
Approved 3-29-19

POLICY:

(A) This policy applies to the use of all software at Marion Technical College (MTC), including shareware, freeware, evaluation, and any other software with limited or temporary license agreements, as well as commercial software.

(B) It is the responsibility of each MTC employee to use software acquired by the College in accordance with applicable licensing agreements and copyright protections. Unless otherwise provided in the license, any duplication of copyrighted software, except for backup and archival purposes, is a violation of the law. Any unauthorized duplication of copyrighted computer software is contrary to the College's standards of conduct.

(C) It is the responsibility of each MTC employee to ascertain that self-installed software is properly licensed before installing it on College equipment. The IT Department is responsible to ascertain that software it installs is properly licensed before installing it on College equipment.

(D) Each employee is responsible for his/her usage of computer software and any failure to comply with this policy. The College does not accept liability for the use of software that is not acquired by the College and installed by the College information technology staff.

(E) The College grants limited "work at home" use rights to employees in compliance with the manufacturers' licensing agreements. The "work at home" rights of any user terminate when the individual's College employment terminates or the College discontinues the necessary licensing agreement(s). The software must be removed from the employee's personal computer upon termination of employment, or upon notification by the Computer Center that a licensing agreement is discontinued.

(F) Any individual who violates this policy may be subject to disciplinary action up to and including termination of employment, and/or civil or criminal liability. Violations will be handled in accordance through the College disciplinary procedures applicable to the user. An individual desiring to challenge charges of violation or disciplinary action must follow the College grievance procedure applicable to him/her.

(G) Under the current Microsoft Campus Agreement, College employees have free access to Microsoft Office 365 ProPlus for installation on personally owned devices.

PRIOR APPROVAL DATES: 11-17-98; 1-21-03; 10-17-16

AP 602 Use of MTC Electronic Media & Services **Established 4-18-06**
Approved 11-19-19

POLICY:

(A) Acceptable Use Policy

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

(2) Electronic media and services include, but are not limited to: computers, laptops, tablets, servers, file/cloud storage, computer software and applications, networks, e-mail, MTC-owned telephones and mobile devices, voice mail, fax machines, external electronic bulletin boards, online services, intranet, Internet, and the World Wide Web. This policy applies to all users of MTC electronic media and services, whether affiliated with the MTC or not, and whether on-campus or from a remote location.

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

(4) MTC's policies or rules against sexual and other harassment apply fully to these media and services, including use of MTC Wi-Fi on a personal device, e-mail, and the Internet. This includes, but is not limited to, storing, downloading, viewing, listening, sending/distributing or printing any type of sexually-explicit content for any non-business related or entertainment purposes. Therefore, except for curriculum-prescribed research, no e-mail messages shall be created, sent, or solicited and no Internet sites shall be accessed if such action would constitute a violation of these policies. Additionally, the Internet and e-mail system shall not be used for any form of gambling.

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

(6) Incidental and occasional use of these resources for personal purposes is subject to all aspects of MTC policies and rules including provisions relating to monitoring and access. Personal use shall not impede the ability of the user or other users to fulfill their position responsibilities nor shall it adversely affect access to or use of these resources for MTC purposes. Users shall not use these resources for any activity that constitutes a conflict of interest with MTC. Users shall not conduct any portion of a personal commercial business using these MTC resources. Normal supervisory procedures may impose further limits upon personal use.

(7) Users shall not share their MTC user account password with anyone and shall not attempt to learn the password of another user. In case of emergency, IT must be consulted for appropriate access.

(8) Users shall not attempt to use MTC electronic media and services to gain access to information that is not required for their role.

(9) Users shall not attempt to circumvent security or install unapproved software on an MTC computing device.

(B) Privacy

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

(2) Though MTC utilizes numerous methods to prevent unauthorized access to systems and private files, users of these resources should have no expectation of privacy. Information can be revealed by malfunctions, by hackers, through normal operational procedures, and by other means. Confidentiality cannot be assumed even when passwords or other security measures are used.

(3) MTC's electronic systems are designed and maintained exclusively for the benefit of MTC, and the MTC administration reserves the right at any time and without notice to monitor, access, or review any data that is either stored or transmitted. When such monitoring is performed on an employee of MTC, the employee's immediate supervisor, the Director of Human Resources, and the President must be informed of this activity.

(4) Access eligibility expires upon termination or last working day of employment. Hardware and software resources owned by the College and approved for use on personal equipment must be removed and returned when employment with the College ends. All documents and records stored on MTC media are property of

MTC. Authority to access the documents and records of a terminated employee shall be assumed by the employee's immediate supervisor.

(5) Any user who discovers misuse of MTC electronic media or services (including e-mail or Internet) should contact their immediate supervisor, the Director of Human Resources, and IT as necessary.

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

(C) Enforcement

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

(2) Violations shall be handled through MTC's disciplinary procedures applicable to the user.

(3) MTC may temporarily suspend or block a user's access to electronic and/or computing resources prior to the initiation or completion of disciplinary procedures when the integrity, security, or functionality of MTC or its computing resources are at risk or to protect MTC from liability.

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

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

PRIOR APPROVAL DATES: 4-18-06; 10-17-16

AP 603 Information Security Program **Approved 10-17-16**

DEFINITIONS

(A) "Customer" shall be defined as a student or another consumer who has a customer relationship with the College.

(B) "Customer information" is defined as any record containing nonpublic personal information (e.g., names, addresses, phone numbers, bank and credit card account numbers, income and credit histories, and social security numbers) as defined in 16 CFR § 313.3(n), about a customer, whether in paper, electronic, or other form, that is handled or maintained by or on behalf of the College or a College affiliate.

POLICY

(A) In accordance with mandates of the Financial Modernization Act of 1999, also known as the Gramm-Leach-Bliley Act (GLB), Marion Technical College shall develop, implement, and maintain a comprehensive written information security program (ISP) that contains administrative, technical, and physical safeguards to:

(1) Ensure the security and confidentiality of customer information;

(2) Protect against any anticipated threats or hazards to the security of such records; and

(3) Protect against the unauthorized access or use of such information in ways that could result in substantial harm or inconvenience to any customer.

(B) The ISP shall incorporate all relevant institutional policies and procedures and is in addition to any institutional policies and procedures that may be required pursuant to other federal and state laws and regulations, including the Family Educational Rights and Privacy Act (FERPA).

(C) The Executive Director of IT Operations is designated as the information security program Coordinator. The Coordinator shall have overall responsibility for implementing and overseeing the ISP to ensure full compliance with the GLB Act.

(D) The Coordinator shall work with areas of the College that have access to covered data to identify reasonably foreseeable internal and external risks to the security, confidentiality, and integrity of customer information; evaluate the effectiveness of the current safeguards for controlling these risks; design and implement a safeguards program; and regularly monitor and test the program.

(E) Appropriate and adequate employee training on security awareness and safeguarding of customer information shall be provided to all College employees.

(F) All contracts with service providers that are given access to customer information shall include appropriate provisions to ensure the service provider maintains appropriate safeguards for covered data and information.

(G) The Coordinator shall work with appropriate representatives from all College areas that have access to customer information to develop administrative procedures for the full implementation of the information security program.

PRIOR APPROVAL DATES: 4-18-06

AP 710 Guidelines for Assigning Office Space **Established 2-2-2018**

POLICY:

(A) Office space is a College resource assigned to an employee to fulfill work assignments. All physical facilities belong to the College and are assigned to a department, program, or function. Space assignments are subject to change as needed to meet the overall needs and best interests of the College as it fulfills its mission and strategic priorities.

(B) Employees will be provided with a suitable working environment for the type of work they perform. An employee shall not be assigned to more than one office or workspace. Where an employee works in more than one department or office, the employee will be assigned one primary office or workspace.

(C) Each department manager shall have the responsibility and authority with accountability to the area vice president to effectively manage office space assigned to their department, optimizing the use of limited resources to support the mission of the College and departmental goals.

(D) Each department manager shall work with the Facilities and Operations Office to assign offices to their employees based on institutional need, availability, specific accommodations, and suitability for intended use.

When approval is granted to fill a new or vacant position, Human Resources shall contact the department manager, Facilities and Operations Office, and IT to allow preparation of the office for occupancy, including notifying of any needed accommodations. The department manager shall then correspond with the Facilities and Operations Office and IT to ensure the office space is prepared in a timely fashion.

(E) Faculty office assignments.

(1) As a general rule, all full-time faculty members should have access to space for confidential, sensitive, mentoring and personal interactions.

(2) When assigning private offices, priority will be given to full-time faculty. However, full-time faculty whose responsibilities are largely not office based may be required to share office space.

(2) Academic deans shall have the discretion to require full-time faculty to share office space if space is not available to support the assignment of an individual private office to faculty.

(3) Part-time faculty will be required to share office space with one or more part-time faculty.