



TECHNICAL COLLEGE
OF THE LOWCOUNTRY

**POLICY: Grievances and Student Code
Number: 4.4.1**

Responsibility: Student Affairs
Last Updated: March 23, 2023
State Policy/Law: SBTCE Policy 3-2-106

Commission Chair

President

It is the policy of the Technical College of the Lowcountry (TCL) that the State Student Code and Grievance Procedure shall govern conduct and guarantee due process for students enrolled in the College.

The Student Code and Grievance Policy may be revised as needed with approval of the TCL Commission and approval of the State Board for Technical and Comprehensive Education.

STUDENT CODE

The Student Code is a collection of rules, regulations, policies, and procedures that apply to, or otherwise directly impact, students at Technical College of the Lowcountry. Rules stated in the Student Code apply to all TCL students.

Students may file a grievance based on alleged violations of college policy or campus regulations regarding student privacy rights; or discrimination based on race, color, national origin, religion, gender, pregnancy, physical or mental disability, marital status, age, sexual orientation, citizenship, or service in the uniformed services. The complaint of actions must have resulted in injury to the student. Complaints of sexual harassment or assault should be reported to the assigned Title IX Coordinator.

GRIEVANCES

Academic Appeal

TCL students have the right to appeal academic decisions or request for an exception to a college rule or policy on an academic matter. Students are expected to be full participants in academic

advising and thus to be both prepared and engaged in the advising experience. The academic landscape changes constantly, and although advisors can provide advice, each student is ultimately responsible for knowing and understanding the degree requirements and policies related to his/her own academic progress. Petitions based on a lack of knowledge of college requirements do not qualify.

Financial Aid Appeal

Students disqualified from Financial Aid may appeal if there was an extenuating circumstance that affected the student's ability to make academic progress. Examples of extenuating circumstances include but are not limited to:

- Death in the family
- Severe illness or hospitalization
- Various reason which were beyond the student's control

Institutional Grievance

It is the policy of the Technical College of the Lowcountry to maintain ongoing compliance with SACSCOC standards and policies and ensure appropriate grievance procedures and standards of procedural fairness are applied consistently.

Formal institutional grievances must meet the following thresholds:

- The grievance alleges a violation of written college policies or procedures,
- The grievance alleges a written college policy or procedure has been arbitrarily, capriciously or unequally applied, AND
- The grievance has been unsuccessfully resolved through informal resolution strategies, AND
- The grievance has been communicated in writing and asserts that a formal grievance is being filed.

Procedures:

4.4.1.1 Institutional Complaints

4.4.1.2 Student Code for SCTCS

4.4.1.3 Student Grievance for SCTCS

4.4.1.4 Title IX – Sexual Harassment

4.4.1.5 Americans with Disabilities