



The Millard College  
Student Handbook  
2024

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Dear Student,

We are excited that you have chosen to be part of the student body of The Millard College for the 2024 school year. The team in Student Services works diligently to provide and nurture a learning environment that will enhance the potential for your spiritual, emotional, physical, and intellectual development as a college student.

The Student Handbook is designed to provide information you will need to make your time at TMC as productive as possible. The College's policies, standards, rules, and regulations concerning all aspects of college life are described in these pages. Please read this handbook carefully because it will serve as the standard for quality experiences at The Millard College.

Feel free to ask for clarification if you do not understand any of your responsibilities as a member of the TMC community. Orientation week you will be required to sign a statement verifying you have received this handbook and will adhere to the policies, procedures, rules, and regulations of the College as described in these pages.

The Millard College offers you the opportunity to obtain a quality education online in a Christian community. We encourage you to take advantage of every opportunity God gives you to learn and grow!

Know that you already have a fan club cheering you on in Student Services! We would love to get to know you personally. Please feel free to call (606)259-4155 or stop by the office any time for assistance, encouragement or just to say hello. We wish you the best as you "Discover Your Destiny"!

Alanna R. Garden  
Vice President of Student Services

You may contact Student Services by emailing Alanna Garden at [alanna.garden@millardcollege.org](mailto:alanna.garden@millardcollege.org) or calling (606)259-4155.

## **Mission Statement**

We provide world-class education with comprehensive support for people to live their God-given destiny.

## **Statement of Faith**

The Millard College Statement of Faith is rooted in the historic Christian faith as summarized, but not entirely limited to, the following beliefs:

We believe the Bible to be the inspired, inerrant, only infallible, authoritative Word of God.

We believe that there is one God, eternally existent in three persons: Father, Son, and Holy Spirit.

We believe in the deity of our Lord Jesus Christ, in His virgin birth, in His sinless life, in His miracles, in His vicarious and atoning death through His shed blood, in His bodily resurrection, in His ascension to the right hand of the Father, and in His personal return in power and glory.

We believe that for the salvation of the lost and sinful people, regeneration by the Holy Spirit is absolutely essential.

We believe in the present ministry of the Holy Spirit, by whose indwelling, the Christian is enabled to live a Godly life.

We believe in the spiritual formation of believers by discipleship.

We believe in the resurrection of both the saved and the lost; they that are saved unto the resurrection of life and they that are lost unto the resurrection of damnation.

## **Institutional Objectives**

1. Increase the development and offering of programs of instruction based on labor market data regarding regional and national needs.
2. Improve student achievement, enhance the assessment of student learning and utilize evidence to strengthen programs.
3. The Millard College will maintain institutional licensing through the state of Kentucky, and obtain national accreditation through a CHEA-approved accreditation agency by 2023.
4. Develop and provide leadership and training for organizations dedicated to addiction and recovery.

5. Develop and implement a comprehensive system of support programs for student success dedicated to helping students succeed by providing extensive assistance in the areas of academic and career assistance.
6. Offer programs which integrate a Christian worldview consistent with the statement of faith.

## **Student Life**

### **New Student Orientation**

All new students are given the opportunity to take part in New Student Orientation prior to beginning their selected program. After being accepted into an academic program, students will receive an acceptance letter from the Director of Admissions that contains the date of New Student Orientation and important information regarding the day. This information is communicated again the week before orientation. Two forms of orientation are currently offered. One is an online orientation, and the other is a hybrid combining in person and online sessions.

Members of Student Services and the Academic staff facilitate these important sessions.

Orientation covers a wide range of topics including, but not limited to:

- Prayer
- Student expectations
- Online etiquette
- Staff introductions
- President's Message
- College Overview
- Discussion of the Academic Calendar
- Graduate Testimony
- Overview of Student Services
- Course Catalog
- Website
- Written Complaint Procedure
- Technical Support Training
- Question and Answer Session

After the orientation session, student input is gathered and reviewed to identify areas of improvement.

### **Academic Advising**

TMC students will be assigned to an academic advisor before or within the first two days of orientation. Academic advisors will assist students in planning for a program consistent with their abilities and interests, monitor progress toward educational/career goals, and meet at least

once each term to review the progress toward completing the proposed academic program and discuss grades and other performance indicators. Questions concerning Academic Advising should be directed to the Registrar's office.

Academic advisors assist students by explaining requirements and procedures, but the student is ultimately responsible for knowing and following the requirements, policies, and procedures governing their progress. The following list outlines student responsibilities in the advising process. Students are expected to:

1. Read the Millard College Catalog and the Student Handbook and comply with all policies, procedures, and requirements
2. Review possible course options before appointments with advisors
3. Contact advisors timely for registration advice or other necessary appointments
4. Know and follow all College requirements for obtaining a certificate
5. Register for classes based on the classes suggested by their advisor
6. Obtain, complete (including obtaining required signatures), and submit all forms needed for course changes, graduation, and related matters, according to the deadlines set by the Registrar's Office
7. Contact advisors immediately about academic progress in particular classes or toward a certificate
8. Be actively responsible for their College experience

### **Financial Aid**

The Financial Aid Department is responsible for preparing and communicating information pertaining to financial aid. This office helps students apply for and receive financial assistance. Students are expected to follow through with all Financial Aid requirements and obligations. Questions concerning financial counseling should be directed to the Director of Financial Aid.

### **Career Advising**

Students are given the opportunity to begin working with Career Services upon enrollment. The Disability and Career Services Coordinator is available to assist students in locating jobs following their completion of program/certificate at The Millard College. Training will also be held to assist with interviews, writing resumes, and other aspects of job searches.

### **Academic Assistance**

TMC has tutors and peers available to help students who need or desire additional instruction. Instructors will refer students whose academic progress is unsatisfactory to tutors. Tutors will contact referred students via Populi regarding services that may be available to the student. The tutoring service is also available to help any student with assignments.

### **Student Conduct**

If a student's conduct is detrimental to The Millard College, the student may be suspended or dismissed from the College by the Vice President of Student Services. If a student is placed on suspension, they may not have access to any College facilities, nor take part in any College activities or classes. The student has the opportunity to appeal in writing using the Written Appeals process outlined in this handbook.

## **Policy Statements Concerning Student Life at The Millard College**

### **FERPA**

The Family Educational Rights and Privacy Act of 1974 grants to students certain rights of access, review, challenge, and exception to their educational records. These rights are: 1) The right to inspect and review the student's education records after submitting a written request. Such requests should specify the records to be inspected and should be submitted to the Registrar's Office 30 days in advance. 2) The right to request a correction to education records which the student believes are inaccurate or misleading. Such requests should be submitted in writing to the Registrar's Office and should identify which part of the record is inaccurate or misleading and provide documentation as to why it should be changed. 3) The right to have personally identifiable information contained in the student education record to be held as confidential and not subject to disclosure without the consent of the student.

Exceptions to this non-disclosure right include provision for school officials to perform their functions and the ability of the school to disclose "directory information". The Millard College designates the following student information as "directory information": name, address, email address, telephone number, previous institutions attended, major field of study, honors, degrees conferred, participation in recognized sports and activities, date and place of birth, height and weight of athletic team members, photographs, dates of attendance, and classifications. Students may withhold disclosure of this information by submitting written notification to the Registrar's Office. Forms to request the withholding of directory information are available in the Registrar's Office. The College assumes that the absence of such a request indicates student approval for disclosure.

### **Third Party Payors**

The FERPA/Third Party Authorization Form allows the College to properly disclose all required billing information to a designated third party.

- By signing the Third Party FERPA section of the form, the student authorizes The Millard College to release any and all of their financial and academic information to the third-party entity listed on their Third Party FERPA Release form. The third-party entity's name is normally located on the third-party tuition voucher that the student submits every semester.
- The Third-Party Authorization section of the form is used for the third-party process and is offered by The Millard College to students as a courtesy only. It states that the College has agreed to submit the student's tuition and fee invoice to the third-party identified by the student.

- The student is liable and continues to be responsible for timely payment of any tuition, fee, and/or costs not paid by their third party within the required deadline.

By signing the Third-Party Authorization section of the form, the student acknowledges and agrees to the terms and conditions set forth in the packet and the student confirms that they have read and understood the terms and conditions.

### **Safety**

If there is a reasonable belief that a student has put the health, safety or reputation of the College community in jeopardy, the student may be immediately removed from the property and/or institution with the potential for further disciplinary sanctions.

### **Sexual Harassment**

The Millard College is committed to maintaining a positive and safe learning and working environment. The Millard College students and employees will be responsible for assuring that the College maintains a safe environment for study and work, free from sexual misconduct. All members of the Millard community are expected to represent themselves in a manner that does not infringe upon the rights of others. The Millard College prohibits sexual misconduct, specifically including sexual assault, sexual exploitation, rape (including “date” or acquaintance rape), domestic/dating violence, sexual harassment, stalking, cyber-stalking/bullying, facilitating the commission of a violation, and retaliation for reporting misconduct. Sexual misconduct is unlawful, impedes the realization of educational goals, violates the dignity of individuals, and will not be tolerated. Sexual misconduct is considered an illegal form of discrimination in violation of The Violence Against Women Act of 1994, Title VII of the Civil Rights Act of 1964 and Title IX of the Education Amendments of 1972. Sexual misconduct could lead to criminal prosecution.

Individuals with questions or concerns about sexual misconduct, or those wishing to file a complaint of sexual misconduct, should contact the Vice President of Student Services, The Millard College. In an emergency, please call 911 for immediate assistance.

Every effort will be made by the Vice President of Student Services to protect the confidentiality of the parties during an investigation and provide for the safety and welfare of the complainant. After an investigation is performed, any person who has been found to have violated this policy or retaliated against an individual for making a complaint will be subject to discipline, including expulsion from The Millard College and/or termination of employment.

### **Sexual Harassment Complaint Process**

Individuals who believe they have been the victims of conduct prohibited by this policy statement or who believe they have witnessed such conduct should discuss their concerns with the Vice President of Student Services or Human Resources.

When possible, The Millard College encourages individuals who believe they are being subjected to unwanted conduct to promptly advise the offender that his or her behavior is unwelcome and request that it be discontinued. However, no action or inaction of any employee shall preclude that employee from following the complaint procedures set forth herein.

The Millard College encourages the prompt reporting of complaints or concerns so that rapid and constructive action can be taken before relationships become irreparably strained. Early reporting and intervention have proven to be the most effective method of resolving actual or perceived incidents of harassment, therefore all employees are encouraged to report any acts of harassment as soon as they occur.

Any reported allegations of harassment, discrimination, or retaliation will be promptly investigated. The investigation may include individual interviews with the parties involved and, where necessary, with individuals who may have observed the alleged conduct or may have other relevant knowledge. Confidentiality will be maintained throughout the investigatory process to the extent possible without hampering the ability to conduct an adequate investigation and institute appropriate corrective action. It is important to note that during an investigation of any form of harassment, it is the effect the harassing behavior has on the victim that is relevant and not the intent of the harasser.

Retaliation against an individual for reporting harassment or discrimination or for participating in an investigation of a claim of harassment or discrimination is a serious violation of this policy and, like harassment or discrimination itself, will be subject to disciplinary action up to and including termination. Acts of retaliation should be reported immediately and will be promptly investigated and addressed.

If a party to a complaint does not agree with its resolution, that party may appeal to The Millard College legal department.

False and malicious complaints of harassment, discrimination, or retaliation may be subject to appropriate disciplinary action, up to and including termination.

## **Weapons**

The Millard College is a weapon-free institution. Students, staff and faculty are prohibited from bringing weapons and/ or ammunition on College property or in College buildings or keeping weapons and/or ammunition on College property or in College buildings.

## **Student Handbook**

Each student of The Millard College shall have access to the College's student handbook either via hardcopy, electronic form or by viewing on the College's webpage.

The student handbook is designed to provide the student with information they will need to make their time at TMC as productive as possible. The college's policies, standards, rules and regulations concerning all aspects of college life are described in these pages. The student is

expected to read the handbook carefully because it will serve as the standard for quality experiences at The Millard College. Students should feel free to ask for clarification if they do not understand any of their responsibilities as a member of the TMC community. During orientation, the student will be required to sign a statement verifying they have received this handbook and will adhere to the policies, procedures, rules, and regulations of the college as described in these pages.

### **Alcohol, Drugs, and Narcotics**

The Drug Free Schools and Communities Act Amendment of 1989 (Public Law 101-226) clearly states that no institution of higher education shall be eligible to receive funds or any other form of financial assistance under any Federal program, including participation in any federally funded or guaranteed student loan program, unless it certifies to the Secretary of Education that it has adopted and has implemented a program to prevent the use of illicit drugs and the abuse of alcohol by students and employees. As required by Federal Law, you are hereby notified by The Millard College that it is the policy of The Millard College to prohibit the use, sale, dispensing, possession, or manufacture of illegal drugs and narcotics or alcoholic beverages on property, or as any part of its activities. The College will not accept for enrollment any students or knowingly hire for employment any persons who are currently alcohol or drug abusers.

### **Collections**

Students are not permitted to solicit funds for any cause either privately or publicly without approval from the Vice-President of Student Services.

### **Computer Network Usage**

Any student using College resources on College property to engage in tasteless or inappropriate activity on the Internet will be dismissed from the computer lab or Pioneer Student Center and all computer privileges will be revoked. All students who use the College's computer network system, whether on College owned or personally owned computers, must adhere to these guidelines.

### **False Information**

Knowingly furnishing false information to a College official or member of any hearing board acting in performance of their duties, or failure to provide College personnel with complete information upon request, may result in disciplinary sanctions.

### **Property Issues**

Unauthorized entry into or use of College property, including facilities, equipment, and/or resources as well as any act of misuse, vandalism, malicious or unwarranted damage or destruction, defacing, or disfiguring property belonging to the College including, but not limited to, furniture, fire alarms, fire equipment, elevators, telephones, institutional keys, library

materials, and/or safety devices may result in immediate disciplinary sanctions ranging from restitution for damages to dismissal.

### **Publications by the Student**

No student or students shall publish any papers or other publications bearing the name of The Millard College, or purporting to issue from it, without obtaining permission from the Vice President of Student Services.

### **Distance Education Privacy Policy**

The Millard College (TMC) is committed to protecting the privacy of all students, including those enrolled in all distance learning programs.

1. To protect the privacy of all students, including distance learning students, TMC complies with the Family Educational Rights and Privacy Act (FERPA) of 1974, as published in all pertinent publications of TMC.
2. At the time of initial registration, all TMC students are issued a unique ten-digit student identification number. This student ID becomes the unique identifier for the student throughout his/her academic career at TMC. The student ID differs from the student's social security number, which is never used for academic activity, either online or in-person.
3. Also, at the time of registration, students receive a TMC email address with a password that is encouraged to be changed by the student. All correspondence from TMC is communicated through this email address.
4. Students who enroll in distance learning courses at TMC access the learning environment through a learning management system (LMS). A learning management system is a set of software tools that provides an online environment for course interactions. Currently, TMC uses a software called Populi.
  - Secure login and password: Faculty and students access the LMS using a personal login and password. Upon initial login, all users are required to change their password for an added level of security.
  - In the LMS, faculty are restricted to accessing information within the courses that they teach, and students are restricted to faculty-published information in the courses in which they are enrolled.
  - In the secure environment of the LMS, faculty members may post course materials, assignments and exams, and discussion forums for their courses, and where students may participate in forum discussions, upload assignments, and take quizzes and exams. The privacy of individual students' assignments and

grades is maintained within the course management system.

### **Social Media Policy**

Social Media communication has become very important to colleges and student bodies. While this is a great way to stay in touch with people around the world there is a need for responsible use of these public communication tools. Much damage can be done when thoughtless or reckless use is made in these public forums. The Millard College students are asked to follow guidelines in the use of any and all social media.

1. Refrain from posting negative or hurtful comments about others.
2. Follow College standards when posting pictures, videos, or other communications for others to see. Profanity, nudity or vulgar, hurtful, or derogatory comments should never be posted for others to see.
3. Negative and hurtful comments about the College, employees or other students should not be posted.

When these guidelines are not followed the following steps may be taken by College administrators:

1. The offending student will be contacted and will be asked to remove any and all hurtful or negative comments.
2. If the student agrees and postings are removed there will be guidance to lead to more positive use of social media.
3. If students refuse to remove offensive postings there will be action taken to correct the situation. These actions may include but are not limited to social media probation, or suspension.
4. If students are discovered to have posted offensive items for a second time, after being advised concerning their first posting, actions will be taken which could lead to suspension or expulsion of the offending student.

### **Written Complaint Policy**

In the interest of protecting all students, the College provides an Informal Procedure and a Formal Process to address student complaints as expeditiously as possible.

The Informal Procedure Process encourages students to initially take their concerns, both academic and non-academic, to the faculty member, staff person, or administrative office with whom they have a concern before filing a formal written complaint.

The Formal Process is suggested if satisfaction is not achieved, or if the complaint involves harassment or discrimination. Written Complaint/Incident Forms are available under the Current Students section of the TMC website. Students are encouraged to describe the complaint and submit supporting documents.

Once the form has been completed and submitted to the Chairman of the Student Success Committee, the Committee will investigate the student's concern by interviewing the student and

the relevant personnel against whom the complaint is filed, or who have administrative responsibility for the area against which a complaint is filed. Committee members may be recused in cases involving conflict of interest. The immediate supervisor of the Chairman will chair the committee if the Chairman is ineligible to participate.

If the complaint is not satisfactorily resolved, the student may request in writing that the concern be elevated to the Vice President of Student Services (or their designee) for non-academic complaints. Academic complaints will be elevated to the Vice President of Academic Administration (or their designee) for consideration. The request should describe why the resolution is unsatisfactory. After reviewing the report from the Student Success Committee, the student, the Student Success Committee, and the President will be notified of the decision.

All written complaints are filed in the office of the Vice President of Student Services.

### **Academic Appeals**

A student may at times substantively disagree with decisions made by professors. Substantive disagreements may relate to any aspect of the course, such as course requirements, the grading scale, teaching methods, grading procedures, etc. If such a disagreement occurs, the student should follow the following procedures:

1. Meet with the professor to discuss the issue in a pre-arranged, scheduled meeting. Unplanned meetings before or after class or in the hallway are often not effective in dealing with such issues. In most cases, discussing the issue with the professor resolves the situation.
2. If the issue is not resolved, and if the student feels the issue warrants further consideration, the student may file a formal written complaint to the instructor. The instructor will respond in writing, within one work week (5 days), to the student's written appeal.
3. If the student and instructor are unable to come to a resolution, the student may forward the written appeal, along with the instructor's written response, to the Student Success Committee. The Student Success Committee will attempt to resolve the issue.
4. If the resolution is still not achieved, the student may file a written appeal to the Associate Vice President of Academic Administration. The appeal must be submitted within 10 days of the incident in question. This written appeal should include the responses of the course instructor and the Student Success Committee. The Associate Vice President of Academic Administration will render a written recommendation to the student and instructor in question, and to the Vice President of Academic Administration. Appeals will normally be considered and responded to within two business days of the receipt of the appeal. Appeal forms and further instructions are available under the Current Students section of the TMC website.

## **Disciplinary Appeals Policy**

If a student believes that they have been treated unfairly in a disciplinary (non-academic) process, they will have the opportunity to appeal any part of that process. The appeal process is outlined below:

1. The Appeal Form can be accessed from the Current Students section on TMC webpage. The student must be able to present evidence and/or witnesses that would warrant an investigation of any disciplinary action in dispute. The appeal must be submitted within 10 days of notification of the disciplinary action or the right to appeal will be forfeited. Once the form has been completed and submitted to the Student Success Committee Chair, the chairperson will decide from the information provided whether the case warrants formal presentation before the entire committee.
2. If the appeal is deemed legitimate by the Student Success Committee Chair, the chair will, within 3 working days of receiving the submitted appeal, schedule a formal hearing before the entire committee. The appeal hearing should be held within 5 working days of the submitted appeal.
3. The Student Success Committee shall consist of faculty/staff members appointed by the Vice President of Student Services.
4. After hearing the appeal, the committee may overturn, uphold, reduce, or expand the earlier disciplinary ruling. The student will receive a verbal explanation of the committee's decision at the conclusion of the formal hearing. The student will receive written notice of the committee's decision within two working days.

The grievant may submit the grievance or appeal to The Millard College's licensing board, the Kentucky Commission on Proprietary Education.

To file a complaint with the Kentucky Commission on Proprietary Education, a complaint shall be in writing and shall be filed on Form PE-24, Form to File a Complaint, accompanied, if applicable, by Form PE-25, Authorization for Release of Student Records. The form may be mailed to the following address: The 300 Building, 300 Sower Boulevard, Frankfort, KY 40601. The forms can be found on the website at [www.kcpe.ky.gov](http://www.kcpe.ky.gov).

## **Readmission After Expulsion**

If a student has been expelled/dismissed from The Millard College, the student must submit a new admissions application. The admissions office may consult with the Vice President of Student Services and/or the Student Success Committee in making a decision for readmittance. Other factors in the readmittance decision shall include whether the student has satisfactorily completed all financial obligations to The Millard College and whether the student will be placed on any form of academic probation.

## **Attendance Policy**

Attendance is expected and required. Any absence is considered an academic loss and could place student success in jeopardy. Attendance at class, practicum worksites, and scheduled training is the responsibility of the student.

If an absence is due to a College activity, verified illness, personal or family crisis, the student will be granted the ability to make up the work. Students should give the instructor ample notice of these types of absence. The definition of excessive absence is left up to the instructor and could result in failure of the course.

## **Academic Probation**

A student that is enrolled full time should be at least making minimum progress towards a program of study. The student's Grade Point Average (GPA) is used to measure this progress. Minimum progress is determined as follows:

A student must remain at or above a 1.6 cumulative GPA.

If any student falls below this minimum standard, they shall be placed on academic probation.

## **Grade Scale**

The Millard College follows the trimester system in its academic calendar and operates on the four-point (4.0) grade system. Grades are symbols that indicate the degree of mastery of course objectives. Grades do not necessarily reflect the degree of effort put into learning material. The numerical value of quality points are as follows:

GRADE	QUALITY POINTS
A	4.0
A-	3.6
B+	3.4
B	3.0
B-	2.6
C+	2.4
C	2.0
C-	1.6
D+	1.4
D	1.0

D-	0.6
F	0.0
XF	0.0

The following designations are also used:

Incomplete*	I
Passing	P
Audit	AUD
Failure for Absences	XF

If for some truly extenuating circumstance (e.g., serious illness, accident, death in the immediate family) students are unable to complete course work before the final day of class or are unable to take the final examination, students may petition instructors for a grade of “I” (Incomplete). An “I” should not be given as a midterm grade. Work designated as incomplete must be completed within six weeks from the close of the incomplete term. The “I” will be calculated with 0.0 quality points until instructors officially submit new grades. If work is not completed, the incomplete grade becomes “F”.

### **Graduation Check**

Two Millard College graduations will be offered per year. Progress toward completion of graduation requirements should be confirmed as needed each term. Students should contact their academic advisor to review their progress.

### **Participation in Graduation Ceremony**

To participate in the graduation ceremony, students must apply for graduation by submitting the graduation application provided to each potential graduate. There will be no fees charged to the student to apply for graduation or to participate in the graduation ceremony.

### **Disabilities**

The Millard College shall respond to requests for information about accommodation and to requests for accommodations as follows:

1. Student requests for information: The Student Services Office shall provide information about availability of support services to the student.
2. Student requests for accommodation and self-discloses disability: TMC shall inform the student of procedures and specify need for current documentation that is less than three years old.

3. Student provides documentation of disability: TMC shall evaluate documentation, determine adequacy of documentation, and identify any additional documentation needed.
4. TMC determines that documentation supports requested, or alternative effective, accommodation: Accommodation activity shall be initiated.
5. Student provides permission to notify faculty of the need for reasonable accommodations: Accommodation request is signed by student and disseminated to specified faculty.

### **Non-Discrimination Policy**

The Millard College is committed to a policy of nondiscrimination on the basis of race, color, religion or creed, national origin or ancestry, sex (including gender, pregnancy, sexual orientation, and gender identity), age, physical or mental disability, or veteran status in admissions, educational programs or activities, and employment. The final responsibility for ensuring equal opportunity rests with the President and the College.

Implementation responsibility of policy is assigned to the Vice President of Student Services in student matters. It is the responsibility of the Vice President of Student Services to provide leadership that is necessary for securing the objectives and goals of the program.

Non-discrimination complaints by an employee should be addressed to the employee's supervisor or the Human Resource Department. Non-discrimination complaints from a student should be addressed to the Vice President of Student Services. All Complaints regarding discrimination shall be resolved through the following procedure:

1. Complaints should be filed in written form and contain the name and address of the person filing the complaint. The complaint should describe the alleged violation.
2. If appropriate, after filing the complaint an investigation will follow. If the complaint is directed against the President, the Board will then appoint an investigating officer. The investigation shall be thorough but informal. All interested parties, including the person against whom the complaint is lodged and the complainant, will be afforded an opportunity to submit evidence, oral or in written form, relevant to the complaint to the investigator.
3. No later than 30 calendar days after the filing of the complaint, a written investigative report and a description of the resolution will be issued by the investigation officer. A copy of the report will be forwarded to the complainant.
4. Records regarding complaints and their resolution shall be maintained in a confidential file by the Vice President of Student Services.

The person filing a complaint can submit a complaint to the President, or the Board of Regents if the complaint is being filed against the President. In order to do so, the complaint must be filed within ten days of receiving the resolution from the aforementioned investigating officer. The staff over the appeal will send a written response within ten days considering the validity

of the appeal complaint.

### **Scholastic Dishonesty**

All scholastic dishonesty is unacceptable. Scholastic dishonesty includes cheating on exams, turning in reports and term papers as one's own when they are not, lying, stealing exams and other work, allowing other students to copy one's work in order to meet a grade requirement for a course, and plagiarism. Plagiarism is defined as passing off as one's own the ideas of another. Copying or summarizing another's ideas in a written or oral report must be correctly attributed to the source. Any of these aforementioned offenses warrant academic discipline. First offenders are subject to the discipline of the individual professor and are reported to the Vice President of Academic Administration. Offenses may be subject to review by the Student Success Committee and may be subject to severe penalties. Disciplinary measures may include: re-doing the work, automatic failure of the course, probation, suspension, and/or expulsion.

### **General Academic Program Information**

The Millard College offers two certificate programs.

### **Work Ready Certificate Program**

The Work Ready Certificate Program aims to equip students with fundamental introductory skills and knowledge to secure employment upon completion of the certificate. The certificates offer concentrations in a range of fields such as Peer Support Specialist, Welding, Carpentry, Auto, Culinary, Building Maintenance Technician, Christian Service, Phlebotomy, and General Studies.

The Work Ready Certificates run for 5 months and 1 week, providing a total of 16 credit hours. In addition to the specific classes in their area of concentration, all students are required to attend an orientation, Introduction to Computers, Workplace Skills, and a capstone class, unless otherwise indicated. However, Introduction to Computers and Work Place Skills are not included in the Christian Service certificate.

To be awarded a certificate, students are required to attend, complete, and pass all classes.

By the completion of this program, students should be able to demonstrate these learning outcomes—either as integrated into the capstone as a demonstrable task—or as documented by key tasks across a program.

### **Program Outcomes**

- Distinguish the difference between soft skills and hard skills
- Articulate effective communication skills
- Develop and perform basic grammar skills
- Apply basic math skills

- Utilize effective problem-solving skills
- Make use of effective time management and organizational skills
- Develop basic professional writing skills
- Apply specific skills in designated field of vocation/study

## **Behavioral Health Program**

The Behavioral Health Program is designed to offer students a basic understanding and introductory abilities for work in the field of addiction and recovery treatment. The program provides an introduction to the principles of recovery, general psychology, counseling skills, and ethics. Students will also practice learned skills in an addiction treatment environment. It is mandatory for students to attend, complete, and pass all classes to obtain a certificate in this program.

TMC offers one certificate under the Behavioral Health Program. The Addiction and Recovery Studies Certificate is a 24-credit-hour certificate designed to provide students with general knowledge and introductory skills for occupation in the field of addiction treatment.

By the completion of a degree program, students should be able to demonstrate these learning outcomes—either as integrated into the capstone as a demonstrable task—or as documented by key tasks across a program.

### **Program Outcomes**

- Identify basic facts on addiction and effect on individual, family, and society; chemical dependency theory and therapy models; dynamics of substance abuse
- Maintain accurate case management records
- Apply basic counseling skills
- Explain dynamics of chemically dependent family
- Recognize the relapse process and its impact on recovery and family-of-origin issues
- Examine ethical principles and rules of conduct for the chemical dependency counselor
- Address cultural awareness as it relates to working with others
- Apply basic computer skills to practical applications
- Communicate in writing for a variety of purposes and audiences
- Demonstrate competencies to succeed in the selected career pathway workplace
- Interpret human interaction with others
- Report the actions of drugs on the body
- Summarize assessment and treatment issues specific to individuals

## **Student Government and Opportunities**

### **The Purpose of the Student Council**

The Student Council provides opportunities for students to develop leadership skills by organizing school activities and implementing service projects. Council members strive to lead, to embody the values of the student body, and to cultivate a positive school spirit.

### **The Election of Council Delegates**

The Student Council comprises seven delegates. They serve (contingent upon excellent character and behavior) until they graduate or wish to step down. Any incoming student who wishes to serve as a delegate must complete an application. From this pool of applicants, each term the VPSS selects enough new delegates to return the total to seven.

### **The Meet-and-Greet**

The chief function of the council is the monthly Meet-and-Greet, held the Wednesday before Orientation. Delegates introduce themselves to incoming students, answer questions about the college experience, offer assistance, and serve as good-will ambassadors.

### **Other Functions**

The council may vote to organize additional activities. These activities must be proposed briefly before the Meet-and-Greet and approved by the VPSS. The delegates will work closely with the Department of Students Services and the VPSS to organize these events.