



The Millard College
Student Handbook
2025

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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 2025 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"!

Admissions Staff

You may contact Admissions by emailing admissions@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

At TMC, each student will be assigned an academic advisor before or within the first two days of orientation. Academic advisors support students in planning a program aligned with their abilities and interests, monitoring progress toward educational and career goals, and providing guidance as needed.

Responsibilities of Academic Advisors:

1. **Assistance and Planning:** Help students understand program requirements and procedures.

2. **Regular Availability:** Maintain consistent office hours and respond to student emails by the next business day to schedule appointments.
3. **Student Support:** Address academic progress concerns and provide course registration guidance.
4. **Timely Communication:** Meet with students as requested and ensure follow-up on any academic matters.

If an advisor does not respond promptly, students may forward their requests to the Registrar's Office for resolution.

Student Responsibilities in the Advising Process:

Students are ultimately responsible for knowing and adhering to the requirements, policies, and procedures governing their progress. The following list outlines key responsibilities:

1. **Policy Awareness:** Read and follow the **Academic Catalog** and **Student Handbook** to comply with all policies and requirements.
2. **Preparation:** Review potential course options before meeting with advisors.
3. **Timely Communication:** Contact advisors promptly for registration advice and other necessary appointments.
4. **Knowledge of Requirements:** Understand and follow all College requirements for obtaining a certificate.
5. **Class Registration:** Enroll in courses based on advisor recommendations.
6. **Form Submission:** Obtain, complete, and submit required forms for course changes, graduation, and related matters by the Registrar's Office deadlines.
7. **Academic Progress:** Notify advisors immediately regarding academic progress in classes or toward certificate completion.
8. **Active Engagement:** Take responsibility for their overall College experience.

Requesting a Change of Advisor:

Students may request a different academic advisor at any time and for any reason by emailing the Registrar's Office. The request will be processed within five (5) business days, and both the student and new advisor will be notified. The new advisor will arrange a meeting with the student to discuss academic matters and concerns within five (5) business days of the change.

Questions or Concerns:

For any questions regarding academic advising, students should contact the Registrar's Office, which will forward inquiries to the appropriate academic advisor for follow-up.

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 Services

The Department of Career Services offers support to students who request assistance with job or career readiness. Some services include, but are not limited to resources on resume preparation, career readiness workshops, connection to outside employment services, and job/internship opportunity lists. Any request for assistance should be directed to the Director of Admissions.

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 Director of Admissions. 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 Director of Admissions, The Millard College. In an emergency, please call 911 for immediate assistance.

Every effort will be made 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 Director of Admissions.

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 the 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 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 President.

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 President.

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 Director of Admissions 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 Director of Admissions.

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 5 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 President (or their designee).
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.

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 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 absences. 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:

		Audit	AUD
Incomplete*	I		
Passing	P		
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".

Honors Designations

To recognize academic excellence, the following honors will be awarded based on cumulative GPA:

1. Summa Cum Laude:
 - Awarded to students with a cumulative GPA of 3.7 or higher.
2. Magna Cum Laude:
 - Awarded to students with a cumulative GPA between 3.30 and 3.69.
3. Cum Laude:
 - Awarded to students with a cumulative GPA between 3.0 and 3.29.

Academic Classification

Students will be classified according to the number of credits they have completed:

1. Freshmen:
 - 0-30 credits
2. Sophomores:
 - 31-60 credits
3. Juniors:
 - 61-90 credits
4. Seniors:
 - 91-120 credits

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.

AA Graduation Requirements

1. Credit Hours at TMC:
 - Students must complete a minimum of 15 credit hours at The Millard College (TMC) to be eligible for graduation.
2. Cumulative GPA:
 - A cumulative GPA of 2.0 or higher is required for graduation.

BA Graduation Requirements

1. Credit Hours at TMC:
 - Students must complete a minimum of 30 credit hours at The Millard College (TMC) to be eligible for graduation.
2. Cumulative GPA:
 - A cumulative GPA of 2.0 or higher is required for graduation.

Disabilities

The Millard College shall respond to requests for information about 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 the 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 based on 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 Board of Regents.

Director of Admissions is responsible for implementing this policy in student-related matters.

Complaint Procedures:

Complaints of discrimination are handled as follows:

1. **Filing a Complaint:**
 - Complaints must be submitted in writing and include the name and address of the complainant, along with a description of the alleged violation.
2. **Investigation Process:**
 - If appropriate, an investigation will follow the filing of a complaint.
 - If the complaint involves the President, the Board of Regents will appoint an independent investigator.
 - The investigation will be thorough yet informal. Both the complainant and the individual against whom the complaint is made will have the opportunity to

provide relevant evidence, either orally or in writing.

3. Resolution and Reporting:

- Within 30 calendar days of the complaint's filing, the investigator will issue a written report detailing the findings and resolution. A copy of this report will be provided to the complainant.
- Complaint records will be maintained confidentially by the Director of Admissions.

4. Appeals:

- If dissatisfied with the resolution, the complainant may file an appeal to the President or the Board of Regents (if the complaint involves the President) within 10 days of receiving the resolution.
- The appeal decision will be reviewed, and a written response will be provided within 10 days.

Employee Complaints:

Non-discrimination complaints from employees should be directed to their supervisor or the Human Resources Department.

Student Complaints:

Non-discrimination complaints from students should be directed to the Director of Admission.

The Millard College is dedicated to addressing all complaints promptly and maintaining a safe, inclusive environment for all.

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 Director of Admissions. 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

See catalog.

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 Director of Admissions 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 Director of Admissions. The delegates will work closely with the Department of Student Services to organize these events.