



The Millard College Catalog

2023

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CATALOG DISCLAIMER STATEMENT

Disclaimer

This catalog is informational and is not a contract. The Millard College (also referred to College, the College, and TMC) reserves the right to change content within the catalog without notice. The Millard College reserves all rights.

PRESIDENT'S MESSAGE

Welcome,

All of us want to have some sense that we are doing what God made us to do. It goes all the way back to the Garden of Eden. Adam and Eve were put there and given the responsibility to subdue the earth and exercise dominion over it. Being fruitful, multiplying, tending the garden and filling the earth were all God-given mandates before sin entered into the world.

Part of what this means is that from the beginning, God's plan was that work would be a part of living on this earth. We were created for work. We were designed to achieve, create, and expend energy to be productive. That's why, as part of God's common grace, all human beings, even after sin entered this world, get enormous gratification from working. It gives us a sense of accomplishment and gratification. It's why at The Millard College we speak so much about discovering God's destiny for your life.

This sense of destiny begins with having a right relationship with God through his Son, the Lord Jesus Christ. By repenting of one's sins and trusting in Jesus Christ's work on the cross for the forgiveness of those sins, one can start to fulfill the destiny that God has for them. God's destiny for one's life is often connected to a sense of calling and vocational satisfaction. And vocational satisfaction is most often achieved by participating in some sort of vocational training and education. This is exactly what The Millard College will help you achieve: discover your calling and God-given destiny.

And while you are with us as a student, we will come alongside you with a comprehensive support system that will help you finish what you started. We will be with you every step of the way.

I look forward to serving you.

Randy Stinson, Ph.D.
President

COLLEGE PROFILE

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.

ENROLLMENT SERVICES

ADMISSIONS

Potential students and applicants shall have access to The Millard College application for admission via the College website/homepage. Applicants may apply for admission at any time during the academic calendar year. Applications will be reviewed for eligibility by the Admissions office.

PROCEDURE

The admission process for students is as follows:

1. Potential student completes application on The Millard College website.
2. Application is received by the Admissions Office.
3. The Admissions Office will review the application and ensure that the application is complete and that the applying student has submitted a valid photo Identification, signed Social Security card, and High School/GED transcripts.
4. Once the Admissions Office has verified that the applicant has submitted all required documents and the student is eligible for their selected program of study, the Admissions Office will notify the Registrar's office that the student meets all requirements for acceptance.
5. The Admissions Office will notify the applicant in writing by letter and/or email that they have been accepted into The Millard College. The Admissions Office will inform the student of the next start date for their selected program.
6. The Admissions Office will notify the Registrar's office, the VP of Student Services, and the Director of Financial Aid that the identified student has been accepted into The Millard College.
7. The office of the Director of Financial Aid will work with and for the student to secure financial funding for the selected program of study.
8. The Director of Financial Aid will notify the VP of Student Services of all funding decisions and outcomes.

The Millard College admits students of any 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 to all the rights, privileges, programs, and activities generally accorded or made available to students at TMC. It does not discriminate in the administration of its educational policies, admissions policies, scholarship and loan programs, and athletic and other school-administered programs. Questions concerning grievances should be addressed to the Vice President of Student Services office.

Home School Students

Home School students are eligible to apply for admission to The Millard College. Students must meet their state requirements for homeschooling. Regular admission procedures apply.

Students with Disabilities

The Millard College admits students without regard to disability status and affords equal opportunity to all students to participate in and benefit from all programs, services, and activities. Services include providing reasonable, appropriate academic adjustments and assistance for students with disabilities as defined in Section 504 of the Rehabilitation Act of 1973 as amended; the Americans with Disabilities Act of 1990; and applicable state and federal laws and regulations.

Students desiring accommodation for a qualifying disability should contact Student Services and be prepared to provide documentation of the disability and needed accommodation. Because of the review process and the time needed to implement certain types of accommodation, students needing accommodation should start the process shortly after admission to the College or immediately after a disability is diagnosed after admission.

If Admitted

If admitted to the College, several items are required to complete the acceptance process including:

- Funding documents (scholarship applications, workforce development funding applications, payment agreement)
- Family Educational Rights and Privacy Act (FERPA) acknowledgment and release.
- Media release
- Academic Dishonesty Acknowledgement

Note: Students may decline, after review, to execute the FERPA and Media release.

REGISTRATION

Credit Hours

The Millard College uses a combination of online instruction (synchronous and asynchronous), assignments, discussion boards, practica, and internships to deliver its blended course content. Each credit hour is awarded based on the equivalence of 1 hour of instruction plus 2 hours of outside work per week for 15 weeks. "Credit hours" refers to the number of credits students receive for enrolling in (and successfully completing) a course.

Program Length

The Millard College delivers three credit hour classes in a four-week time frame format. Classes generally will begin on Monday of the first week and end on Friday of the fourth week.

Addiction Recovery Studies Certificate (32 weeks)

The ARS Program consists of eight four-week courses. Each of these courses offers 3 credit hours for a total of 24 credit hours. The entire program requires 32 weeks or approximately 8 months.

Work Ready Certificate (20-21 weeks)

The Work Ready Certificate consists of five four-week courses, plus, in some cases, a final one-week capstone project. The entire program requires 20-21 weeks of approximately 5 months and 1 week.

Cost and fees

Each class will have a \$30.00 technology fee and a \$75.00 Literature fee.

The cost of one credit hour is \$240.00

Academic Advising

The Associate Vice President of Academic Administration will assign each student 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 with students as requested.

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.

1. Read the Academic 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 degree.
8. Be actively responsible for their College experience.

ENROLLMENT

The Millard College conducts published enrollment periods throughout the year. Students who wish to enroll must follow all requirements. Students must apply, arrange to pay any fees and tuition, and accumulate all required documentation.

A student is considered enrolled when they are registered for a course and have attended the course and/or completed academic work for the course after its start date.

Students who are not enrolled for six months are no longer eligible for enrollment, and without going through the admissions process.

Standard Enrollment

Standard students are enrolled in traditional, grade-bearing courses. These courses also count toward the awarding of a certificate. If a student is in need of a remedial course to prepare them for the certificate program, The Millard College will utilize local resources such as The Adult Learning Center and tutors.

Auditing a Class

Auditing a course allows a student to take a class without receiving a grade or credit for a

course. A student who audits a course does so for the purposes of self-enrichment and academic exploration.

A student must elect to audit a course at the time of enrollment. Once a class is being audited, the class cannot be used for credit towards a certificate. The class will follow the standard fee and tuition schedule.

REGISTRAR'S OFFICE

Educational Records

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.

FINANCIAL INFORMATION

Student Obligations

Tuition and other fees are set forth in the published fee schedule. Official transcripts will not be furnished until all debt to TMC is paid in full. All accounts must be paid in full prior to the time of graduation. Students with prior balances from previous trimesters will not be permitted to return until all balances are paid.

Tuition and Fees

Tuition and fees are current as of January 1, 2022 and are subject to change by The Millard College Board of Regents and/or President without notice. Full payment is due prior to the first week of the start of the term.

Withdrawal Procedures and Refunds to Students

Drop/add Policy

The drop/add period is the period following initial registration when students may make class schedule adjustments. Drop/add dates are 72 hours after the scheduled course begins. Courses can be dropped or added during drop/add without penalty.

Failure to attend a class does not constitute a drop.

The drop/add procedure is as follows:

- 1) Secure a drop/withdrawal form located in Populi or from the Registrar's Office.
- 2) Complete the form online or return the form to the Registrar's Office.

Students should consult the Registrar's Office or check the Academic Calendar in the Academic Catalog to determine the last day of withdrawal.

Failure to drop/withdraw or to change a class properly will result in a student receiving a failing grade for the class.

To add a course, students should register to attend the desired class with the Registrar's office.

Students can petition the drop/add policy for these circumstances:

- Students with disabilities who need to drop a course due to disability-related reasons
- Students who can document extenuating circumstances that have occurred since the course began

- Students who need to drop after the last day of classes who are seeking a retroactive drop that is not for medical reasons

Students who wish to petition the drop/add policy shall submit their petition request in writing to the Registrar's office.

Withdrawal From the College Policy

To officially withdraw from the College, a student must begin the process in the Registrar's Office. The student must fill out a formal notice of withdrawal and obtain the signature of the Director of Admissions. Refunds will be made only to students withdrawing from school (not individual classes) on the prorated schedule published in the Academic catalog.

Students who have remained inactive in their courses for a period of six months will be withdrawn from the College by the Registrar's Office.

Refund Policy

To receive a refund, a student shall notify the Registrar's office in writing of their desire to drop/withdraw from a course. Students who notify the Registrar's office in writing by Friday of the first week of class shall receive a 75% refund. Students who notify the Registrar's office in writing by Friday of the second week of class shall receive a 50% refund. There are no refunds permitted after Friday of the second week of class.

Existence of the Kentucky Student Protection Fund

In accordance with [KRS 165A.450](#) all licensed schools, both resident and non-resident, must contribute to a student protection fund. The fund shall be used to reimburse eligible Kentucky students, to pay off debts, including refunds to students enrolled or on leave of absence by not being enrolled for one (1) academic year or less from the school at the time of the closing, incurred due to the closing of a school, discontinuance of a program, loss of license, or loss of accreditation by a school or program.

Process for Filing a Claim Against the Kentucky Student Protection Fund

To file a claim against the Kentucky Student Protection Fund, each person filing must submit a signed and completed Form for Claims Against the Student Protection Fund, Form PE-38, and provide the requested information to the following address: Kentucky Commission on Proprietary Education, 300 Sower Boulevard, Frankfort, KY 40601. The form can be found on the website at www.kcpe.ky.gov.

SUPPORT SERVICES

Expectations of Students

The College seeks to provide an environment where students may give themselves to academic pursuits and, at the same time, develop a Christ-like character. This can best be accomplished when all students feel a sincere responsibility for the welfare of each other and for the College community as a whole. Certain standards of conduct are outlined in the Student Handbook. This handbook is available online to students.

The use of drugs and alcoholic beverages is strictly prohibited on campus. Violations involving these substances may result in immediate suspension or expulsion from the College.

Students who disregard the standards of conduct as outlined in the Student Handbook may be required to withdraw from the school.

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
- Class descriptions
- Chancellor's Message
- Graduate Testimony
- Overview of Student Services
- Technical Support Training
- Question and Answer Session

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

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 career at The Millard College. Training will also be held to assist with interviews, writing resumes, and other aspects of job searches.

Disability Services

The Millard College is committed to assisting those with disabilities. Any request for assistance should be directed to the Student Services Department.

Individual situations will be handled on a case-by-case basis. Accommodations and services will be dependent upon disability, documented need, and the compliance requirements of Americans with Disabilities Act and Section 504 of the 1973 Rehabilitation Act.

Financial Aid Office

The Financial Aid Department is responsible for preparing and communicating information on financial aid. This office helps students apply for and receive financial assistance.

Registrar's Office

The Registrar's office provides services to students concerning student records, registration, transcripts, graduation, and transfer. For more information, please see the section for the Registrar's office.

Library and Technology Services

EBSCO is the online library that every student and instructor will have access to. It will help the student complete assignments by finding credible information on many different topics. All students, instructors, and library staff will have access to EBSCO. Login information and access to EBSCO is given on the day of orientation. It is located online at the following link:

<http://web.b.ebscohost.com/ehost/search/advanced?vid=0&sid=1c82ad25-db46-4ee1-897f-bf608d7e66ca%40sessionmgr101>

The Millard College website will provide information on the different educational programs offered at the College. It also will list fees associated with each program, contact information, and an application form. The website can be accessed using the following link

<http://millardcollege.org/>

Populi is the learning management software that will be used by The Millard College. All students will have access to Populi to complete assignments. Populi also offers a knowledge base that provides videos on working the Populi website and learning software. The Millard College Populi website can be accessed at the following link
<https://millardcollege.populiweb.com/>

GENERAL ACADEMIC INFORMATION

POLICIES AND PROCEDURES

Academic Assessment

The Millard College utilizes assessments that ensure quality throughout the learning environment. Multiple modes of instruction and testing will be used to monitor efficacy of teaching the material provided in each course.

All instructors must have a course map and syllabi prepared for each course.

Academic Honesty

All students at The Millard College will conduct themselves with integrity and honesty. It is the goal that students will carry integrity to all other areas of their lives.

If an instructor suspects academic dishonesty, the instructor should speak to the student individually. If the instructor deems the student not at fault, no action will be taken. If under further review the instructor believes that there is enough evidence against the student, the consequence will be decided by the instructor. Consequences can include a verbal warning, a written warning, a referral to a counselor, a failing grade on an assignment, a failing grade for the course, or forced withdrawal from the course.

If a situation arises where a student is determined to have acted with academic dishonesty, he or she will be given the right to appeal the instructor's decision. The student should first try to resolve the conflict with the faculty. If a student is still not satisfied with the outcome, then they should contact the Student Success Committee.

Transfer Credit

The Millard College generally awards transfer of credits earned at institutions of higher education which are accredited by an accreditation organization and recognized by the U.S. Department of Education. In order to be considered for transfer of credits, The student must inform the Millard College office of admissions of the request to transfer credits and submit official college transcripts from the institution in which the credits were earned.

The Millard College will consider the following in evaluating courses for transfer of credit:

- The courses direct alignment of the specific subject matter.
- The educational quality of the learning experience.
- The comparability of the nature and content of the learning experience.
- The appropriateness of applicability of the learning experience in light of the student goals.

The student must present a transcript from the institution that awarded the original credits to The Millard College Office of the Registrar. The preferred avenue is the electronic statement of the credits sent directly to The Millard College from that institution. Please ask the institution to send the electronic statement of credits directly to admissionsteam@millardcollege.org. Hard copy of official transcripts are also acceptable, and may be mailed to:

The Office of the Registrar
The Millard College
Attention: Transcripts
PO Box 728, Louisa, KY 41230

The student may be required to present a copy of the course catalog description or syllabus of the course content to which the earned credits are attached.

Once the transfer of credit request has been made and official transcripts are received, the Office of Admissions shall refer the request to The Millard College Registrar's office for consideration and approval. The Registrar's office will notify the student of the credit decisions.

Catalog of Record

Students may not combine program requirements with that of an older catalog revision. Students must follow the requirements from the catalog given to them at the time of enrollment.

Once a student begins working on a program, they will have five years to complete that program under the same requirements.

If The Millard College discontinues a program, the student will have one year to satisfy the requirements of the program. If they cannot meet this timeline, then a different intent will be declared. A student cannot enroll in a terminated program.

Updating Student Information

Any and all changes to a student's name, address, phone number, or any other identifying information must be sent to the Registrar's office.

SATISFACTORY ACADEMIC PROGRESS

Attendance

Attendance is expected and required. Any absence is considered an academic loss and could

place student success in jeopardy. Attendance at class, 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.

Verifying Attendance

To comply with U.S. Department of Education policies, attendance is measured by any submission of an assignment that can receive a grade within the enrollment dates of the course or by initiating contact with the instructor regarding a question related to the course-specific content studied in the course.

To simplify the process of verifying attendance for students, most of our online courses will contain an Attendance Test.

At the end of the first week of every course, attendance will be reviewed. Students who have not completed the Attendance Test or made any submission of an assignment that can receive a grade or initiate communication with the instructor regarding a course-specific question will be dropped from the class roster.

Examinations

All students are required to take their tests and their final exams at the time they are scheduled, unless previously excused by the professor. Tests from which a student has been excused by the professor must be taken before the week of final exams. When a professor requires that a student make up a test or quiz which was missed due to an absence allowed by school policy, it should be made up within a period of no longer than three weekdays following return to campus or school activity. If a final examination needs rescheduled, the student should contact the instructor.

Grades and Grade Points

Passing grades are recorded as A, B, C, D, and P (indicating pass); F indicates failure. An incomplete "I" is given only when there has been notification to the instructor concerning extraordinary circumstances that have made a student incapable of completing the work.

Grade points are a way to mark academic achievements. For each module hour of credit with an "A" grade, 4 points are awarded; for a "B" grade, 3 points; for a "C" grade, 2 points; for a "D" grade, 1 point; and for an "F" grade, no points will be awarded.

Grade Point Average

A student's GPA is calculated by dividing the number of grade points earned in a course by the number of credit hours attempted.

Grade Point Average: Cumulative

Cumulative grade point average (GPA) is determined by dividing the number of grade points earned in all of the student's College courses by the number of credit hours attempted. If the student has repeated a course, only the most recent grade and grade points will be used in calculating GPA.

Academic Probation

A student that is enrolled full time should be at least making minimum progress towards a program of study. The student's 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”.

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.

TRANSCRIPTS

Official Transcripts

An official transcript is a guaranteed, accurate portrayal of a student's progress in College. An official transcript should be requested from the Office of the Registrar and will be stamped with an official seal. The Millard College will charge a \$10 fee for any requested official transcript.

Previous College Transcripts

A student must send official transcripts to TMC from any other colleges they have attended. The Registrar's office will evaluate all credit hours from other institutions. These official transcripts must be kept on file.

Holds

A hold will be placed on a student's transcript if any amounts are due and unpaid. Until all debt is paid, a student will not be able to obtain their transcript for any reason. After the obligation is met, the student will then be able to request their transcript again.

Transcript Requests

In order to have an official transcript delivered to another college or to an employer, the student must submit a written request and release. Official transcripts will be sent only upon request. Students will be charged \$10.00 for each transcript request.

GRADUATION

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 Ceremony

To participate in the 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.

INSTITUTIONAL POLICIES AND PROCEDURES

Grievances, Complaints, and Appeals

In the interest of protecting all students, the College will process written student complaints as expeditiously as possible. Students are expected to take their concerns to the faculty member, staff person, or administrative office with whom they have a grievance, before filing a formal written complaint. If satisfaction is not achieved, or if the complaint involves harassment or discrimination, the student may prepare a written complaint describing in detail the grievance and the steps taken heretofore to bring about resolution. The written complaint form can be accessed from the TMC webpage by choosing Student Services and clicking on the Student Services Written Complaint Form link under the heading Appeals Forms. Once the form has been completed and submitted, it will be given due consideration before the Student Success Committee.

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.

Injuries on College Property

If a student or guest is injured on College property or while involved in a College-related activity, the following procedures should be followed:

1. Attend to the injured person.
2. Administer proper medical attention.
3. Call 911 or emergency services if necessary.
4. Notify the administration.
5. File an incident report.

A person injured on College property or while involved in a College-related activity shall be the sole party responsible for their incurred medical expenses. Under no circumstance is a member of the College faculty or staff authorized or given permission to assume liability on the behalf of the College.

Insurance

The College does not assume responsibility for the loss of or damage to a student's personal property. The College also does not retain a policy to cover the loss or damage to student's property. Students are encouraged to obtain their own insurance policies for health, prescriptions, and injuries.

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 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.

Medical Issues

Any student suffering a medical illness that prevents them from satisfying their responsibilities in any given class can request an extension. Directors and instructors should be sensitive to the needs of the student within reason. Instructors will work with the student to the best of their abilities. The instructor has the final decision on any extension or administrative withdrawal.

The College houses no facilities for the treatment of injuries or illness. The College provides no medical personnel on duty. Students are encouraged to seek appropriate medical attention when necessary and to maintain proper health insurance.

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 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 of Regents 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.

Promotional Activities: Advertising, Sponsoring, and Soliciting

The Millard College recognizes that its activities and community provide potential sources of benefits or revenue for sponsorships, soliciting, and advertising. To maintain the academic mission of the College, regulation of these promotional activities is necessary, and any income obtained from these activities shall directly benefit the College

All promotional information must support College policy. Information that is discriminatory or uses inappropriate language or images will not be allowed. In addition, materials and information cannot promote the use of alcohol, drugs, firearms/weapons, sexual misconduct, or harassment/hazing.

Employees, students, and recognized student organizations may display information on campus bulletin boards without prior approval for events or campus-related services. Others must seek permission.

The Millard College employees are prohibited from using College funds, equipment, vehicles, supplies, or work hours to act as an advocate for the election, nomination, or soliciting contributions from employees for candidates for public office, or for the defeat of a candidate for public office.

Employees are encouraged to express opinions written or spoken as an individual in opposition of or support parties or causes. It is the employee's responsibility for making it clear that they are expressing their view and not that of The Millard College.

The Millard College departments or recognized student organizations may use sponsors or receive grants to fund events, services, or programs.

IRS guidelines must be met for sponsorships.

Questions concerning the IRS guidelines for sponsorship should be directed to the Finance Department.

The Millard College does not allow any form of promotion in electronic materials, print, or any Millard College domain.

Individuals must receive permission from the Library and Information Management personnel for Online Learning to post promotional information on the Populi learning management system.

The Millard College does not accept solicitation for advertising space on the official College website.

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.

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.

ACADEMIC PROGRAMS

The Millard College General Academic Program Information

The Millard College offers two certificate programs.

Work Ready Certificate

The Work Ready Certificate Program is designed to prepare students with the basic introductory skills and knowledge to achieve immediate employment upon completion of the program. This certificate program has four areas of concentration in which the student will choose that include: Peer Support Specialist, Welding, Carpentry, and General Studies. The Work Ready Certificate program ranges 15 to 16 credit hours based on the area of concentration. All students will attend an orientation, introduction to computers, workskills, and a capstone class, in addition to the specific classes in their chosen area of concentration. Students are required to attend, complete, and pass all classes in order to be awarded a certificate.

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

Addiction Recovery Studies Certificate

The Addiction Recovery Studies program is a 24-credit hour certificate program designed to provide students with general knowledge and introductory skills for occupation in the field of addiction treatment. Students will be introduced to the principles of recovery, general psychology, counseling skills, ethics and will practice learned skills in an addiction treatment environment. Students are required to attend, complete, and pass all classes in order to be awarded a certificate in this program.

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

Program Name: Work Ready Certificate

Concentration: Peer Support Specialist

Total Credit Hours: 16

Course Requirements and Descriptions:

ORI 100 Orientation

0 credit hours

This course is an introduction to the learning environment and culture of The Millard College. The course will orient students to The Millard College's online learning system, library system, and resources.

WOSK 101 Workplace Skills

3 credit hours

This course is to introduce the student to soft skills that are often defined as interpersonal skills, communication skills, problem-solving skills, and other abilities of this nature.

COMP 101 Introduction to Computers

3 credit hours

The course will help students in developing an awareness of various software programs and computer capabilities as well as assist in computer literacy. During the span of this course the essentials of computer capabilities will be reviewed.

ARS 101 Recovery Principles

3 credit hours

This course presents in-depth, communities-based coverage with a holistic, biopsychosocial-spiritual viewpoint of the effects of chemical dependence on families, communities, and health as well as focusing on the various types of treatment approaches.

WRPS 101 Professional Engagement Practices

3 credit hours

This course presents basic communication and engagement skills used for one on one and group interaction between the professional and clients or customers in health care, business, administration, and ministry settings. The course allows for experiential learning.

ARS 106 Professional Ethics

3 credit hours

A study of ethical principles and of ethical problems in the professional world. The course is intended to provide students with the ability to analyze ethical situations within a specific profession such as health care, business, public administration, ministry, and pastoral care. The course includes discussions, case analyses and the study of codes of ethics.

WRPS 104 Peer Support Specialist Capstone

1 credit hour

This course is a one-week class attended in person. The course is an intensive instruction consisting of ethical boundaries, client advocacy, client engagement skills, individual and group skills and concludes with the examination for Kentucky Peer Support Specialist Certification.

Program Name: Work Ready Certificate

Concentration: Welding

Total Credit Hours: 16

Course Requirements and Descriptions:

ORI 100 Orientation

0 credit hours

This course is an introduction to the learning environment and culture of The Millard College. The course will orient students to The Millard College's online learning system, library system, and resources.

WOSK 101 Workplace Skills

3 credit hours

This course is to introduce the student to soft skills that are often defined as interpersonal skills, communication skills, problem-solving skills, and other abilities of this nature.

COMP 101 Introduction to Computers

3 credit hours

The course will help students in developing an awareness of various software programs and computer capabilities as well as assist in computer literacy. During the span of this course the essentials of computer capabilities will be reviewed.

WEL 101 Beginning Welding

3 credit hours

This course is an introduction to basic welding technology, safety, and use of welding equipment. The course will use the AWS Fundamentals of Welding curriculum and be instructed by a certified welder.

WEL 102 Intermediate Welding

3 credit hours

This course is designed for the student to learn welding skills and techniques, different types of welding, and cutting procedures. The course will use the AWS Fundamentals of Welding curriculum and be instructed by a certified welder.

WEL 103 Advanced Welding

3 credit hours

This course is designed for the student to learn welding skills for completion of projects in the manufacturing and mechanical industries. The course will use the AWS Fundamentals of Welding curriculum and be instructed by a certified welder.

WEL 107 Welding Capstone**1 credit hour**

This capstone course is a week-long project chosen by the field supervisor who is a certified welder which consists of using welding/cutting skills along with intensive instruction for preparation of the certification exam.

Program Name: Work Ready Certificate**Concentration:** General Studies**Total Credit Hours:** 15**Course Requirements and Descriptions:**

The Work Ready Certificate with a concentration in General Studies is a 15-credit hour program designed to broadly prepare students to enter the workplace. The student will be introduced to basic computer skills, workplace skills, basic English, math, and leadership skills.

ORI 100 Orientation**0 credit hours**

This course is an introduction to the learning environment and culture of The Millard College. The course will orient students to The Millard College's online learning system, library system, and resources.

WOSK 101 Workplace Skills**3 credit hours**

This course introduces the student to soft skills that are often defined as interpersonal skills, communication skills, problem-solving skills, and other abilities of this nature.

COMP 101 Introduction to Computers**3 credit hours**

The course will help students in developing an awareness of various software programs and computer capabilities as well as assist in computer literacy. During the span of this course the essentials of computer capabilities will be reviewed.

ENG 101 Introduction to English**3 credit hours**

This course will introduce students to the basic concepts of English, writing, and grammar needed for success in the workplace.

MATH 101 Introduction to Mathematics**3 credit hours**

This course will teach and prepare the student to use basic math skills needed in the workplace.

LEAD 101 Leadership for the Workplace**3 credit hours**

This course will teach the student basic leadership skills and prepare students for employment, supervision, and management.

Program Name: Work Ready Certificate

Concentration: Carpentry

Total Credit Hours: 15

Course Requirements and Descriptions:

ORI 100 Orientation.

0 credit hours

This course is an introduction to the learning environment and culture of The Millard College. The course will orient students to The Millard College's online learning system, library system and resources.

WOSK 101 Workplace Skills

3 credit hours

This course is to introduce the student to soft skills that are often defined as interpersonal skills, communication skills, problem-solving skills, and other abilities of this nature.

COMP 101 Introduction to Computers

3 credit hours

The course will develop students in developing an awareness of various software programs and computer capabilities as well as assist in computer literacy. During the span of this course the essentials of computer capabilities will be reviewed.

CARP 101 Beginning Carpentry

3 credit hours

This course is an introduction to basic carpentry technology, safety and use of carpentry equipment. The course will use the career connections curriculum and be instructed by an experienced carpenter.

CARP 102 Intermediate Carpentry

3 credit hours

This course is designed for the student to learn skills and techniques, different types of carpentry procedures. The course will use the career connections curriculum and be instructed by an experienced carpenter.

CARP 103, Advanced Carpentry

3 credit hours

This course is designed for the student to learn carpentry skills for completion of projects in the residential, commercial, manufacturing, and mechanical industries. The course will use the career connections curriculum and be instructed by an experienced carpenter.

CARP 106 Carpentry Capstone

1 credit hour

This capstone course is a week-long project chosen by the field supervisor who is an experienced carpenter and consists of using carpentry skills in completion of task in a residential or commercial setting

Program Name: Addiction Recovery Studies Certificate

Total Credit Hours: 24

Course Requirements and Descriptions:

ORI 100 Orientation

0 credit hours

This course is an introduction to the learning environment and culture of The Millard College. The course will orient students to The Millard College's online learning system, library system, and resources.

ARS 101 Recovery Principles

3 credit hours

This course presents in-depth, community-based coverage with a holistic, biopsychosocial-spiritual viewpoint of the effects of chemical dependence on families, communities, and health.

COMP 101 Introduction to Computers

3 credit hours

The course will help students in developing an awareness of various software programs and computer capabilities as well as assist in computer literacy. During the span of this course the essentials of computer capabilities will be reviewed.

PSY 101 General Psychology

3 credit hours

This course is designed to introduce the study of human behavior to the students. After the completion of this course, students will have attained a deeper knowledge of psychology as a science and how it relates to cognitive processes and effects.

ARS 102 Introduction to Counseling

3 credit hours

This course presents basic communication and counseling skills for one-on-one interaction between the counselor and the client. The course allows experiential learning.

ARS 103 Introduction to Group Counseling

3 credit hours

This course is structured to introduce the student to concepts and theories of group dynamics. This course will emphasize groups and exercises often utilized in the treatment of addictions. Students will have the ability to participate in a group both as a group leader and a group member in order to practice leadership skills.

ARS 104 Clinical Services Management**3 credit hours**

This course will introduce the student to the process of client management in the study of addiction counseling. The course will indicate how to provide case management services in a variety of settings.

ARS 106 Professional Ethics**3 credit hours**

A study of ethical principles and of ethical problems in the professional world. The course is intended to provide students with the ability to analyze ethical situations within a specific profession such as health care, business, public administration, ministry, and pastoral care. The course includes discussions, case analyses, and the study of codes of ethics.

ARS 109 Family and Addictions**3 credit hours**

The student will learn characteristics, support issues, confidentiality issues, cultural factors and facilitation of discussions regarding family interactions in addictions counseling. The intent is to provide instruction for a student seeking to be a certified alcohol and other drug counselor.

ACADEMIC CALENDAR

The Millard College Academic Year 2023

Trimester	Term 1	Term 2	Term 3	Term 4
Spring	January	February	March	April
Summer	May	June	July	August
Fall	September	October	November	December

- Classes will start on the First Monday of each term (month). (If Monday is a holiday, classes will start on the first Tuesday of the term (month)).
- Graduations will be held twice per year.

2023 SPRING TRIMESTER

TERM	Last day to enroll	First day of class	Last day to drop/add	Last day of class
1	12/29/2022	1/3/2023	1/6/2023	1/29/2023
2	2/2/2023	2/6/2023	2/10/2023	3/5/2023
3	3/2/2023	3/6/2023	3/10/2023	4/2/2023
4	3/30/2023	4/3/2023	4/7/2023	4/30/2023

2023 SUMMER TRIMESTER

TERM	Last day to enroll	First day of class	Last day to drop/add	Last day of class
1	4/27/2023	5/1/2023	5/5/2023	5/28/2023
2	6/1/2023	6/5/2023	6/9/2023	7/2/2023
3	6/29/2023	7/3/2023	7/7/2023	7/30/2023
4	8/3/2023	8/7/2023	8/11/2023	9/3/2023

2023 FALL TRIMESTER

TERM	Last day to enroll	First day of class	Last day to drop/add	Last day of class
1	8/31/2023	9/5/2023	9/8/2023	10/1/2023
2	9/28/2023	10/2/2023	10/6/2023	10/29/2023
3	11/2/2023	11/6/2023	11/10/2023	12/3/2023
4	11/30/2023	12/4/2023	12/8/2023	12/31/2023

BOARD OF REGENTS, ADMINISTRATION, FACULTY/INSTRUCTIONAL STAFF

Board of Regents

Scott Robinson, Chairman
Lawrence Vinson, Vice Chair
Deanna Muncy, Member
Johnathan Gay, Member
Matt Brown, Member
Steve Ramey, Member

Administration

Randy Stinson, President/CEO
Cassandra Webb, Interim Vice President of Academic Administration
Alanna Garden, Vice President of Student Services
Deanna Muncy, Vice President of Financial Administration

Staff

Edward Chicko, Associate Vice President of Academic Administration
Missy Edens, Director of Financial Aid
Michael Webb, Director of Admissions and Retention
Alice Southers, Registrar
Miranda Blair, Librarian
Cindy Fletcher, Director of Library and Technology Services
Tammy Dillion, Director of Professional Development

Faculty

Work Ready Coordinator/ Instructor Kayala Corbiere
Addiction Recovery Studies Coordinator/ Instructor Taylor Fannin

Adjunct Faculty - Addiction Recovery Studies

Richard Goddard
Cathy Allen
Angela Null
Billy Noble

Adjunct Faculty - Work Ready Program

Brandi Murriel
Sabrina Hill
Kristina Donahoe
Miranda Blair
Betty Bartlett
Amie Chicko

Initial Board Approval: March 16, 2022

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Revised: August 22, 2022

Revised: September 19, 2022

Revised: February 6, 2023