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## HORRY-GEORGETOWN TECHNICAL COLLEGE

**POLICY**

Number: 8.1.1

Title: Field Trips/Student or Group Travel

Authority: Title 59, Chapter 53, Sections 810-860 of the 1976 Code of Laws of South Carolina, as Amended.

Responsibility: Senior Vice President

Original Approval Date: 08-01-1994

Last Cabinet Review: 06-19-2013

Last Revision: 06-19-2013

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Chairperson

Horry Georgetown Technical College recognizes the importance of field trips/student or group travel in the learning process. The College further recognizes the importance of appropriate regulations to promote safety, maximize educational value, manage risk, minimize liability, and enable appropriate response in times of crisis.

This policy applies to all student/group travel in conjunction with official College-sponsored activities, and registered student organizations, including but not limited to instructional field trips, college-recognized club or organization activities, cultural events; athletic events, student/group travel abroad; travel to conferences or workshops, and any programs sponsored or endorsed by the College.

This policy governs the following:

- Activities, programs, or events sponsored, recognized and/or funded by the College.
- Travel by student organizations registered at the College.
- Travel required by academic departments as part of fulfilling course requirements for completion of a class or receiving extra credit.
- Travel involving students to participate in supplemental learning experiences.

Departments, classes, and/or student organizations may mandate additional standards as deemed necessary to address the unique requirements associated with a particular type of organized student travel. Any student traveling on a College-sponsored, recognized, or funded trips is subject to the guidelines and expectations outlined in the Student Code of Conduct for the South Carolina Technical College System.

## HORRY-GEORGETOWN TECHNICAL COLLEGE

**PROCEDURE**

Number: 8.1.1.1  
Related Policy: 8.1.1  
Title: Record Keeping  
Responsibility: Senior Vice President

Original Approval Date: 08-01-1994  
Last Cabinet Review: 02-07-2007  
Last Revision: 02-07-2007

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President

Instructors are responsible for preparing and maintaining the following records:

1. Daily Attendance
2. Grades/Calculation of
3. Withdrawals /Last Date of Attendance
4. Accident Reports
5. Others as Directed or Desired

HORRY-GEORGETOWN TECHNICAL COLLEGE

# PROCEDURE

Number: 8.1.1.2  
 Related Policy: 8.1.1  
 Title: Field Trips/Student or Group Travel  
 Responsibility: Senior Vice President/Associate Vice President for Student Affairs

Original Approval Date: 08-01-1994  
 Last Cabinet Review: 01-07-2015  
 Last Revision: 01-07-2015

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President

## **Field Trip/Student or Group Travel Procedure**

For the purpose of this procedure, “field trip” is meant to convey an out-of-the-ordinary and off-Campus experience requiring participant travel. Field trips and travel may be categorized as out-of-area or in-area, depending upon the nature and destination of the experience. “Out-of-area” is defined as any location outside the Horry Georgetown Technical College service area of Horry and Georgetown counties. “In-area” is defined as any location within the HGTC service area of Horry and Georgetown counties. Section I through Section VII of this procedure govern all out-of-area travel with HGTC students, in- and out-of-area field trips with minor participants—not including transport to and from regular campus activities—and all travel requiring overnight stays.

In-area field trips/travel and learning experiences involving HGTC students and such as are typical to the College environment, including site visits, demonstrations, field work, lab activities and other appropriate activities offered as a part of or supplement to learning, are governed by Section VIII of this procedure, as well as all other applicable policies and procedures.

HGTC recognizes the benefits of off-campus student/group travel in conjunction with academic, co-curricular, and College sponsored programs. HGTC also acknowledges the need for certain regulations and procedures to promote safety, maximize educational value, manage risk, minimize liability, and enable appropriate response in times of crisis.

It is the responsibility of the Field Trip Sponsor of the organized student/group travel (College department, registered student organization, academic program, College employee, etc.) to assure compliance with all applicable College policies and procedures. If an individual student travels under this policy, a full time College employee (Field Trip Sponsor) must assume the responsibility for compliance with all applicable policies and procedures.

The parameters set forth in this Procedure apply to College-authorized travel for currently enrolled HGTC students and/or participants in HGTC-sanctioned programs for services, i.e., Upward Bound, Educational Talent Search. The College is not responsible for any unauthorized travel, including such travel done outside the guidelines listed herein.

### **Section Headings**

#### **I. Field Trip Sponsor Responsibilities for Field Trips**

#### **II. Student/Field Trip Sponsor Responsibilities for Field Trips**

**III. Required Documentation****IV. Modes of Travel/Transportation****V. Unapproved Expenses****VI. Trip Contingencies****VII. Special Requirements for Travel Involving Minors****VIII. In-Area Field Trips/Travel with HGTC Students****IX. Exceptions****I. Field Trip Sponsor Responsibilities for Field Trips**

Field Trip Sponsors must be a full time employee of Horry Georgetown Technical College. The Field Trip Sponsor must ensure that a completed, signed Travel Authorization Form is submitted to the Finance Office at least fifteen (15) working days (Monday-Friday) in advance of any trip. Field Trip Sponsors must obtain all written approvals via the signed Field trip Notification Form and Roster to include the signatures of the Academic Chair, Dean, Senior Vice President at least ten (10) working days before a scheduled field trip or class activity away from campus. Field Trip Sponsors must specify how the proposed field trip is related to the course objective or club mission. Field Trip Sponsors are responsible for making all trip preparations, including transportation and registrations.

In addition, Field Trip Sponsors traveling with Student Engagement fees must also obtain the signature of the Associate Vice President for Student Affairs on the Field Trip Notification and Roster.

Original signed trip forms will be maintained in the Office of Student Affairs and copies of the trip forms will be sent to Academic Affairs.

- 1) Travel Authorization Form;
- 2) Field Trip Notification and Roster;
- 3) Voluntary Assumption of Risk, Waiver & Release Agreement; and
- 4) Consent for Medical Treatment

After a trip is completed, all travel paperwork will be imaged and become a permanent record of the College.

All students/groups must be accompanied by a full-time member of the faculty or a full-time College staff employee (Field Trip Sponsor) regardless of the mode of travel, except in the following instances:

1. Permission received from Senior Vice President in area travel supervised by Adjunct Faculty.
2. Adult students arrange their personal travel, pursuant to Section IV of this procedure. The Field Trip Sponsor is responsible for compliance with all applicable policies and procedures.

The ratio of chaperones to participants must be as follows: In area trips 1:30, out of area or overnight travel 1:20.

Faculty/staff must prepare viable alternatives of equal grading value or attendance credit for students who are not able to attend a required field trip or who refuse to sign the necessary forms. Students who refuse to sign necessary forms will not be permitted to participate in the field trip.

Any HGTC employee traveling with a student group shall not consume alcoholic beverages at any time during the trip, including while traveling to and from sites to be visited.

Field Trip Sponsors shall not engage in willful misconduct including, but not limited to:

- Using alcohol or controlled substances while on the trip,
- Engaging in solicitous relationships,
- Placing students in clearly dangerous circumstances,
- Not taking appropriate, expedient action (such as sending the student home, if prudent) when it becomes evident that a student is placing themselves or the group in danger; and
- Hosting or condoning an occasion where any of the above is violated.

The Field Trip Sponsor shall inform students participating in the trip of their responsibilities related to the instructional/classroom time they may miss as follows:

- At least ten (10) instructional weekdays (Monday-Friday) in advance, students participating in a trip should notify the instructors of courses/classes they will miss as a result of participating in the trip.
- Students should inform those instructors of the days and times they will be absent and request appropriate arrangements to make up missed assignments.

While on the trip, the Field Trip Sponsor must maintain a copy of the Voluntary Assumption of Risk, Waiver, & Release Agreements and the Consent for Medical Treatment forms which must be completed by students as a condition of participation.

Individual departments or groups may have further requirements for approval of student/group travel which must be submitted to the appropriate Academic Chair, Dean, Senior Vice President and/or Associate Vice President for Student Affairs for review and authorization, in advance.

## **II. Student/Field Trip Sponsor Responsibilities for Field Trips**

It is the responsibility of the Field Trip Sponsor and student participants to advise of any known limitations, special disabilities, certified medical conditions, or needs that may require an accommodation. In the event of any emergency or severe behavioral/conduct violation involving students, the Field Trip Sponsor must immediately take responsible, reasonable action to the address the situation and must notify his/her direct supervisor and/or the Associate Vice President for Student Affairs by telephone as soon as possible.

The Field Trip Sponsor must advise students of rules and regulations regarding conduct during the trip including, but not limited to, hotel curfew and responsibility for obligations, purchases or damages incurred by the students/group. Any student traveling on a College-sponsored, recognized, or funded trip will be subject to enforcement of the HGTC Student Code of Conduct and local, state, and federal laws at all times while traveling on an authorized trip. No student traveling on a College-sponsored, recognized, or funded trip may use alcohol or illegal drugs at any time while on a trip. The Field Trip Sponsor must report any disciplinary issue to the AVP for Student Affairs immediately.

## **III. Required Documentation**

### **Field Trip Sponsor Responsibilities:**

**Travel Authorization Form.** All requests for student/group travel must be initiated by the Field Trip Sponsor, as outlined in Section I, and authorized in advance. The Field Trip Sponsor must ensure that a completed, signed Travel Authorization Form is submitted to the Finance Office at least fifteen (15) working days (Monday-Friday) in advance of any trip.

**Field Trip Notification Form and Roster.** Field Trip Sponsors must obtain all written approvals via the signed Field Trip Notification Form and Roster to include the signatures of the Academic Chair, Dean and Senior Vice President at least ten (10) working days before a scheduled field trip or class activity away from Campus. Advisors to student organizations must obtain written approval via the signed Field Trip Notification Form and Roster from the Associate Vice President for Student Affairs at least ten (10) working days prior to the field trip.

**Itinerary/Orientation.** The Field Trip Sponsor must also provide appropriate trip information to all students traveling. (e.g. pre-trip meeting/orientation, date and time of departure and duration of trip, mode of travel, number of chaperones, purpose of trip, known hazards, special clothing or equipment required because of planned group activities, weather, or other conditions, etc.) Upon receipt of trip information, all participants and/or their legal guardian(s) will be required to provide a signed Voluntary Assumption of Risk, Waiver & Release Agreement and Consent for Medical Treatment. Further, an orientation meeting is recommended for all trips, and a parent/guardian orientation is required for all trips involving minors.

The following are the minimally required documents that must be obtained from each participant and submitted at least ten (10) working days (Monday-Friday) prior to trip departure. When submitted, the documents must contain all required signatures. Participants unwilling or unable to provide required documentation will not be permitted to participate in the field trip.

### **Participant Documentation:**

**Voluntary Assumption of Risk, Waiver & Release Agreement.** In order that students, parents, and/or legal guardians may fully appreciate and assess the risks associated with the off-campus activity and make an informed decision about whether or not to participate in the activity, or limit participation in certain aspects of the field trip, all student/group travelers and/or their parent/guardian must complete a Voluntary Assumption of Risk, Waiver and Release Agreement form. This form will verify that the student travelers and/or their parent/guardian understand and accept the risks involved in participating in the travel activity, assume full responsibility for their behavior, and voluntarily agree to release the College from liability for any claims or injuries that may arise from their participation in the activity. Field Trip Sponsors will maintain a copy of the Voluntary Assumption of Risk, Waiver and Release Agreement. During the field trip, original signed forms will be maintained in the Office of Student Affairs and a copy in the Office of Academic Affairs. After the field trip, the original forms will be imaged and saved on a secure server on the College's network. After the forms are imaged, the originals will be shredded.

**Consent for Medical Treatment.** All student/group travelers (including minors) must complete a Consent for Medical Treatment form that authorizes medical treatment in the event of an emergency during the off-campus trip. Minor students must obtain the signature of a parent or guardian on this form. Field Trip Sponsors will maintain a copy of the Consent for Medical Treatment. As outlined in Section I, original signed forms will be maintained in the Office of Student Affairs, and a copy of the signed forms will be maintained in the Office of Academic Affairs.

**Medical Coverage.** HGTC assumes no responsibility for medical coverage of student travelers. It is recommended that each student, staff, or faculty member have their own medical and accident insurance. Any costs not covered by insurance will be the responsibility of the traveler. Insured travelers must carry their insurance cards or proof of insurance with them on the trip.



#### IV. Modes of Travel/Transportation

Absent extraordinary circumstances (specifically approved by the President or Senior Vice President), no personal vehicles shall be used by any College personnel for transporting students on field trips. This does not preclude adult students from providing their own transportation to and/or from events or sanctioned travel opportunities, providing the student notifies Field Trip Sponsor in advance of departure and provides all required documentation as outlined in Section III. In such instances, the student assumes all liability as a driver and waives College liability for their actions as a driver.

Absent extraordinary circumstances (specifically approved by the President or Senior Vice President), field trip transportation offered by Horry Georgetown Technical College shall be conducted by:

- Fully insured, properly licensed professional drivers using either licensed commercial/charter vehicles or vehicles owned and maintained by the State of South Carolina that meet all appropriate safety standards, including but not limited to: use of passenger restraints, and occupant protection requirements.
- Field Trip Sponsors or chaperones driving College cars or vehicles rented by the College shall be deemed to have met the licensure and safety requirements.

Student use of College vehicles is governed by College Policy 4.2.4, Official Student Use of College Vehicles. Students operating a College vehicle must be directly supervised by the Field Trip Sponsor at all times.

Each mode of transportation requires that common and mode-specific safety precautions (e.g. seatbelts) be used at all times. In addition to following applicable local, state and federal laws and using sound judgment when traveling, students and College personnel must follow the procedures associated with this policy according to the specific mode of travel involved. Travel conditions must be considered prior to departure on any travel involving students, and the Field Trip Sponsor must exercise sound judgment in making decisions regarding travel.

- A. Vehicles owned, leased, rented or borrowed by the College. All drivers operating College owned, rented, leased or borrowed vehicles as part of organized student/group travel must:
  1. be a full or part-time faculty or staff member and possess a valid South Carolina or other state driver's license or
  2. be a currently enrolled student with the direct supervision of the Field Trip Sponsor and possess a valid South Carolina or other state driver's license.
- B. Commercial Travel. Students traveling by commercial transportation, must comply with all laws regulating travel and the rules of the specific carrier.
- C. Safety Requirements. Drivers and passengers must act responsibly and use sound judgment when traveling. Further, drivers must:
  1. Obey all traffic laws and regulations, including posted speed limits.
  2. Not drive under the influence of alcohol or illegal drugs or transport or possess alcoholic beverages, illegal drugs, unauthorized firearms or other types of weapons as indicated in the Code of Conduct.
  3. Wear seat belts at all times. The number of occupants in the vehicle must not exceed the number of seat belts.

4. Not exceed the vehicle manufacturer's recommended load capacity (see owner manuals for specific instructions.)
5. Avoid horseplay, racing or other distracting or aggressive behavior.
6. Refrain from cell phone use while driving.
7. Refrain from eating while driving.

## **V. Unapproved Expenses**

Any unapproved travel-related expense incurred by the student, faculty or staff traveler is the responsibility of the respective traveler. Students must be informed that the College assumes no responsibility for providing student/groups with funds in case of unanticipated delays or other incidents, which may require additional expenditures. Reimbursement for emergency circumstances may be considered.

## **VI. Trip Contingencies and Emergencies**

### **A. Trip Contingencies**

Even with the best planning effort, things can still go wrong. Field Trip Sponsors or chaperones should try to anticipate complications that could arise, and develop contingency plans in advance. Examples of unplanned circumstances include, but are not limited to the following: student needs to return early because of a personal or family emergency; student violates established conduct rules; weather or transportation delays or cancellations require overnight housing. Field Trip Sponsors should seek to understand contract limitations and restrictions, whether they arise from rental vehicle, lodging, admission or other agreements. (Determine whether any portion of pre-paid trip expenses will be refundable, etc.)

### **B. Emergencies:**

In the event of an emergency (e.g. car accidents, injuries, hospitalizations or death) or serious student behavioral conduct issue, Field Trip Sponsors or chaperones must immediately seek professional assistance as required, and then immediately notify: 1) The listed emergency contact(s) for the student(s) involved, 2) the Associate Vice President for Student Affairs, and 3) their respective academic chair/direct supervisor by telephone as soon as possible.

## **VII. Special Requirements for Travel Involving Minors**

The following requirements are specific to travel involving minors (e.g. student participants in Educational Talent Search, Upward Bound, et al). These are in addition to other procedures outlined herein.

- A. All participants in overnight travel and events must be rising seventh-grade students or older.
- B. For travel involving minors, a mandatory orientation meeting with parents/guardians must be scheduled no fewer than fifteen (15) working days (Monday-Friday) prior to departure. Participants who are not represented at the meeting by parent/guardian will not be allowed to participate. At the mandatory meeting, all required documents will be distributed and all necessary forms collected.

- C. Required documents must be received no later than ten (10) working days (Monday-Friday) prior to travel or student participation will be disallowed. During the field trip, original signed forms will be maintained in the Office of Student Affairs and a copy will be maintained in the Office of Academic Affairs. After the field trip, the original forms will be imaged and saved on a secure server on the College's network. After the forms are imaged, the originals will be shredded.
- D. Only activities directly related to scheduled events shall be allowed, with absolutely no participation in unscheduled, unauthorized or unnecessarily risky activities. Activities will be outlined, scheduled and listed on the travel itinerary and strictly followed.
- E. It is the responsibility of participants and/or parents/guardians to inform the College of any existing certified medical condition that requires medication. Further, all participants with said condition(s) must be able to keep, monitor and administer all required medications without assistance; however, if assistance is required, the College reserves the right to determine what level of assistance is reasonable and does not negatively affect the rights or participation of other students.
- F. The ratio of chaperones to participants will be as follows: Generally, for minors to participate and specifically, as required for travel by Upward Bound program participants, the student to chaperone ratio will be in keeping with guidelines set forth by area school districts, but not to exceed 12:1; for Educational Talent Search, the student to chaperone ratio will not exceed 6:1 when traveling with middle school-aged participants and not to exceed 10:1 when traveling with high school aged participants.
- G. The College reserves the right to restrict, limit or disallow student participation if extenuating or unusual circumstances exist that do cause or may cause unnecessary risk or liability to the participant, faculty, staff or other participants.
- H. A signed Field Trip Rules of Conduct Form is required for students traveling with the Educational Talent Search and Upward Bound Grants. During the field trip, original signed forms will be maintained in the Office of Student Affairs and a copy will be maintained in the Office of Academic Affairs. After the field trip, the original forms will be imaged and saved on a secure server on the College's network. After the forms are imaged, the originals will be shredded.

#### **VIII. In-Area Field Trips/Travel with HGTC Students**

- A. Student/Field Trip Sponsor Responsibilities: It is expected that HGTC faculty, staff and students participating in in-area field trips/travel will exercise all appropriate caution and protocol, in keeping with applicable College policies and procedures, Student Code of Conduct for the South Carolina Technical College System State and Federal laws, and general safety guidelines.
- B. Required Documentation: The in-area Field Trip Sponsor is required to complete a Field Trip Notification Form and Roster, obtain written approval from the Academic Chair, Dean and Senior Vice President. The originals should be sent to the Student Affairs Office and a copy to the Academic Affairs Office at least two working days (Monday – Friday) prior to departure. After the field trip, the original forms will be imaged and saved on a secure server on the College's network. After the forms are imaged, the originals will be shredded.

- C. Vehicles: Use of College Vehicles for in-area field trips/travel is governed by HGTC Policy 4.2.2, College Vehicle Usage.

### **IX. Exceptions**

Any exception to this procedure will only be granted by written authorization of the College President.

## HORRY-GEORGETOWN TECHNICAL COLLEGE

**PROCEDURE**

Number: 8.1.1.3  
Related Policy: 8.1.1  
Title: Classroom and Laboratory Safety  
Responsibility: Senior Vice President

Original Approval Date: 08-01-1994  
Last Cabinet Review: 02-07-2007  
Last Revision: 10-27-1996

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President

Each instructor is personally responsible for the safety of students in his class. At a minimum, the following rules should be followed:

1. Stress the importance of the care of equipment.
2. Stress the proper use of tools and instruments.
3. Inspect the equipment before its use to ensure that it is in good working condition, both from an operational and safety standpoint.
4. Be sure that the proper safety equipment is being used where required.
5. Be familiar with location of first aid supplies and procedures to follow in case of a serious accident.
6. Instructors must be present in classrooms or shops at all times.
7. Any accidents requiring medical attention should be reported to the Senior Vice President or the President.

## HORRY-GEORGETOWN TECHNICAL COLLEGE

# PROCEDURE

Number: 8.1.1.4  
Related Policy: 8.1.1  
Title: Official Class Roll Annotation Procedures  
Responsibility: Senior Vice President

Original Approval Date: 08-01-1994  
Last Cabinet Review: 02-07-2007  
Last Revision: 02-07-2007

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President

1. Obtain class roll from WaveNet.
2. If you cannot access all rolls for your assigned classes, contact your Department Chair.
3. Verify that each student attending your classes is on the roll.
4. If a student is not on the roll, refer the student to the AVP for Placement, Records, & College Registration. The student should not be allowed to stay in class unless his/her computer schedule shows registration for correct course and section.
5. At the end of the add/drop period, you should review your class roll again.
6. Students who withdraw during the term after the add/drop period will appear on your class roll with a grade of W or WF (W or U Developmental Studies courses).

## HORRY-GEORGETOWN TECHNICAL COLLEGE

# PROCEDURE

Number: 8.1.1.5  
Related Policy: 8.1.1  
Title: End-of-Semester Faculty Procedures  
Responsibility: Senior Vice President

Original Approval Date: 08-01-1994  
Last Cabinet Review: 02-07-2007  
Last Revision: 02-07-2007

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President

For each semester's academic documentation and records to be completed in an orderly and effective manner, the following information should be followed accordingly:

1. Final exams (if given) should be retained for a period of one year. Part-time instructors should turn these into their department chairs. Any part-time instructors not returning next semester should turn in grade books and textbooks to their department heads.
2. All adjunct faculty giving students an "I" (incomplete) for a course should submit to their Department Chairs a list of requirements for each student and recommended grading procedures. Students should also be informed to insure consistency and avoid misunderstandings. Full-time instructors will make their own arrangements with students for make up of incompletes. Normally, all of their work should be completed within one semester.
3. Department Chairs should brief adjunct and full-time faculty on courses and procedures for the next semester. Course packages and textbooks should be supplied.
4. At the end of a semester or term, all faculty should turn in final grade report forms to the Associate VP for Records, Registration and Information Technology and a copy of their roll books, including grades, to the Senior Vice President.

## HORRY-GEORGETOWN TECHNICAL COLLEGE

# PROCEDURE

Number: 8.1.1.7  
Related Policy: 8.1.1  
Title: Faculty Secretarial Services  
Responsibility: Senior Vice President

Original Approval Date: 08-01-1994  
Last Cabinet Review: 02-07-2007  
Last Revision: 02-07-2007

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President

The following are procedures to help ensure clerical needs can be met.

1. Faculty secretaries are to provide assistance for typing requests (e.g. tests, exams, instructional packages). Tests and exams will be given first priority over all other typing requests. Requests for typing tests should be communicated to a faculty secretary within three days. College work study students are not allowed to type any tests or exams. Course packages must be turned in two weeks in advance and originals will be housed in the secretary's office.
2. All divisional, departmental and personal objectives should be turned into the secretary to be typed two weeks before the deadline.



## HORRY-GEORGETOWN TECHNICAL COLLEGE

**POLICY**

Number: 8.1.2  
Title: Attendance Policy  
Authority: Title 59, Chapter 53, Sections 810-860 of the 1976 Code of Laws of South Carolina, as Amended  
Responsibility: Senior Vice President

Original Approval Date: 09-09-1993  
Last Cabinet Review: 04-01-2007  
Last Revision: 04-01-2007

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Chairperson

A student at Horry Georgetown Technical College is responsible for all course work and all assignments made in each class; therefore, he/she is expected to attend regularly and promptly each class meeting in which he or she is enrolled. Students should limit absences to those that are unavoidable and, with the consent of the instructor, should make up all work which is missed.

Horry Georgetown Technical College maintains a general attendance policy requiring students to be present for a minimum of 80 percent (80%) of their classes in order to receive credit for any course. However, due to the varied nature of courses taught at the college, some instructors may require up to 90 percent (90%) attendance. Each instructor will define his/her absence and tardy policy as a part of the instructional package distributed at the beginning of each semester.

Students withdrawn from a course(s) due to excessive absences will receive a grade of W or WF dependent upon his/her academic status following the guidelines of HGTC Policy 8.6.3.

It is the responsibility of the instructor to enforce this policy.

HORRY-GEORGETOWN TECHNICAL COLLEGE

# POLICY

Number: 8.1.3  
 Title: Evaluation and Grading  
 Authority: Title 59, Chapter 53, Sections 810-860 of the 1976 Code of Laws of South Carolina, as Amended  
 Responsibility: Senior Vice President  
 Original Approval Date: 09-09-1993  
 Last Cabinet Review: 09-03-2014  
 Last Revision: 09-03-2014

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Chairperson

Tests and examinations help instructors evaluate the results of instruction, the work of the student, the curriculum, and provide information for instructional improvement. Tests and examinations also help measure the progress, or the lack of it, made by individuals or groups.

Test and examinations should be returned as soon as possible. Returning the tests and exams the first period following administering them is preferred. Instructor-made tests, whatever the type, must be constructed and interpreted in light of the purpose and objectives of the learning experience.

## Final Exam

All instructors must give a final exam during the period designated for final exams. Permission to change the exam schedule must be authorized by the appropriate Academic Chair and/or Dean.

## Grading

Horry-Georgetown Technical College has a standardized grading scale for academic courses. The grading scale is:

A . . . . . 90 - 100  
 B . . . . . 80 - 89  
 C . . . . . 70 - 79  
 D . . . . . 60 - 69  
 F . . . . . Below 60

This grading system is contained in the College Catalog. Each instructor has the full responsibility for evaluating the achievement of his/her students. Each instructor should be thoroughly familiar with these requirements.

During the first week of class, students should be informed of:

1. course requirements,
2. methods of evaluation, and
3. how the final grade is determined.

The instructor must provide this material and information to students in each course through an instructional package.

Frequent and varied evaluations of students should be made throughout the semester. Early referral of a student to a faculty advisor or counselor when he/she appears maybe having personal and/or academic problems is essential.

HORRY-GEORGETOWN TECHNICAL COLLEGE

# POLICY

Number: 8.1.4  
 Title: Grading System  
 Authority: Title 59, Chapter 53, Sections 810-860 of the 1976 Code of Laws of South Carolina, as Amended  
 Responsibility: Assistant VP for Placement, Records, & College Registration

Original Approval Date: 04-08-1993  
 Last Cabinet Review: 09-03-2014  
 Last Revision: 09-03-2014

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Chairperson

Grade reports showing the scholastic mark attained by the student will be issued at the end of each term. The following grades are used:

A	EXCELLENT	"A" is used in G.P.A. calculations; carries a value of 4 quality points and earns credit hours.
B	ABOVE AVERAGE	"B" is used in G.P.A. calculations; carries a value of 3 quality points and earns credit hours.
C	AVERAGE	"C" is used in G.P.A. calculations; carries a value of 2 quality points and earns credit hours.
D	BELOW AVERAGE	"D" is used in G.P.A. calculations; carries a value of 1 quality point and earns credit hours.
I	INCOMPLETE	"I" does not affect G.P.A. calculations; defaults to "F" automatically after one semester and generates 0 quality points and 0 credit hours.
F	FAILURE	"F" is used in G.P.A. calculations; carries a value of 0 quality points and earns 0 credit hours. Hours attempted are used in G.P.A. calculations.
WF	WITHDRAWAL FAILING	"WF" is used in G.P.A. calculations; carries a value of 0 quality points and earns 0 credit hours. Hours attempted are used in G.P.A. calculations.
W	WITHDRAWAL	"W" is not used in G.P.A. calculations; carries a value of 0 quality points and earns 0 credit hours. May be utilized when extenuating circumstances warrant.

S	SATISFACTORY	"S" does not affect G.P.A. calculations; carries a value of 0 quality points, but does cause credit hours and CEU's to be earned.
U	UNSATISFACTORY	"U" does not affect G.P.A. calculations; carries a value of 0 quality points and earns 0 credit hours.
SC	SATISFACTORY COMPLETION	"SC" does not affect G.P.A. calculations; earns credit hours; generates no grade points.
NC	NO CREDIT	"NC" is not used in G.P.A. calculations; earns no credit hours; generates no grade points.
CF	CARRY FORWARD	"CF" does not affect G.P.A. calculations; earns no credit hours; generates no grade points.
TR -	TRANSFER	"TR" is not used in G.P.A. calculations; earns credit hours; generates no grade points. A "TR" is given for allowable equivalent TECH credits earned at other accredited colleges, universities, or technical schools. All "TR" grades must be supported by an official transcript of record.
AU -	AUDIT	"AU" is not used in G.P.A. calculations; carries a value of 0 quality points and earns 0 credit hours.

An Incomplete Grade can be assigned when the student is unable to complete his/her work or take the final examination because of illness or for other reasons over which the student has no control. This grade is given only with the approval of the instructor involved. An incomplete must be removed by the end of the following term. Otherwise, the grade becomes an automatic "F" when an official transcript is issued.

The Grade Point System at Horry Georgetown Technical College operates on a semester-hour credit system. Semester hour credits represent the number of hours completed with a passing grade. Grade points are determined by the grade earned. Each grade is assigned on a "grade point equivalent" in grade points for each semester hour scheduled.

All grades for attempted courses are shown on the permanent record. Credit hours and quality points will be computed in the Grade Point Average (G.P.A.). The Grade Point System is as follows:

GRADE	QUALITY POINTS
A	4
B	3
C	2
D	1
F	0

I

Temporarily appears as hours not earned

The Grade Point Average is calculated by dividing the total quality points earned by the total credit hours attempted excluding those hours with non-punitive grades.

A student's quality points must be at least double the number of semester hours of credit pursued to achieve a 2.00 G.P.A. A student must maintain a scholastic average of "C" (2.00 G.P.A.) or better in order to graduate.

## HORRY-GEORGETOWN TECHNICAL COLLEGE

**PROCEDURE**

Number: 8.1.4.1  
Related Policy: 8.1.4  
Title: Grading System  
Responsibility: Assistant VP for Placement, Records, & College Registration

Original Approval Date: 02-27-1997  
Last Cabinet Review: 09-03-2014  
Last Revision: 03-01-2007

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President

The grading system policy is followed by faculty entering their grades in the "Final Grades" form on their WaveNet faculty account. Once all grades are entered for the term, the Registrar's Office will roll grades into Academic History. Students can then view their grades on their WaveNet accounts.

## HORRY-GEORGETOWN TECHNICAL COLLEGE

**POLICY**

Number: 8.1.5  
Title: Grade Books  
Authority: Title 59, Chapter 53, Sections 810-860 of the 1976 Code of Laws of South Carolina, as Amended  
Responsibility: Senior Vice President

Original Approval Date: 09-09-1993  
Last Cabinet Review: 03-01-2007  
Last Revision: 03-01-2007

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Chairperson

The grade records for each curriculum credit course taught at Horry Georgetown Technical College is an official school record. All grade books should be kept up to date. Full-time faculty must submit the grade records to the Department Chair of the curriculum before employment is terminated. All faculty must submit copies of the grade book to the Senior Vice President and should remain on file for at least three years.



## HORRY-GEORGETOWN TECHNICAL COLLEGE

**POLICY**

Number: 8.1.6  
Title: Work Experience: Cooperative Education, Supervised Cooperative Work Experience, and Internships  
Authority: Title 59, Chapter 53, Sections 810-860 of the 1976 Code of Laws of South Carolina, as Amended  
Responsibility: Senior Vice President

Original Approval Date: 09-09-1993  
Last Cabinet Review: 03-01-2007  
Last Revision: 03-01-2007

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Chairperson

Horry Georgetown Technical College provides work experiences to its students including Cooperative Education (Co-Op), and Supervised Cooperative Work Experiences (SCWE). This cooperative type of work experience is a unique plan of education that integrates classroom study with planned and supervised work experience. It is called "cooperative education" because it is dependent upon the cooperation between educational institutions and employers to form a total educational program. The College views cooperative work experiences as an essential mechanism in the accomplishment of the College's responsibility for providing a board range of occupationally-oriented programs designed around the specific needs of service area industries and businesses and to educate and train technicians for the job market.

HORRY-GEORGETOWN TECHNICAL COLLEGE

# PROCEDURE

Number: 8.1.6.1  
 Related Policy: 8.1.6  
 Title: Work Experience: Cooperative Education, Supervised Cooperative Work Experience, and Internships  
 Responsibility: Senior Vice President

Original Approval Date: 02-26-1997  
 Last Cabinet Review: 09-12-2012  
 Last Revision: 09-12-2012

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President

As approved by the Chief Instructional Officers (CIO) of the sixteen state technical colleges on July 10, 1990, the following guidelines apply to degree credit and non-degree credit courses at the post-secondary level. These guidelines must be used in determining the credit ratio for laboratory/clinical, supervised comprehensive work experience and cooperative work experience. A course must meet all specified criteria in a given category to use the designated ratio. The course title and course description should clearly identify the type of educational experience, i.e., do not use "clinical" in a title for a course that does not meet guidelines for using the laboratory/clinical credit ratio.

## A. Cooperative Work Experience (5:1 Ratio)

The ratio will be 5:1 for all cooperative work experience courses, and the courses must meet the specific criteria in the Guidelines for Credit Ratio. However, one of the courses, CWE 101, is a preparatory course, and it may be used with a 1:1 ratio. This course includes experiences that will prepare the student for the ensuing cooperative work experience courses.

A generic prefix will be used for all cooperative work experience courses. The intent is for the courses to be used sequentially by Roman numerals. A student will enroll in CWE 111, 112, 113, 114, 115, 116, 117, or 118 (based on desirable credit hours) before enrolling in CWE 121, 122, 123, 124, 125, 126, 127, or 128 (again, based on desirable credit hours). The middle digit in the course number represents the student's sequential enrollment in the course. The course numbering schema allows a student to enroll in at least nine semesters (terms) of cooperative work experience at 1, 2, 3, 4, 5, 6, 7, or 8 credits. Colleges have the flexibility to manage the CWE courses administratively on each campus, i.e., specific sections may be used for specific program majors and/or the titles of the program majors may appear in parentheses after the official title of the CWE course.

## Guidelines for Cooperative Work Experience

### Cooperative Work Experience - 5:1 Ratio

1. All cooperative work experience will require five contact hours per week to generate one credit. The ratio will be 5:1.
2. The educational objectives for cooperative work experience may be negotiated among the faculty, student, and work site supervisor and may vary among students enrolled.
3. The cooperative work experience is usually not required for graduation.
4. The cooperative work experience is monitored by an authorized representative of the college a minimum of two times per semester.
5. The cooperative work experience may or may not require a written report to be completed by the student.
6. The cooperative work experience requires the supervision of the student to be the primary responsibility of the employer.
7. The cooperative work experience requires a minimum of 75 clock hours and may not exceed 600 clock hours per term.
8. Cooperative work experience or supervised comprehensive work experience may constitute no more than 25 percent of credits applied toward graduation.
9. Any work performed by the student under the supervision or direction of the employer during the work experience is a work for hire owned by the employer. The student may not use/produce, distribute, publicly display, or make deviations of the work without the written approval of the employer. Any violation of this prohibition may result in sanctions against the student, up to and including removal from the program.

The following schema includes one preparatory course for cooperative work experiences and nine each—1, 2, 3, 4, 5, 6, 7, and 8 semester hour credits.

CWE 101	Cooperative Work Experience Preparation	1Credit
CWE 111	Cooperative Work Experience I	1 Credit
CWE 112	Cooperative Work Experience I	2 Credits
CWE 113	Cooperative Work Experience I	3 Credits
CWE 114	Cooperative Work Experience I	4 Credits
CWE 115	Cooperative Work Experience I	5 Credits
CWE 116	Cooperative Work Experience I	6 Credits
CWE 117	Cooperative Work Experience I	7 Credits
CWE 118	Cooperative Work Experience I	8 Credits
CWE 121	Cooperative Work Experience II	1 Credit
CWE 122	Cooperative Work Experience II	2 Credits
CWE 123	Cooperative Work Experience II	3 Credits
CWE 124	Cooperative Work Experience II	4 Credits
CWE 125	Cooperative Work Experience II	5 Credits

CWE 126	Cooperative Work Experience II	6 Credits
CWE 127	Cooperative Work Experience II	7 Credits
CWE 128	Cooperative Work Experience II	8 Credits
CWE 131	Cooperative Work Experience III	1 Credit
CWE 132	Cooperative Work Experience III	2 Credits
CWE 133	Cooperative Work Experience III	3 Credits
CWE 134	Cooperative Work Experience III	4 Credits
CWE 135	Cooperative Work Experience III	5 Credits
CWE 136	Cooperative Work Experience III	6 Credits
CWE 137	Cooperative Work Experience III	7 Credits
CWE 138	Cooperative Work Experience III	8 Credits
CWE 211	Cooperative Work Experience IV	1 Credit
CWE 212	Cooperative Work Experience IV	2 Credits
CWE 213	Cooperative Work Experience IV	3 Credits
CWE 214	Cooperative Work Experience IV	4 Credits
CWE 215	Cooperative Work Experience IV	5 Credits
CWE 216	Cooperative Work Experience IV	6 Credits
CWE 217	Cooperative Work Experience IV	7 Credits
CWE 218	Cooperative Work Experience IV	8 Credits
CWE 221	Cooperative Work Experience V	1 Credit
CWE 222	Cooperative Work Experience V	2 Credits
CWE 223	Cooperative Work Experience V	3 Credits
CWE 224	Cooperative Work Experience V	4 Credits
CWE 225	Cooperative Work Experience V	5 Credits
CWE 226	Cooperative Work Experience V	6 Credits
CWE 227	Cooperative Work Experience V	7 Credits
CWE 228	Cooperative Work Experience V	8 Credits
CWE 231	Cooperative Work Experience VI	1 Credit
CWE 232	Cooperative Work Experience VI	2 Credits
CWE 233	Cooperative Work Experience VI	3 Credits
CWE 234	Cooperative Work Experience VI	4 Credits
CWE 235	Cooperative Work Experience VI	5 Credits
CWE 236	Cooperative Work Experience VI	6 Credits
CWE 237	Cooperative Work Experience VI	7 Credits
CWE 238	Cooperative Work Experience VI	8 Credits
CWE 241	Cooperative Work Experience VII	1 Credit
CWE 242	Cooperative Work Experience VII	2 Credits
CWE 243	Cooperative Work Experience VII	3 Credits
CWE 244	Cooperative Work Experience VII	4 Credits
CWE 245	Cooperative Work Experience VII	5 Credits
CWE 246	Cooperative Work Experience VII	6 Credits
CWE 247	Cooperative Work Experience VII	7 Credits
CWE 248	Cooperative Work Experience VII	8 Credits
CWE 251	Cooperative Work Experience VIII	1 Credit
CWE 252	Cooperative Work Experience VIII	2 Credits
CWE 253	Cooperative Work Experience VIII	3 Credits

CWE 254	Cooperative Work Experience VIII	4 Credits
CWE 255	Cooperative Work Experience VIII	5 Credits
CWE 256	Cooperative Work Experience VIII	6 Credits
CWE 257	Cooperative Work Experience VIII	7 Credits
CWE 258	Cooperative Work Experience VIII	8 Credits
CWE 261	Cooperative Work Experience IX	1 Credit
CWE 262	Cooperative Work Experience IX	2 Credits
CWE 263	Cooperative Work Experience IX	3 Credits
CWE 264	Cooperative Work Experience IX	4 Credits
CWE 265	Cooperative Work Experience IX	5 Credits
CWE 266	Cooperative Work Experience IX	6 Credits
CWE 267	Cooperative Work Experience IX	7 Credits
CWE 268	Cooperative Work Experience IX	8 Credits

A generic course description is used for all of the cooperative work experience courses.

The following conditions must be met for each Cooperative Education agreement:

1. There is a formal agreement among the College, the student, and the employer specifying the terms of the cooperative work experience.
2. The rotation between academic study and work experience is structured to further the student's education and employability.
3. The work experience is related to the student's academic field of study or career goals, as far as practical.
4. The student's work experience is supervised and evaluated by College faculty and the employer. The workbook will be completed by the student, the employer/work site supervisor and faculty member. The faculty member will issue a grade based on the employer's evaluation in the workbook. The grading method can be either a "Pass/Fail" or a traditional "A through F," but the grade method to be used must be explained to the student upon enrollment in Cooperative Education.

Eligibility for enrollment in the cooperative education program requires the following:

1. The student must be enrolled at the College in a degree program, diploma, or certificate program.
2. The student must be carrying at least half the academic workload normally required of a full-time student in his/her degree program.

Departmental and program responsibilities are, but not limited to, the following activities:

1. Department Chairs and program faculty will be responsible for developing and approving appropriate work sites.
2. Faculty members supervising cooperative work experience student(s) will evaluate their progress at midterm and for a final grade.

3. Department Chairs will make necessary adjustments to their curriculum program to accommodate cooperative education.
4. Department Chairs will insure that work agreements are signed by employers and supervising faculty members prior to the student being placed on the job.

#### B. Supervised Cooperative Work Experience (4:1 Ratio)

On September 9, 1991, the Chief Instructional Officers (CIO) of the sixteen state technical colleges approved the guidelines for Supervised Cooperative Work Experience (SCWE). The ratio will be 4:1 for all supervised comprehensive work experience courses, and the courses must meet the specific criteria in the Guidelines for Credit Ratio.

A prefix related to the curriculum must be requested for each supervised comprehensive work experience course along with appropriate semester hour credits, and a title that must begin with "SCWE in," followed by the appropriate major or subject, i.e., SCWE in Golf Course Management. No numbers will be reserved for the supervised comprehensive work experience courses, and only supervised comprehensive work experience courses that are requested will be entered in the Semester Catalog of Approved Courses.

Specific course descriptions will be written for all supervised comprehensive work experience courses as they are requested.

1. All supervised comprehensive work experience will require four contact hours per week to generate one credit. The ratio will be 4:1.
2. The supervised comprehensive work experience is usually a mandatory requirement for graduation.
3. The supervised comprehensive work experience may not exceed 600 clock hours per term.
4. The supervised comprehensive work experience requires a written agreement between the employer and the college that includes identical, detailed, predefined educational objectives and experiences for all students enrolled in the course.
5. The supervised comprehensive work experience requires supervision of the student by the faculty member with on-site visitations a minimum of every two weeks.
6. The supervised comprehensive work experience requires equally shared supervision of the student by the faculty and employer.
7. The supervised comprehensive work experience requires a detailed written project to be completed by the student.
8. Supervised comprehensive work experience or cooperative work experience may constitute no more than 15 percent of credits applied toward graduation requirements.

9. Any work performed by the student under the supervision or direction of the employer during the work experience is a work for hire owned by the employer. The student may not use/produce, distribute, publicly display, or make deviations of the work without the written approval of the employer. Any violation of this prohibition may result in sanctions against the student, up to and including removal from the program.

#### C. Laboratory/Clinical (3:1 Ratio)

On September 9, 1991, the Chief Instructional Officers (CIO) of the sixteen state technical colleges approved the guidelines for Clinical/Laboratories.

1. All general, clinical, and technical laboratories will require three contact hours to generate one credit. The ratio will be 3:1.
2. The laboratory/clinical experience is a traditional, structured, faculty-directed laboratory experience.
3. The laboratory/clinical experience is more intensive and highly-structured educational experience than the supervised comprehensive work experience.
4. The laboratory/clinical experience requires significant preparation, coordination, and scheduling by faculty.
5. The laboratory/clinical experience requires the overall supervision of the student to be the primary responsibility of faculty; however, daily supervision may be by an authorized representative of the college.

#### D. Additional Information Concerning Special Topics Courses

On June 7, 1991, the Chief Instructional Officers (CIO) of the sixteen state technical colleges revised the guidelines for special topics courses. A prefix related to a specific discipline must be requested for each special topic course along with appropriate semester hour credits, and an appropriate title that must begin with "Special Topics in," followed by the appropriate major or subject. Titles should be of a generic nature.

Special topic courses are exceptional courses for particular occasions with limited or specific functions. Since special topics courses may be used in some disciplines and not in other disciplines, and the credit ratio will be 1:1 in most cases, no numbers will be reserved for these courses in every prefix. Only special topic courses that are requested for specific use will be entered in the Semester Catalog of Approved Courses. Specific course descriptions will be written for all special topics courses as they are requested.

## HORRY-GEORGETOWN TECHNICAL COLLEGE

**PROCEDURE**

Number: 8.1.6.2  
Related Policy: 8.1.6  
Title: Practicum Experience for Students  
Responsibility: Senior Vice President

Original Approval Date: 08-01-1994  
Last Cabinet Review: 03-01-2007  
Last Revision: 03-01-2007

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President

The purpose of the practicum experience is to expose the student to the real world of work while in the academic setting and to furnish services to eligible patrons of Horry and Georgetown Counties.

Patrons eligible to receive services are listed in the following order of priority:

1. Nonprofit agencies and organizations. These patrons include state and local governments or their agencies, community service clubs or agencies, and religious organizations.
2. Salaried technical college personnel.
3. Horry-Georgetown College students.
4. Authenticated charity cases.
5. Industrial and business firms, upon prior approval.

Project approval responsibilities are as follows: All projects must be approved by the Department Head, Division Dean, and Senior Vice President. In addition, a field trip voucher must be submitted and approved by the appropriate Dean, Senior Vice President, and President, prior to any off-campus practicum experience.



## HORRY-GEORGETOWN TECHNICAL COLLEGE

**PROCEDURE**

Number: 8.1.6.3  
Related Policy: 8.1.6  
Title: Cooperative Education  
Responsibility: Senior Vice President

Original Approval Date: 08-01-1994  
Last Cabinet Review: 03-01-2007  
Last Revision: 03-01-2007

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President

The following conditions must be met for each Cooperative Education arrangement:

1. There is a formal agreement among the College, the student and the employer specifying the terms of the cooperative work experience.
2. The rotation between academic study and work experience is structured to further the student's education and employability.
3. The work experience is related to the student's academic field of study or career goals, as far as practical.
4. The student's work experience is supervised and evaluated both by College faculty and the employer.

Eligibility for admission to the cooperative education program requires the following:

1. The student must be enrolled at the college in a degree program, diploma or certificate program.
2. The student must be carrying at least half the academic workload normally required of full-time degree candidates.
3. The student must obtain approval from cooperative work experience coordinator for the student's major.

Program responsibilities are as follows, but not limited to these activities:

1. Department Coordinators will be responsible for developing and approving appropriate work sites, evaluation of student progress at midterm and for final grading. Additionally, they will insure that work agreements are signed by employers and college representatives prior to placing students on-the-job.

# POLICY

Number: 8.1.7  
 Title: Limited Access Programs and Program Acceptance  
 Authority: Area Commission  
 Responsibility: Associate Vice President for Student Affairs; Senior Vice President

Original Approval Date: 01-19-2001  
 Last Cabinet Review: 05-01-2007  
 Last Revision: 05-01-2007

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Chairperson

The College shall maintain an open admissions policy for all educational and instructional programs with the exception of programs specified and approved as Limited Access Programs.

Academic programs may be designated as Limited Access Programs only by action of the Area Commission and upon recommendation of the College President. Such designations shall be based on factors such as external governing regulations and requirements and/or upon internal programming factors to include staffing, classroom and laboratory space availability, curriculum structure and program costs. Designation of certain health science programs as Limited Access Programs, shall also be based upon hospital and health care provider clinical spaces and upon allied health State and national board requirements.

By action of the Area Commission, the following programs shall be designated as Limited Access Programs:

- Associate Degree Nursing (Associate in Applied Science Degree)
- Dental Hygiene (Associate in Applied Science Degree)
- Physical Therapist Assistant (Associate in Applied Science Degree)
- Radiologic Technology (Associate in Applied Science Degree)
- Expanded Duty Dental Assisting (Diploma)
- Practical Nursing (Diploma)
- Diagnostic Medical Sonography (Advanced Certificate)
- Limited General Radiological Technology (Certificate)
- Nuclear Medicine Technology (Advanced Certificate)
- Surgical Technician (Technical Certificate)

Acceptance of students into the designated Limited Access Programs shall be according to a “first-qualified, first-accepted” basis—students who meet the identified general College admissions requirements and the specific program acceptance criteria will be accepted into the program based upon the order of their having met the established and published criteria. Once the maximum number of students to be enrolled in a given entering class has been met, students who subsequently meet the program acceptance criteria will be held on a waiting list and be eligible for reconsideration of their acceptance for the following term or year’s entering class.

The College President shall have authority to set forth the maximum number of students to be

accepted into the respective Limited Access Programs and to approve the identified program acceptance criteria and administrative procedures. The identified program criteria shall be reviewed annually by the cognizant faculty in the respective program areas, and recommendations for change shall be upon action of the Senior Vice President.

## HORRY-GEORGETOWN TECHNICAL COLLEGE

**POLICY**

Number:	8.1.8
Title:	Faculty Advising Program
Authority:	Title 59, Chapter 53, Sections 810-860 of the 1976 Code of Laws of South Carolina, as Amended.
Responsibility:	Senior Vice President
Original Approval Date:	05-12-1994
Last Cabinet Review:	01-09-2008
Last Revision:	12-01-2006

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Chairperson

Advising students is one of the job duties for instructors at Horry-Georgetown Technical College. All students upon acceptance at Horry-Georgetown Technical College as a curriculum student should be assigned an academic advisor(s) by the Admissions Office. Advisors are responsible for advising students on the correct courses and sequence for graduation and/or satisfying the student's goal. The advisor and student should insure that all course prerequisites or co-requisites are successfully met before enrolling in a course requiring such. Advisors should act as a referral service in cases where personal counseling, financial aid, necessary tutoring, and special help are needed. Advisors should advise the student in job placement upon graduation. Students should be advised using the appropriate semester-by-semester advisement guide sheet based on the catalog of the student's admission or readmission.

Pre-requisites and co-requisites have been entered in Banner to prevent students who elect self-advisement from registering for inappropriate courses.

HORRY-GEORGETOWN TECHNICAL COLLEGE

# PROCEDURE

Number: 8.1.8.1  
 Related Policy: 8.1.8  
 Title: Academic Advising  
 Responsibility: Senior Vice President

Original Approval Date: 05-07-1997  
 Last Cabinet Review: 09-10-2014  
 Last Revision: 09-10-2014

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President

## I. Purpose

The purpose of this procedure is to establish an advisement system that is uniform and effective.

## II. Advisor

Incoming students should meet with a staff New Student Enrollment Advisor to assist them in developing a MAP (My Academic Plan) during the enrollment process. Upon registration for the first semester of courses, a faculty advisor from the curriculum program that student has declared as his/her major, except for Associate in Science-Health Science, will be assigned by the administrative system (Banner). Students enrolled in Associate in Science-Health Science will be assigned a staff advisor upon registration for the first semester of courses. It is the responsibility of an Academic Affairs Administrative Assistant to annually update the list of advisors for each program used to assign advisors.

## III. Advisement

For continued advisement, students may elect self-advisement or seek advisor assistance in all course selection and scheduling of classes. As requested, advisors should recommend that courses taken by students fulfill the requirements of the degree, diploma or certificate they are pursuing. Advisors should insure that courses are taken in correct sequence and that all course prerequisites are met. Advisors should: act as a referral service in cases where personal counseling, financial aid, necessary tutoring, and special help are needed; advise the student in job placement upon graduation and/or refer them to the Career Resource Center; and advise the student in acquiring the College catalog and utilizing Degree Works, an electronic degree audit.

## IV. Advisement Process

All advisors have access to advisees' records through WaveNet and Degree Works. These resources should be used as the primary advisement tools in the student's selection of classes.

The student advisee should access his/her Academic Transcript and Degree Works for monitoring the courses to be taken.

Students will receive an orientation, either prior to or at beginning of their enrollment. This orientation, conducted by student services, will include a presentation on the advisement system used at Horry Georgetown Technical College.

#### Health Science/Limited Access Advisement Process

For students seeking admission to a Limited Access program, a Health Science advisor will be assigned by the administrative system (Banner) upon registration for the first semester of courses. Health Science advisors should insure that students take courses in correct sequence and that students meet all course prerequisites for the desired Limited Access program. Health Science advisors should: act as a referral service in cases where personal counseling, financial aid, necessary tutoring, and special help are needed. Health Science advisors should advise students with the goal of helping the students develop strong applications for admission into a Limited Access program. Once admitted into a Limited Access program, the student will be assigned a faculty advisor for that curriculum program.

# POLICY

Number: 8.1.9  
 Title: Academic Freedom and Responsibility  
 Authority: Title 59, Chapter 53, Sections 810-860 of the 1976 Code of Laws of South Carolina, as Amended.  
 Responsibility: Senior Vice President  
 Original Approval Date: 09-09-1993  
 Last Cabinet Review: 03-01-2007  
 Last Revision: 09-10-1998

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Chairperson

Horry-Georgetown Technical College holds to the premise that faculty and students have the right to pursue teaching and learning with full freedom of inquiry. Academic freedom and academic responsibility are inseparable. Academic freedom is the right of the instructor to interpret his or her findings and to communicate conclusions without being subjected to any interference, molestation, or penalization because these conclusions are at a variance with those of constituted authorities or organized groups outside the college.

Likewise, the academic freedom of the student is the freedom to express or defend views or beliefs and the freedom to question or differ without authoritative repression and without scholastic penalization by the faculty of the College.

Academic freedom carries with it corresponding responsibility. Academic responsibility emphasizes the obligation to study, to investigate, to present and interpret, and to discuss facts and ideas concerning people, society, and the physical and biological works in all fields of knowledge in a manner consistent with proper class decorum. Since human knowledge is limited and changeable, the instructor will acknowledge the facts on which controversial views are passed and will show respect for opinions held by others. While striving to avoid bias, he or she will nevertheless present the conclusions to which he or she believes the evidence points.

Since Horry-Georgetown Technical College is dedicated to the dissemination of knowledge, planning and development of skills, competencies, and understandings and the nurture of those personal and intellectual habits and attitudes that are peculiar to responsible individuals in a free, open, democratic society, the college, therefore, shall guarantee and protect academic freedom. The College shall, likewise, require the exercise of responsible judgment on the part of its personnel as they exercise academic freedom in accomplishing the objectives of the College.

## HORRY-GEORGETOWN TECHNICAL COLLEGE

**POLICY**

Number: 8.1.10  
Title: Classroom and Time Assignment and Class Breaks  
Authority: Title 59, Chapter 53, Sections 810-860 of the 1976 Code of Laws of South Carolina, as Amended.  
Responsibility: Senior Vice President

Original Approval Date: 09-09-1993  
Last Cabinet Review: 07-16-2014  
Last Revision: 12-01-2006

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Chairperson

In accordance with the policy of the South Carolina Technical College System, Horry Georgetown Technical College has established a procedure governing the classroom and time assignment and class breaks.



## HORRY-GEORGETOWN TECHNICAL COLLEGE

# PROCEDURE

Number: 8.1.10.1  
Related Policy: 8.1.10  
Title: Classroom and Time Assignment and Class Breaks  
Responsibility: Senior Vice President

Original Approval Date: 09-09-1993  
Last Cabinet Review: 07-16-2014  
Last Revision: 07-16-2014

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President

## I. Length of Academic Semesters

The annual semester calendar at Horry Georgetown Technical College will consist of:

1. Two semester terms (fall and spring) of 15 weeks each (14 instructional weeks and 1 exam week);
2. A summer session or sessions structured according to perceived needs of the academic departments and their students; and
3. The start and stop date for each term will be determined by the Senior Vice President. The first semester must end before Christmas.

The annual semester calendar will be prepared by the Senior Vice President or designee, and approved by the College's Cabinet.

## II. Definition of a Semester Credit Hour

The definition of a semester credit hour is:

1. The instructional hour will be identified as 50 minutes. One semester credit hour will be identified as 750 minutes of classroom instruction or equivalent laboratory time (1 credit hour = 3 lab hours or 2250 minutes) plus an exam period.
2. The College has the flexibility to use alternative schedules within the term as long as each semester credit granted allows for a minimum of 750 minutes of classroom instruction or an equivalent ratio of laboratory time, plus an exam period.

3. The College must adhere to the requirements of the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) concerning nontraditional formats. When a college offers courses in a concentrated or abbreviated time period, the instruction must demonstrate that students in such courses have acquired competencies and levels of knowledge comparable to those that would be required of students taking similar courses in the traditional formats.
4. Courses offered in non-traditional formats must be designed to ensure students are able to demonstrate evidence of student achievement of learning outcomes for the course. Course assessment should exhibit student learning is equivalent to a seated class with an instructor. At least one calendar week of reflection and analysis should be provided to students for each semester hour of undergraduate credit awarded.
5. Courses offered at the College numbered 001 to 099 earn institutional credits only and require a minimum of 750 minutes of classroom activity for each semester institutional credit granted.
6. Regardless of the format of the course, it is expected delivery of course materials and student workload expectations align with the student learning outcomes as established in course instructional packets.

### III. Classroom and Time Assignments

All classes, day and evening, should meet the required number of hours for which the course is scheduled. Instructors must adhere to the room assignments and to the scheduled beginning and ending times of classes. Instructors should prepare learning experiences that allow the use of the full class period.

No change in the class time shall be made by an instructor without the approval of the appropriate Department Chair. Room assignment changes should be requested through an academic administrative assistant.

### IV. Class Breaks

Students should be given the allotted scheduled breaks between classes. Additionally, instructors should give appropriate breaks for any class sessions exceeding 80 minutes.

## HORRY-GEORGETOWN TECHNICAL COLLEGE

**POLICY**

Number: 8.1.11  
Title: Instructional Packages and Learning Outcomes  
Authority: Title 59, Chapter 53, Sections 810-860 of the 1976 Code of Laws of South Carolina, as Amended  
Responsibility: Senior Vice President

Original Approval Date: 05-08-1997  
Last Cabinet Review: 09-03-2014  
Last Revision: 08-29-2006

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Chairperson

Horry Georgetown Technical College endorses and subscribes to the concept of program and student learning outcomes and requires that all courses must have an instructional package.

## HORRY-GEORGETOWN TECHNICAL COLLEGE

# PROCEDURE

Number: 8.1.11.1  
Related Policy: 8.1.11  
Title: Instructional Packages and Learning Outcomes  
Responsibility: Senior Vice President

Original Approval Date: 03-11-1997  
Last Cabinet Review: 09-03-2014  
Last Revision: 09-03-2014

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President

Academic Chairs are responsible for providing all instructors, full-time and part-time, with copies of appropriate instructional packages to be distributed to students. If an instructional package has not been developed, the instructor will be provided with a course outline. A course outline will not be used in lieu of an instructional package for more than one (1) semester. Each instructional package will contain at a minimum:

1. course prefix and number, title, description and semester credit and contact hours; rationale, pre-requisites.
2. an outline of the material to be covered with a timetable for accomplishing each unit;
3. course outline with timetable;
4. required materials;
5. student course learning outcomes;
6. required course measures/artifacts;
7. evaluation and grading policy;
8. an instructor information sheet;
9. technical requirements; and
10. student services to include Student Success and Tutoring Center and WaveNet Central.

The Academic Chair is responsible for reviewing all instructional packages under their department at a minimum every two years to ensure timely updating and renewal. The Academic Chair is responsible for ensuring the Student Learning Outcomes for the course are applicable to the Program Learning Outcomes (PLOs). Academic Chairs will submit electronically an original instructional package of all departmental courses to an academic administrative assistant. The academic administrative assistants will maintain on an up-to-date file of all instructional packages used in curriculum programs at the College.

At the beginning of each term, instructors have the following responsibilities:

1. To complete the instructor's information sheet, including office hours and specific attendance and tardy policies, HGTC e-mail addresses, makeup test policy.

2. To provide each student with a copy of the instructional package and an instructor's information sheet.
3. To provide an academic administrative assistant with a copy of the instructor's information sheet.

## HORRY-GEORGETOWN TECHNICAL COLLEGE

**POLICY**

Number: 8.1.13  
Title: Dual Enrollment  
Authority: Sections 59-53-51 of the 1976 Code of Laws of South  
Carolina, as Amended.  
Responsibility: Senior Vice President

Original Approval Date: 10-09-2003  
Last Cabinet Review: 07-16-2014  
Last Revision: 07-16-2014

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Chairperson

Horry-Georgetown Technical College (HGTC), entering into dual enrollment relationships with secondary institutions which result in the award of college credit, such as technical and dual enrollment programs, must ensure that the credit awarded is at the postsecondary level and meets all requirements of State Board for Technical and Comprehensive Education (SBTCE) and Commission on Higher Education (CHE) policies and procedures as well as all requirements of the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC). HGTC has adopted CHE's "Statewide Higher Education Policy for Delivery and Transferability of Dual Enrollment Coursework".

# PROCEDURE

Number: 8.1.13.1  
 Related Policy: 8.1.13  
 Title: Dual Enrollment  
 Responsibility: Senior Vice President

Original Approval Date: 10-09-2003  
 Last Cabinet Review: 07-16-2014  
 Last Revision: 07-16-2014

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President

HGTC adopts and adheres to the foregoing dual enrollment South Carolina Commission on Higher Education Policies as the College's Procedures on Dual Enrollment. These procedures are entitled and detailed as follows:

**Statewide Higher Education Policy for Delivery and Transferability of  
 "Dual Enrollment" Coursework Offered in High Schools**

**Preface**

The term "Dual Enrollment" as used in this document refers *exclusively* to sections of courses offered through an institution of higher education in a cooperative arrangement with a local school district (i.e., Local Education Agency or LEA). *The purpose of these courses is to allow high school students who have mastered or nearly mastered the relevant high school curriculum and who are capable of college-level work that is, by definition, more advanced than the regular high school curriculum to earn simultaneously both high school credit toward graduation from high school and academic course credit toward either an associate or baccalaureate degree* in an institution of higher education. In such an arrangement, when the student successfully completes the course, the institution of higher education formally posts the earned credit to a student's transcript for the collegiate experience, and the high school posts the earned credit to a student's transcript for the secondary experience.

Dual enrollment courses have been a feature in South Carolina high schools for at least a decade. The purpose of these courses is to provide an avenue through which highly talented high school youth can earn college credit while simultaneously meeting high school graduation requirements by taking courses in the high school setting that are offered by an institution of higher education. In this model both the high school and the college provider earn funding through the state, while the student pays tuition to the college.

Promoters of dual enrollment maintain that it helps students earn credit for a small number of courses prior to entry into college and assists the student to graduate earlier than (s)he might otherwise have done. At the same time, it assists the state to bring more

productive workers into the economy at a faster rate. On the other hand, the mechanism for selecting faculty to teach dual enrollment course sections, the state's full payment to both a LEA and an institution of higher education for offering the same course, and a perceived need for more definitive data on the value-added dimension for students who have completed these courses have been raised as concerns about this practice.

### **I. Purposes of Dual Enrollment**

- A. Dual enrollment courses should be made available only to those who have mastered or nearly mastered the complete high school curriculum and who are capable of college-level coursework which, by definition, is more advanced than the regular high school curriculum provides.
  
- B. Policy guidelines contained herein apply to general education courses offered through South Carolina's two- and four-year public institutions of higher education and technical education courses offered by the technical colleges and, in a very few instances, by four-year public institutions. **These Guidelines do not cover "Advanced Placement" courses or International Baccalaureate courses, which are alternative methods (and which require adequate performance on either national or international standardized examinations) for high school students to earn both high school and college credit.**

### **II. Student Eligibility**

- A. Public institutions of higher education offering dual enrollment course sections must require that students wishing to enroll in such course sections meet one of the following criteria:
  - a.1. For course sections in four-year institutions and two-year regional campuses of the University of South Carolina, a student must have at least a 3.0 grade point average (on a 4.0 scale) and the recommendation of the high school principal or his/her designee;
  - a.2. For course sections in technical colleges, a student must meet the same requirements for individual courses as other college students and must have the recommendation of the high school principal, his/her designee or the designee of the governing school association.
  
- B. Dual enrollment should be limited to junior and senior students in a high school. Documented exceptions may be made for freshman or sophomore students at the request of the high school principal, his or her designee, or the designee of the governing school association. Such documentation demonstrating exceptional ability to undertake college-level coursework shall be retained in the student's college file.
  
- C. An individual college or university may establish additional criteria for admission into courses.



### **III. Structure and Administration of Dual Enrollment Offerings**

- A. Dual enrollment course sections must be comparable in academic content and expected outcomes, syllabus, textbook(s), teaching methodologies, and assessment strategies to the particular course offerings delivered elsewhere by the providing higher education institution.
- B. Courses must be approved for dual enrollment status by the institution's chief academic officer, or his/her designee.
- C. The chief academic officer of the providing college/university, or his/her designee, will be responsible for selecting and evaluating all dual-enrollment faculty, using Southern Association of Colleges and Schools Commission on Colleges college-level criteria as minimal requirements for teaching these sections.
- D. The chief academic officer, or his/her designee, must ensure standards of student evaluation and faculty evaluation in the dual enrollment course sections comparable to those required of other sections of the same courses.
- E. All students enrolled in a college course offered for dual enrollment must be enrolled in the class for college credit, i.e., students in a single class cannot have the option to receive either high school or college credit.
- F. Students enrolled in dual enrollment courses must be guaranteed convenient geographic and electronic access to student and academic support comparable to what is accorded on-campus students, including access to library resources. Students in dual enrollment courses also must have reasonable access to the course instructor outside regular classroom hours either in person, via phone, or electronically.
- G. Institutions shall cooperate with each other in providing dual enrollment courses in a particular geographic area.

### **IV. Faculty Eligibility and Support**

- A. The appropriate higher education institution's full-time teaching faculty and the chief academic officer, or his/her designee, of the offering higher education institution shall assure that any faculty member teaching in dual enrollment offerings meets all relevant SACSCOC criteria.
- B. Orientation and evaluation of instructors teaching dual enrollment course sections rests with the appropriate academic department of the respective institution of higher education. The chief academic officer, or his/her designee, shall assure consistency and comparability of both orientation and evaluation across the institution.

- C. Dual enrollment instructors must participate in the expected, relevant professional development and evaluation activities of the offering institution of higher education.
- D. For purposes of assuring comparability of dual enrollment offerings with other institutional offerings, academic departments must provide instructors of dual enrollment course sections with support services, including a designated on-campus faculty liaison.
- E. Whether the course is offered by traditional means or by distance learning technology, the providing higher education institution must provide evaluation and supervision of dual enrollment faculty members in the high schools. Traditionally-delivered dual enrollment coursework should only be offered within reasonable commuting distance of the offering institution to facilitate on-site evaluation and supervision.
- F. The higher education institution must demonstrate clear control of each dual enrollment course, to include control of the faculty either through a direct employment contract or through a statement signed by the faculty agreeing to comply with all college course requirements.

#### **V. Assessing Student Learning**

- A. The same methods of assessment should characterize dual enrollment courses in relationship to on-campus and other offerings of the same level and subject matter to assure quality and comparability.
- B. The college faculty in the relevant department must approve both formative and summative assessment strategies and tools.

The chief academic officer of the institution of higher education offering the course is responsible for the review of student performance prior to the continuation of the course and the instructor in subsequent semesters.

#### **VI. Limitations on Credit Earned and Transferability of Credit**

- A. Dual enrollment offerings are meant to enrich the academic experience of high school students who have mastered or substantially mastered the secondary school content of the curriculum in certain subject areas. The number of college-level courses completed in these dual enrollment offerings will vary according to the student's ability and work ethic.
- B. Credit earned by satisfactory completion of dual enrollment courses will transfer to other public institutions in South Carolina provided that
  - b.1. for general education coursework, dual enrollment courses have been selected from the List of Transferable Courses in the Statewide Transfer and Articulation Policy.

- b.2. for technical education courses the student enrolls in a technical college after high school which allows for such a course to be counted toward an associate degree, diploma, or certificate.
- C. Course credit transfer to public institutions in South Carolina for dual enrollment courses not covered by either b.1 or b.2 above must be articulated directly by the student with the receiving higher education institution. Such articulation should take place prior to enrolling in the course in high school.
- D. Prior to course registration, an institution offering a dual enrollment course shall advise students in writing that it is the student's responsibility to contact and receive written assurance from any nonpublic institution in South Carolina or any public or private institution outside South Carolina of that institution's willingness to accept a dual enrollment course toward degree requirements.

### **VII. Demonstration of Policy Compliance and Reporting**

- A. Each institution shall develop an annual report on dual enrollment offerings that demonstrates compliance with these policy and procedure guidelines for each dual enrollment course offered to high school students.
- B. This annual report shall be submitted to the Division of Academic Affairs and Licensing of the Commission on Higher Education by September of each year for the prior academic year. Each technical college shall send its annual report to the State Technical College System office which shall assemble a summary report for the technical college system and transmit it and the 16 institutional reports to the CHE.
- C. The Commission on Higher Education, in consultation with its Advisory Committee on Academic Programs, shall annually provide the standardized format for the institutional reports.
- D. The Commission shall issue annually a report on dual enrollment offerings of the prior year by public institutions of higher education in South Carolina.

Implementation Date: Fall 2004  
7/07/2004

# POLICY

Number: 8.1.14  
Title: Class Management  
Authority: Title 59, Chapter 53, Sections 810-860 of the 1976 Code of Laws of South Carolina, as Amended  
Responsibility: Senior Vice President

Original Approval Date: 02-13-1997  
Last Cabinet Review: 09-05-2007  
Last Revision: 09-05-2007

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Chairperson

The faculty member is expected to manage his/her class whether it is a classroom lecture, class laboratory, field trip, or other related educational activity. Class management includes, but is not limited to the following:

1. discipline
2. record keeping
3. field trips
4. safety
5. security
6. materials and equipment
7. any other duty or responsibility normally assigned to a class instructor.

Discussion and expression of all views relevant to the subject matter are recognized as necessary to the educational process, but a student has no right to interfere with the freedom of an instructor to teach or the right of another student to learn. The faculty member sets the standards of behavior acceptable in the classroom by announcing these standards early in the term.

Each faculty member is expected to plan his/her instructional program to meet the time schedule for each course, to begin and close class at the prescribed time.

# Policy

Number: 8.2.1  
 Title: Instructional Loading Guidelines for Faculty  
 Authority: Title 59, Chapter 53, Sections 810-860 of the 1976 Code of Laws of South Carolina, as Amended  
 Responsibility: Senior Vice President

Original Approval Date: 09-09-1993  
 Last Cabinet Review: 08-12-2014  
 Last Revision: 08-12-2014

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Chairperson

**DISCLAIMER**

**PURSUANT TO SECTION 41-1-110 OF THE CODE OF LAWS OF SC, AS AMENDED, THE LANGUAGE USED IN THIS DOCUMENT DOES NOT CREATE AN EMPLOYMENT CONTRACT BETWEEN THE EMPLOYEE AND THE AGENCY.**

It is the policy of Horry Georgetown Technical College to develop an institutional faculty teaching/workload and compensation procedure within the parameters of the State Board for Technical and Comprehensive Education’s policy 8-2-103. The procedure establishes guidelines for the teaching/workload. The minimum full time week is 37.5 hours, to include assigned teaching, office hours, preparation, and any other assigned duties and responsibilities. This teaching load must be exceeded before consideration of any overload compensation or compensatory load reduction is given as described in the procedure.

## HORRY-GEORGETOWN TECHNICAL COLLEGE

# Procedure

Number: 8.2.1.1  
 Related Policy: 8.2.1  
 Title: Instructional Loading Guidelines for Faculty  
 Authority: Title 59, Chapter 53, Sections 810-860 of the 1976 Code of Laws of South Carolina, as Amended  
 Responsibility: Senior Vice President

Original Approval Date: 09-09-1993  
 Last Cabinet Review: 09-03-2014  
 Last Revision: 09-03-2014

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Chairperson

## **DISCLAIMER**

**PURSUANT TO SECTION 41-1-110 OF THE CODE OF LAWS OF SC, AS AMENDED, THE LANGUAGE USED IN THIS DOCUMENT DOES NOT CREATE AN EMPLOYMENT CONTRACT BETWEEN THE EMPLOYEE AND THE AGENCY.**

### I. Terms of Employment for Full-time Faculty

Teaching Faculty are employed to perform teaching and other instructional related duties depending upon the needs of the institution. The minimum full time week is 37.5 hours, to include assigned teaching, office hours, preparation, and any other assigned duties and responsibilities.

#### A. Regular Academic Year

Faculty are normally employed for 39-weeks (nine-months) employment agreements encompassing the fall and spring semesters.

#### B. Summer Session(s)

Faculty may be considered for supplemental employment opportunities during the summer. The College may execute a supplemental employment opportunities for a period up to thirteen (13) weeks beyond the normal thirty-nine (39) week employment period. During the summer session(s) the faculty may be paid 1/39 of the 39-week salary for each full-time week worked. The faculty will be paid during the summer(s) on a pro-rata contract for a reduced instructional load. If compensation is on an hourly basis, the rate will be based upon the individual faculty member's base pay (Annual Equivalent Salary divided by 2080) or the college's pay plan for temporary/adjunct faculty whichever is greater.

## II. Teaching Assignments

Teaching Faculty may be assigned to teach credit or non-credit courses in their area of expertise, as part of their primary teaching load. Such courses may be assigned during the day and/or evening hours, at on campus or off campus locations, or any combination thereof, and through alternate delivery methods. Teaching faculty are employees of the college and may be assigned to any campus/site within the college's service area depending upon the business needs of the college. Faculty are expected to be on campus minimally 30 hours, Monday through Friday.

## III. Teaching Loads

Each semester will normally consist of sixteen (16) weeks for instruction and exam periods. The desirable teaching load will be fifteen to eighteen (15 to 18) credit hours per semester or twenty to twenty-four (20 to 24) instructor classroom or lab contact hours. The desirable teaching load for the full summer session (as defined in Section I.B) shall be proportional to the college's full-time teaching load for a semester. Faculty scheduled to teach summer mini-terms shall be compensated based upon prorated desired teaching loads. Academic Chairpersons should make every effort to limit the number of instructor class preparations to three per semester.

The following serves as guidelines for faculty teaching loads for each department or discipline. Disciplines are assigned to one of two loading designations based on the predominant program instructional mode of delivery, i.e. lecture or combination of lecture, lab and clinical. Exceptions may be made as approved by the appropriate Assistant Vice President and Senior Vice President.

### Programs with Contact Hour Teaching Load Calculation Method

Discipline	Semester Range	Nine-Month Desired	Desired Contacts
Construction Management Technology	20-24	40-48	40
Emergency Medical Technology	20-24	40-48	40
Fire Science	20-24	40-48	40
Physical Therapist Assistant	20-24	40-48	40
Electronics Engineering Technology	20-24	40-48	40
Civil Engineering Technology	20-24	40-48	40
Computer Technology/IT	20-24	40-48	40
Digital Arts	20-24	40-48	40
Culinary Arts	20-24	40-48	40
Heating, Ventilation & AC	20-24	40-48	40
Welding	20-24	40-48	40
Machine Tool Technology	20-24	40-48	40
Forestry and Wildlife Management Technology	20-24	40-48	40
Golf Course and Sports Turf Management	20-24	40-48	40
Natural and Physical Sciences	20-24	40-48	40
Imaging Sciences	20-24	40-48	40
Nursing	20-24	40-48	40
Dental Sciences	20-24	40-48	40
Associated Health Sciences (e.g. Surgical Technician)	20-24	40-48	40

### Programs with Credit Hour Teaching Load Calculation Method

Discipline	Semester Range	Nine-Month Desired	Desired Credits
Associate in Arts	15-18	30-36	30
Associate in Science	15-18	30-36	30
Fine Arts/Humanities	15-18	30-36	30
Social/Behavioral Sciences	15-18	30-36	30
Communications	15-18	30-36	30
Mathematics	15-18	30-36	30
Developmental Studies	15-18	30-36	30
General Business	15-18	30-36	30
Accounting	15-18	30-36	30
Administrative Office Technology	15-18	30-36	30
Hospitality and Tourism	15-18	30-36	30
Criminal Justice	15-18	30-36	30
Paralegal	15-18	30-36	30
Sports Tourism	15-18	30-36	30
Early Care and Education	15-18	30-36	30
Human Services	15-18	30-36	30

The College's established range takes into account the normal teaching load assignments for each department. At times, the established teaching load may not adequately reflect a faculty's work load. When an Academic Dean feels that a special situation exists, a memorandum of justification should be sent to the Senior Vice President for approval prior to the beginning of the semester. Some factors that could be considered are:

1. types of classes (lecture/shop/laboratory/clinical/alternate delivery methods),
2. number and type of preparations,
3. section size,
4. time and location of the classes,
5. budgetary considerations, and
6. other documented and consistently administered/approved considerations (individual College procedures must specify).

The teaching load for Academic Chairs or Assistant Chairs may be reduced to provide time for the performance of the administrative duties and responsibilities normally associated with the specific job assignment (see Section III.e.) Academic Chairs with a reduced teaching load are normally not eligible for teaching overload compensation; however, extenuating circumstances may warrant overload compensation. Such extenuating circumstances will be determined on a case by case basis with a recommendation from the appropriate Academic Dean for approval by the Senior Vice President.

When supervision of cooperative education programs, clinical learning experiences, supervised work experience or other non-traditional instructional programs is assigned, teaching faculty will not normally be scheduled for more than a total of thirty-seven and a half (37.5) hours per week. This total of thirty-seven and a half (37.5) hours per week will include scheduled instructional class periods, office hours, and assigned supervisory responsibilities.

The College normally does not require Academic Deans to teach. However, extenuating circumstances may warrant assignment of teaching duties. Academic Deans are



responsible for daily supervision of Academic Chairs and numerous college projects/committees. The Academic Deans must provide oversight and leadership to all academic programs on all campuses wherever situated. In conjunction with academic leadership responsibilities, they participate in setting college goals, planning implementation and evaluation.

Course loading and compensation for Academic Chairs and Assistant Chairs is based upon a semester-by-semester evaluation of duties and responsibilities. The teaching load of an Academic Chair may be reduced 25% to 50% of FTL per semester, Assistant Chair loading may be reduced 3 credit hours or 3 to 5 contact hours per semester. Exceptions to the loading guidelines may be granted by the Senior Vice President as deemed necessary. The recommendation for course loading and compensation for Academic Chairs and Assistant Chairs is conducted by the appropriate Academic Dean every semester and is reviewed by the Senior Vice President.

Teaching Faculty assigned to positions with supervisory and/or management responsibilities may be authorized a reduction in the normal teaching load for the assigned discipline and/or an administrative pay supplement of up to a maximum of \$750 per month for Academic Chairs and \$250.00 for Assistant Chairs. The teaching load reduction/administrative pay supplement will be calculated on a point system.

The assignment of a faculty member to serve as Academic Chair or Assistant Chair is a yearly appointment. Recommendations for Academic Chair and Assistant Chair are made by the Academic Dean to the Senior Vice President with final approval by the President. A change in a Chair's or Assistant Chair's appointment may occur mid-year or at any time based on College Procedure 3.2.3.3. - Compensation Plan for Unclassified Faculty.

#### IV. Other Assigned Duties and Responsibilities

Faculty are required to post and maintain a minimum of eight (8) office hours per week to advise students and to assist students with their course work, and should be offered at times which accommodate students. In addition to these hours, teaching faculty are responsible for curriculum development, committee assignments, and other instructional related duties as assigned.

#### V. Release Time

Teaching Faculty may be released from some or all of the normal teaching load to perform instructional related administrative assignments that are not normally associated with the primary job assignment. Such assignments are to be considered temporary and normally may not exceed one (1) academic year. Requests for partial release time must be approved by the Senior Vice President before special assignments are made. Full-time release requires the approval of both the Senior Vice President and the President. Any instructional related administrative assignment that requires extension beyond two (2) academic years will require State Board for Technical and Comprehensive Education Human Resource Service concurrence.

Teaching faculty with a reduced teaching load are normally not eligible for teaching overload compensation. However, extenuating circumstances may warrant overload compensation, such as:

1. institutional sponsored technical upgrading,
2. development and presentation of in-service training sessions or seminars, and
3. special departmental/divisional/institutional recruitment/retention projects.

Such extenuating circumstances will be determined on a case by case basis by the supervising dean.

## VI. Overload Compensation

Teaching Faculty who are assigned more than a full teaching/work load (minimum 37.5 hours per week) during any semester may be compensated for overload teaching assignments. The hourly rate of compensation for teaching overload will be based upon the highest of the individual faculty member's base pay (annual equivalent salary divided by 2080 hours) or the approved highest adjunct faculty hourly rate. Overload compensation, including any dual employment agreements may not exceed 30 percent (30%) of the faculty member's base pay for the fiscal year.

The faculty member may be paid for overload hours worked during the current payroll cycle if assurance exists that the instructor has a full teaching/work load for both semesters. Payment may be withheld until the end of the spring semester, to ensure that overload has been paid only to the extent that the faculty member's total teaching/work load for the two (2) primary semesters exceeds the college's prescribed teaching/work load for those terms. The College cannot defer payment for overloads earned in the Fall or Spring Semester to the Summer Term because State regulations do not allow deferment of payment from one fiscal year to another. Dual employment authorization must be obtained prior to payment of overload compensation.

Teaching Faculty will normally not be paid an overload until their weekly instructional load exceeds the instructional range prescribed for their department; however, extenuating circumstances may warrant overload compensation prior to exceeding the prescribed instructional range.

## HORRY-GEORGETOWN TECHNICAL COLLEGE

**POLICY**

Number: 8.2.2  
Title: Faculty Observations and Student Evaluations  
Authority: Title 59, Chapter 53, Sections 810-860 of the 1976 Code of Laws of South Carolina, as Amended  
Responsibility: Senior Vice President

Original Approval Date: 06-13-1996  
Last Cabinet Review: 11-14-2007  
Last Revision: 11-14-2007

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Chairperson

It is the philosophy of Horry Georgetown Technical College to strive for excellence in instruction with the firm belief that students must have a voice in the educational process. With this philosophy in mind, the College evaluates its faculty's classroom performance, through classroom observations conducted by the supervisors or designees and student evaluations of instructors.

HORRY-GEORGETOWN TECHNICAL COLLEGE

# PROCEDURE

Number: 8.2.2.1  
 Related Policy: 8.2.2  
 Title: Faculty Observations and Student Evaluations  
 Responsibility: Senior Vice President

Original Approval Date: 04-24-1996  
 Last Cabinet Review: 11-14-2007  
 Last Revision: 11-14-2007

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President

Classroom observations and student evaluations are an integral part of the overall Faculty Performance Management System and all supervisor's observations and student evaluation reports shall be communicated promptly to the instructor.

1. Instructors are evaluated in the fall and spring semesters of each year.
2. Non-probationary Faculty and returning adjuncts (minimum one course per semester)
  - A. The immediate supervisor or designee conducts an observation.
  - B. Student evaluations conducted.
  - C. Observations and student evaluations completed no later than the two-thirds point.
3. Probationary Faculty (minimum two courses per semester)
  - A. The immediate supervisor or designee conducts observations.
  - B. Student evaluations conducted.
  - C. Observations and student evaluations will be completed no later than midterm.
4. New adjunct faculty (minimum one course per semester)
  - A. The immediate supervisor or designee conducts observations. If the adjunct is teaching multiple course sections, a minimum of two observations is required.
  - B. Student evaluations conducted for up to two courses per semester for adjuncts teaching multiple course sections.
  - C. Observations and student evaluations completed no later than midterm.
5. Other Observations/Student Evaluations – All faculty
  - A. The immediate supervisor and/or the appropriate Academic Dean may conduct classroom observations and student evaluations during the summer term.
  - B. If deemed necessary by the immediate supervisor and/or appropriate Academic Dean, additional observations and/or student evaluations may be conducted.

## HORRY-GEORGETOWN TECHNICAL COLLEGE

**POLICY**

Number: 8.2.3  
Title: Supervision of Adjunct Faculty  
Authority: Title 59, Chapter 53, Sections 810-860 of the 1976 Code of Laws of South Carolina, as Amended.  
Responsibility: Senior Vice President

Original Approval Date: 06-13-1997  
Last Cabinet Review: 09-05-2007  
Last Revision:

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Chairperson

The College views adjunct faculty as a valuable resource for bridging education with professions and occupations in the community. Department Chairs are responsible for providing an orientation for adjunct faculty when initially hired and annually thereafter. Department Chairs and adjunct faculty are encouraged to contact one another on a regular basis to address college policies and procedures. Adjunct faculty should be invited to all departmental meetings and academic functions of the College, such as faculty and staff meetings with the President. Department Chairs must conduct a classroom observation and student evaluation on all adjunct instructors at least once a semester.

HORRY-GEORGETOWN TECHNICAL COLLEGE

# PROCEDURE

Number: 8.2.3.1  
 Related Policy: 8.2.3  
 Title: Supervision of Adjunct Faculty  
 Responsibility: Senior Vice President

Original Approval Date: 04-24-1996  
 Last Cabinet Review: 09-05-2007  
 Last Revision: 09-05-2007

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President

Department Chairs are responsible for the supervision of adjunct faculty. Department Chairs are responsible for providing an orientation for adjunct faculty when initially hired and annually thereafter. Department Chairs must conduct a classroom visitation for observation and student evaluations on all adjunct instructors at least once a semester. Department Chairs must ensure that the adjunct faculty member has:

1. an instructional package;
2. a course textbook (if required);
3. a class roll; and
4. an Adjunct Faculty Handbook.

The orientation for adjunct faculty should include, but not limited to, the following:

1. an introduction to the Adjunct Faculty Handbook;
2. a Student Services update including student activities, counseling services, and the early warning program;
3. student attendance and withdrawal policies;
4. adjunct faculty attendance requirements and notification of absence;
5. mailboxes;
6. annotated rolls;
7. available resources in the Learning Resource Center (library) including audiovisual aides;
8. examinations;
9. faculty secretary services;
10. reproduction resources;
11. teaching methods and techniques, and
12. payroll procedures.
13. technology training

## HORRY-GEORGETOWN TECHNICAL COLLEGE

**POLICY**

Number: 8.2.5  
Title: Meetings  
Authority: Title 59, Chapter 53, Sections 810-860 of the 1976 Code of Laws of South Carolina, as Amended.  
Responsibility: Senior Vice President  
Original Approval Date: 09-09-1993  
Last Cabinet Review: 09-05-2007  
Last Revision:

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Chairperson

All permanent faculty are expected to attend all announced faculty and other called meetings.

All faculty are expected to attend the graduation exercises and other functions that relate to the total program of the institution.

HORRY-GEORGETOWN TECHNICAL COLLEGE

# POLICY

Number: 8.2.6  
 Title: Sponsoring College Activities  
 Authority: Title 59, Chapter 53, Sections 810-860 of the 1976 Code of Laws of South Carolina, as Amended.  
 Responsibility: Senior Vice President

Original Approval Date: 09-09-1993  
 Last Cabinet Review: 09-05-2007  
 Last Revision:

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Chairperson

The Compensation Plan for State Board of Technical and Comprehensive Education does not allow extra compensation for sponsorship of college activities. Therefore, the College will not pay extra compensation (salary) to faculty members sponsoring clubs, professional associations, or other College activities.

The sponsorship of some College activities will require an inordinate amount of time. The College may approve a reduced teaching load for the faculty sponsor during the college activity. The activity will then be considered a bona fide part of the faculty member's teaching load.

The percentage that the faculty member's teaching load will be decreased based on College activity sponsorship and must be approved by the Senior Vice President.



## HORRY-GEORGETOWN TECHNICAL COLLEGE

**POLICY**

Number: 8.2.7  
Title: Professional Organizations  
Authority: Title 59, Chapter 53, Sections 810-860 of the 1976 Code of Laws of South Carolina, as Amended.  
Responsibility: Senior Vice President

Original Approval Date: 05-08-1997  
Last Cabinet Review: 09-05-2007  
Last Revision: 09-05-2007

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Chairperson

It is the policy of Horry-Georgetown Technical College to encourage members of its faculty to join and actively participate in professional organizations. The faculty are particularly encouraged to join organizations directly related to their employment positions. This professional participation will allow the faculty to always be aware of current trends, developments, and accomplishments in their field.

The faculty will be reimbursed for the cost of membership in a professional organization through departmental budgets and/or Faculty/Staff Development based upon available funds.

## HORRY-GEORGETOWN TECHNICAL COLLEGE

**POLICY**

Number: 8.2.8  
 Title: Curriculum Advisory Committees  
 Authority: Title 59, Chapter 53, Sections 810-860 of the 1976 Code of Laws of South Carolina, as Amended.  
 Responsibility: Senior Vice President  
 Original Approval Date: 08-22-1996  
 Last Cabinet Review: 09-10-2014  
 Last Revision: 09-05-2007

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Chairperson

College programs of technical education should be an integral part of the communities in their service areas and must reflect the day-to-day occupational life of these communities. A close cooperation between the College and those in the work force of the service area is essential. An effective and formal way of providing for cooperation between the College and workforce is the lay advisory committee.

The South Carolina State Board for Technical and Comprehensive Education has adopted a policy that provides:

“That each technical college, for all curricula, forms an active lay advisory committee from the College service area to provide appropriate input and advice.”

Technical education, through a close cooperation with the community, prepares students to enter the labor force and supplies the means for upgrading their skills. Therefore, a part of the College program evaluation must be the involvement of persons engaged in the various occupational fields to be certain that its instruction is relevant. The establishment of curriculum advisory committees is an efficient and logical way of providing this evaluation.

## HORRY-GEORGETOWN TECHNICAL COLLEGE

**PROCEDURE**

Number: 8.2.8.1  
 Related Policy: 8.2.8  
 Title: Curriculum Advisory Committees  
 Responsibility: Senior Vice President  
  
 Original Approval Date: 08-01-1994  
 Last Cabinet Review: 09-10-2014  
 Last Revision: 09-10-2014

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 President

- I. Programs of technical education should be an integral part of the community in which they exist and must reflect the day-to-day occupational life of that community.

Close cooperation between the College and those in the work force of the service area is essential. One of the most effective formal means of providing for this type of cooperation is the lay advisory committee.

The South Carolina State Board for Technical and Comprehensive Education has issued a policy that provides, "that each technical college, for all curricula, form an active lay advisory committee from the College service area to provide appropriate input and advice." Each advisory committee will be representative by number, composition, and experience of the occupations reflected in each curriculum. The advisory committee may serve one or more curriculums within a cluster as deemed most advisable by the appropriate Assistant Vice President for Academic Affairs/Dean, Senior Vice President, and the President.

Technical education, through close cooperation with the community, prepares students to enter the labor force and supplies the means for upgrading their skills. Therefore, it must be evaluated and reevaluate by persons engaged in the various occupational fields in order to be certain that its instruction is relevant.

The establishment of advisory committees is an efficient and logical way of providing this evaluation.

- II. Function

The duties of the advisory committee should extend beyond giving advice, however, the members should be aware that they have neither legislative nor administrative authority.

The major function of the local advisory committee is to provide appropriate input and advice toward the establishment of practices that will keep instruction practical and functional. In order to keep programs realistic, committees should take an active part in verifying courses and course content since members have the essential, specialized knowledge of the needs of the service area. Representatives of the fields for which instruction is to be provided, and

instructional content. All phases of training should be reviewed periodically in order to keep them occupationally oriented and up-to-date.

Among the many functions an advisory committee may utilize to assist and help the technical educator are the following:

1. Making community surveys.
2. Determining and verifying the need for training.
3. Providing tangible evidence that business or industry is supporting the program.
4. Reviewing past accomplishments and forecasting trends affecting training and employment.
5. Evaluating the program.
6. By providing financial, legislative and moral support.
7. Championing the program to the community and to employers.
8. Planning facilities and establishing standards for shop and lab planning.
9. Establishing standards for selecting equipment and instructional materials.
10. Securing donations of equipment and supplies.
11. Relate new technical developments that require changes in the curriculum.
12. By offering guidance and support in technical matters.
13. Selecting production work to be used or instructional vehicles for accomplishing course objectives.
14. Providing accurate occupational information.
15. Finding placement opportunities for students.
16. Determining criteria for evaluating student performance.
17. Developing cooperative work experience programs and internship opportunities for students.
18. Providing support toward a viable return-to-industry program for instructors.
19. Providing an additional effective public relations instrument for the College.
20. Provide input on program and student learning outcomes.

### III. Membership

Each advisory committee will be representative by number, composition, and experience of the occupation reflected in each curriculum. The advisory committee may serve one or more curriculums within a cluster as deemed most advisable by the Senior Vice President. Members chosen should have had recent, successful, firsthand, and practical experience in the Committee's area of concern, and evidence substantial interest in the program. Candidates for membership should be responsible, civic-minded, and cooperative. Members chosen should be available to attend meetings and should be well informed about college activities in general. In addition, each curriculum should select one former graduate, where feasible, to serve as a member. Members chosen shall serve a minimum of one academic year. Members may be added or replaced on a year-to-year basis, with the provision that a member may serve two or more successive years. Candidates for membership for each curriculum are to be carefully screened by the Academic Chair; the Academic Chair then makes his or her recommendation to the Assistant Vice President for Academic Affairs/Dean for his/her approval.

Each curriculum advisory committee shall serve the curricula, for which they are chosen, on any campus of the College. Each advisory committee shall consist of a minimum of seven members and a maximum of 20 members.

#### IV. Reports

It is the responsibility of the Academic Chair to submit all advisory committee reports for each program to the appropriate office. The Advisory Committee Membership Listing should be sent to the Office of the Senior Vice President annually. A copy of each meeting agenda and minutes should be sent to the Office of the Senior Vice President, as well as, the appropriate Assistant Vice President for Academic Affairs/Dean within thirty (30) days of the held advisory committee meeting.

HORRY-GEORGETOWN TECHNICAL COLLEGE

# POLICY

Number: 8.2.12  
 Title: Grant-funded Employment of Faculty  
 Authority: Title 59, Chapter 53, Sections 810-860 of the 1976 Code of Laws of South Carolina, as Amended  
 Responsibility: President

Original Approval Date: 10-15-1996  
 Last Cabinet Review: 09-05-2007  
 Last Revision:

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Chairperson

All externally funded grants and contracts must be related to the mission of Horry-Georgetown Technical College. Since the mission of Horry-Georgetown Technical College is that of a comprehensive two-year community college with the focus on instruction, the primary responsibility of faculty positions externally funded through contracts and grants will normally be teaching.

Positions created by a grant must be authorized and will be considered "temporary grant employees" unless there it approved by the President. Grant positions funded by the federal government, public charity, or private foundations must be approved by the appropriate State authority and the President.

It is the policy of Horry Georgetown Technical College that all employees who are reassigned to work under a grant will be released for the duration of the grant funding period only, regardless of the academic term. Full-time faculty may be released full-or part-time to accomplish the goals of the grant.

Externally funded and/or contracted research and/or projects must be approved by the President. All such research and/or contracts are under the complete control and supervision of Horry Georgetown Technical College.

## HORRY-GEORGETOWN TECHNICAL COLLEGE

**POLICY**

Number: 8.2.13  
Title: Adjunct Faculty Teaching Load  
Authority: Title 59, Chapter 53, Sections 810-860 of the 1976 Code of Laws of South Carolina, as Amended  
Responsibility: Senior Vice President

Original Approval Date: 05/07/1998  
Last Cabinet Review: 08/13/2014  
Last Revision: 08/13/2014

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Chairperson

All credit faculty who are not permanent employees will be considered credit adjunct faculty and employed in a temporary status. Adjunct faculty may teach up to a full credit/contact course load as defined by the loading policy for full-time faculty.

## HORRY-GEORGETOWN TECHNICAL COLLEGE

**POLICY**

Number: 8.3.1

Title: Registration for Continuing Education - Public Classes

Authority: Title 59, Chapter 53, Sections 810-860 of the 1976 Code of Laws of South Carolina, as Amended.

Responsibility: Vice President for Workforce Development & Continuing Education

Original Approval Date: 01-14-1993

Last Cabinet Review: 08-20-2014

Last Revision:

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Chairperson

Paid pre-registration is required for all public classes. No registration is complete until all fees have been paid.



# POLICY

Number: 8.3.2  
Title: Continuing Education - Fees  
Authority: Title 59, Chapter 53, Sections 810-860 of the 1976 Code of Laws of South Carolina, as Amended.  
Responsibility: Vice President for Workforce Development & Continuing Education

Original Approval Date: 06-09-1994  
Last Cabinet Review: 08-20-2014  
Last Revision:

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Chairperson

## **Public Occupational Upgrading Classes**

Occupational Upgrading Classes are non-credit courses offered for professional, technical, occupational and vocational skills development or improvement that meets the criteria and requirements as set forth by the South Carolina State Board for Technical and Comprehensive Education. Public occupational classes are classes that are advertised to, and made available for, the general public. Tuition fees are established and approved by the Vice President for Workforce Development & Continuing Education and may be reviewed by the Area Commission. Tuition fees do not include the cost of textbooks, insurance or supplies.

For a public occupational course to be held, the tuition fees received should equal all direct instructional costs plus a predetermined gross margin. Exceptions are to be approved by the Vice President for Workforce Development & Continuing Education.

## **Public Community Interest/Personal Interest Classes**

Personal Interest Classes are non-credit classes offered to meet the needs of the community for cultural, recreational or avocational learning experiences. Tuition fees are established and approved by the Vice President for Workforce Development & Continuing Education and may be reviewed by the Area Commission. Tuition fees do not include the cost of insurance, textbooks or supplies.

For a personal interest class to be held, the tuition fees received should equal direct instructional costs plus a predetermined gross margin. Exceptions are to be approved by the Vice President for Workforce Development & Continuing Education.

## **Seminar/Conferences**

Seminar and conference tuition fees vary per program depending upon instructor costs, marketing costs, and other related costs.

For a seminar to be held, the tuition fees received should equal direct instructional costs plus a predetermined gross margin. Exceptions are to be approved by the Vice President for Workforce Development & Continuing Education.

### **Contract Training Fees**

Contract training is any class not included in the continuing education projected training plans (continuing education public class schedule, etc.) and which is arranged at the request of an organizational client(s). Tuition fees are established and approved by the Vice President for Workforce Development & Continuing Education and may be reviewed by the Area Commission.

For a contract training class to be held, the tuition fees received should equal direct instructional costs plus a predetermined gross margin. Exceptions are to be approved by the Vice President for Workforce Development & Continuing Education.

# POLICY

Number: 8.3.3  
Title: Continuing Education - Course Cancellations  
Authority: Title 59, Chapter 53, Sections 810-860 of the 1976 Code of Laws of South Carolina, as Amended.  
Responsibility: Vice President for Workforce Development & Continuing Education  
Original Approval Date: 05-12-1994  
Last Cabinet Review: 08-20-2014  
Last Revision:

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Chairperson

Public occupational upgrading and public personal interest classes require a minimum number of fully paid students to meet the institutional budgetary requirements. The minimum number of fully paid students may vary from one year to the next.

Horry Georgetown Technical College reserves the right to cancel or delay a class if the minimum number of fully paid students has not registered.

Exceptions to the minimum number of fully paid students may be made if the instructor is willing to accept a reduced hourly pay rate to enable the class to be held; or if the class is determined to be essential to fulfill certificate completion or other program completion requirements as deemed appropriate by the Vice President for Workforce Development & Continuing Education.

HORRY-GEORGETOWN TECHNICAL COLLEGE

# POLICY

Number:	8.3.4
Title:	Continuing Education - Attendance Policy
Authority:	Title 59, Chapter 53, Sections 810-860 of the 1976 Code of Laws of South Carolina, as Amended.
Responsibility:	Vice President for Workforce Development & Continuing Education
Original Approval Date:	01-14-1993
Last Cabinet Review:	08-20-2014
Last Revision:	

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Chairperson

A continuing education student at Horry Georgetown Technical College is responsible for all course work and all assignments made in each class; therefore, he/she is expected to attend regularly and promptly each class meeting in which he/he is enrolled. Students should limit class absences to those that are unavoidable and, with the consent of the instructor, should make up all work that was missed.

Horry Georgetown Technical College maintains a general attendance policy requiring all students to be present for a minimum of 80 percent (80%) of his/her classes in order to be eligible to receive recognition for successful completion. However, due to the varied nature of continuing education courses taught at the College, a more rigid attendance may be required by the instructor or certifying agency associated with the training. Instructors will define absentee limits for their classes at the beginning of each quarter not to exceed 20 percent (20%).

Students who withdraw or are withdrawn from classes after attending their first class and/or those who do not complete the class will receive a grade of Incomplete ("I").

## HORRY-GEORGETOWN TECHNICAL COLLEGE

**POLICY**

Number: 8.3.5  
Title: Continuing Education - Refunds  
Authority: Title 59, Chapter 53, Sections 810-860 of the 1976 Code of Laws of South Carolina, as Amended.  
Responsibility: Vice President for Workforce Development & Continuing Education

Original Approval Date: 01-14-1993  
Last Cabinet Review: 08-20-2014  
Last Revision:

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Chairperson

A 100 percent (100%) refund will be issued if the College cancels a class offered through the Continuing Education Division.

The College must be notified at least one working day before the class begins if a student wishes to withdraw his/her registration and receive a full refund. Some classes may require more notice as determined by the Vice President for Workforce Development & Continuing Education.

No refunds will be issued after the class begins, unless extreme extenuating circumstances exist and the Associate Vice President for Workforce Development & Continuing Education approves the refund.

The refund policies for seminars and conferences vary and are printed in the appropriate promotional brochure.

## HORRY-GEORGETOWN TECHNICAL COLLEGE

**POLICY**

Number: 8.3.6  
Title: Continuing Education Unit (C.E.U.) Credit  
Authority: Title 59, Chapter 53, Sections 810-860 of the 1976 Code of Laws of South Carolina, as Amended  
Responsibility: Vice President for Workforce Development & Continuing Education

Original Approval Date: 01-14-1993  
Last Cabinet Review: 08-20-2014  
Last Revision:

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Chairperson

All students who take occupational-oriented courses will receive Continuing Education Units (C.E.U.) for their work. The continuing education unit is defined as one (1) C.E.U. for each ten (10) contact hours of satisfactory completion of a course.

The C.E.U. makes it possible for the College to have a complete and up-to-date recordkeeping system on students who are taking courses for non-academic credit. All students who successfully complete community interest programs will receive a certificate of completion.

## HORRY-GEORGETOWN TECHNICAL COLLEGE

**POLICY**

Number: 8.3.7  
Title: Continuing Education Non-Credit Course Syllabus  
Authority: Title 59, Chapter 53, Sections 810-860 of the 1976 Code of Laws of South Carolina, as Amended.  
Responsibility: Vice President for Workforce Development & Continuing Education  
Original Approval Date: 01-14-1993  
Last Cabinet Review: 08-20-2014  
Last Revision:

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Chairperson

Horry Georgetown Technical College endorses and subscribes to the concept of student course learning outcomes and, therefore, requires that all courses must have a written syllabus instructional package.

A continuing education non-credit instructional package must include the following:

1. course title and prefix,
2. occupational upgrading rationale,
3. brief course description,
4. a detailed outline of material to be covered,
5. outcomes assessment,
6. text, and
7. required materials and/or supplies.

## HORRY-GEORGETOWN TECHNICAL COLLEGE

# PROCEDURE

Number: 8.3.7.1  
Related Policy: 8.3.7  
Title: Non-Credit Course Syllabus  
Responsibility: Vice President for Workforce Development & Continuing Education

Original Approval Date: 08-01-1994  
Last Cabinet Review: 08-20-2014  
Last Revision: 08-20-2014

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President

Full-time Continuing Education staff are responsible for developing and approving non-credit instructional packages and distributing to adjunct faculty.

Adjunct faculty are required to distribute a copy of the approved instructional packages to each student at the first class meeting.



## HORRY-GEORGETOWN TECHNICAL COLLEGE

**POLICY**

Number: 8.3.8  
Title: Continuing Education - Student Evaluation of Non-Credit Courses  
Authority: Title 59, Chapter 53, Sections 810-860 of the 1976 Code of Laws of South Carolina, as Amended.  
Responsibility: Vice President for Workforce Development & Continuing Education  
Original Approval Date: 01-14-1993  
Last Cabinet Review: 08-20-2014  
Last Revision:

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Chairperson

Horry Georgetown Technical College endorses the concept of student evaluations as a legitimate indicator of instructional effectiveness.

## HORRY-GEORGETOWN TECHNICAL COLLEGE

**PROCEDURE**

Number: 8.3.8.1  
Related Policy: 8.3.8  
Title: Student Evaluation of Non-Credit Courses  
Responsibility: Vice President for Workforce Development & Continuing Education

Original Approval Date 08-01-1994  
Last Cabinet Review: 08-20-2014  
Last Revision: 08-20-1914

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President

1. Student evaluation forms must be approved by the Vice President for Workforce Development & Continuing Education.
2. Student evaluations of all courses will be conducted by the instructor on the final day of class.
3. Evaluation results will be reviewed by the appropriate Continuing Education program manager or administrator.
4. After review, the results are forwarded to the instructor.

## HORRY-GEORGETOWN TECHNICAL COLLEGE

**POLICY**

Number: 8.4.1  
Title: Developmental Education and Other Support Services  
Authority: Title 59, Chapter 53, Sections 810-860 of the 1976 Code of Laws of South Carolina, as Amended  
Responsibility: Senior Vice President

Original Approval Date: 09-09-1993  
Last Cabinet Review: 09-12-2007  
Last Revision: 09-12-2007

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Chairperson

Horry Georgetown Technical College will provide developmental courses to assist under prepared students in achieving the knowledge and skills necessary to perform satisfactorily in college.

## HORRY-GEORGETOWN TECHNICAL COLLEGE

**PROCEDURE**

Number:	8.4.1.1
Related Policy:	8.4.1
Title:	Developmental Studies
Responsibility:	Senior Vice President
Original Approval Date:	08-01-1994
Last Cabinet Review:	09-03-2014
Last Revision:	09-03-2014

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 President
**I. Purpose**

The purpose and goal of Developmental Studies is to provide concentrated instruction in the subject areas of English (reading and writing) and Mathematics in an effort to enhance the students' potential for success in a degree, diploma or certificate program.

**A. Courses**

Developmental English courses are offered through the Communications Department and Developmental Mathematics courses are offered through the Mathematics Department. Courses offered in Developmental Studies are: ENG 032 Developmental English, ENG 100 Introduction to Composition, and MAT 032 Developmental Mathematics.

**B. Placement in Developmental Courses**

All first-time freshman students seeking College admission are required to submit scores from SAT, ACT or COMPASS. Students are placed into their required courses based on the highest scores obtained on these tests, according to an established admission standard. If they do not meet this standard for college level courses, students are placed in the appropriate Developmental Studies course.

Other courses will be taken following these based on the student's course of study.

**C. Grading**

The following grading scale is used for all developmental courses:

A\*= EXCELLENT: not used in GPA calculations; earns credit hours; generates no grade points.

B\*=ABOVE AVERAGE: not used in GPA calculations; earns credit hours; generates no grade points.

C\*=AVERAGE: not used in GPA calculations; earns credit hours; generates no grade points.

F\*=FAILURE: not used in GPA calculations; earns credit hours; generates no grade points

Students who receive a grade of C\* or above can proceed to the next required course.

## HORRY-GEORGETOWN TECHNICAL COLLEGE

**POLICY**

Number: 8.4.2  
Title: Credit Earned in Developmental Studies  
Authority: Title 59, Chapter 53, Sections 810-860 of the 1976 Code of Laws of South Carolina, as Amended.  
Responsibility: Assistant Vice President for Placement, Records, & College Registration

Original Approval Date: 09-09-1993  
Last Cabinet Review: 09-12-2007  
Last Revision:

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Chairperson

Credits earned in Developmental Studies or other courses in the Catalog of Approved Courses numbered 100 or less will not be creditable toward a certificate, diploma, or degree. Courses numbered less than 100 will not generate grade points for use in grade point average calculation.

## HORRY-GEORGETOWN TECHNICAL COLLEGE

**PROCEDURE**

Number: 8.4.2.1  
Related Policy: 8.4.2  
Title: Credit Earned in Developmental Studies  
Responsibility: Assistant Vice President for Placement, Records, & College Registration

Original Approval Date: 02-27-1997  
Last Cabinet Review: 08-20-2014  
Last Revision: 08-20-2014

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President

Procedures followed in the administrative software application system and the College's graduate certification will assure that credits earned in Developmental Studies courses and courses numbered 100 or less will not be credited toward a certificate, diploma, or degree. Grades earned in courses numbered less than 100 will not generate quality points for use in grade point average calculation.

## HORRY-GEORGETOWN TECHNICAL COLLEGE

**POLICY**

Number: 8.4.3  
Title: Length of Time in Developmental Studies  
Authority: Title 59, Chapter 53, Sections 810-860 of the 1976 Code of Laws of South Carolina, as Amended.  
Responsibility: Senior Vice President

Original Approval Date: 02-27-1997  
Last Cabinet Review: 08-20-2014  
Last Revision: 08-20-2014

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Chairperson

Enrollment in developmental courses numbering 001 through 100 (mathematics, reading, English and other areas with 100 level options) will be limited to a maximum of 30 semester credit hours.



## HORRY-GEORGETOWN TECHNICAL COLLEGE

**POLICY**

Number: 8.5.1  
Title: Advanced Placement (AP) Credit  
Authority: Title 59, Chapter 53, Sections 810-860 of the 1976 Code of Laws of South Carolina, as Amended  
Responsibility: Assistant Vice President for Placement, Records, & College Registration

Original Approval Date: 04-08-1993  
Last Cabinet Review: 09-12-2007  
Last Revision: 02-13-1997

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Chairperson

Advanced Placement credit is awarded for courses to students who have made a grade of "3" or higher on the appropriate College Board Advanced Placement Examination while in high school. The course(s) must be required in the student's course of study at Horry Georgetown Technical College. The student is required to submit an official transcript of score earned.

## HORRY-GEORGETOWN TECHNICAL COLLEGE

**PROCEDURE**

Number: 8.5.1.1  
Related Policy: 8.5.1  
Title: Advance Placement Credit  
Responsibility: Assistant Vice President for Placement, Records, & College Registration  
Original Approval Date: 02-27-1997  
Last Cabinet Review: 09-12-2007  
Last Revision: 09-12-2007

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President

Procedures followed in the awarding of Advanced Placement Credit include the following:

1. The official document containing the results of Advanced Placement tests are reviewed by Assistant VP for Placement, Records, & College Registration Office personnel to identify subjects required in the student's course of study.
2. To receive credit, a score of three (3) or higher must have been earned in a subject required in the student's course of study.
4. The AP credit is entered on the student's record in the database.

## HORRY-GEORGETOWN TECHNICAL COLLEGE

**POLICY**

Number: 8.5.2  
Title: College-Level Examination Program (CLEP) Exemption Credit  
Authority: Title 59, Chapter 53, Sections 810-860 of the 1976 Code of Laws of South Carolina, as Amended  
Responsibility: Assistant Vice President for Placement, Records, & College Registration  
Original Approval Date: 04-08-1993  
Last Cabinet Review: 09-12-2007  
Last Revision: 04-10-1997

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Chairperson

Students can receive exemption credit for some courses if the approved score or higher is earned on the specified College Level Examination Program (CLEP) tests. Students must present documentation from the College Board to the Assistant Vice President for Placement, Records, & College Registration that requirements have been met. The transcript of record will show an exemption for the course.

Credit will not be granted if a student has:

1. an outstanding grade of Incomplete (I) in the course,
2. previously audited the course, or
3. failed the course.

The CLEP exemption cannot be used to replace a grade previously earned by a student in the course. Exempted credit may not exceed 75 percent (75%) of required course work in an academic program.

## HORRY-GEORGETOWN TECHNICAL COLLEGE

**PROCEDURE**

Number: 8.5.2.1  
Related Policy: 8.5.2  
Title: CLEP Exemption Credit  
Responsibility: Assistant Vice President for Placement, Records, & College Registration  
Original Approval Date: 02-27-1997  
Last Cabinet Review: 09-12-2007  
Last Revision: 09-12-2007

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President

Procedures followed in the awarding of CLEP Exemption Credit include the following:

1. The official document containing the results of CLEP tests are reviewed by Assistant VP for Placement, Records, & College Registration Office personnel to identify subjects required in the student's course of study.
2. To receive credit, the nationally accepted score must have been earned in a subject required in the student's courses of study.
3. The CLEP credit is entered on the student's record in the database.

HORRY-GEORGETOWN TECHNICAL COLLEGE

# POLICY

Number: 8.5.3  
 Title: Experiential Exemption Credit  
 Authority: Title 59, Chapter 53, Sections 810-860 of the 1976 Code of Laws of South Carolina, as Amended  
 Responsibility: Senior Vice President

Original Approval Date: 04-08-1993  
 Last Cabinet Review: 09-12-2007  
 Last Revision: 02-04-1999

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Chairperson

Horry Georgetown Technical College endorses the concept that college-level learning occurs in a variety of settings. As a result, the College actively seeks ways to validate learning gained by nontraditional methods, such as work and/or public service experience. This process of experiential exemption credit is limited to individuals who are 18 years of age or older, have not been enrolled in school in the previous 5 years and who have a minimum of 5 years of work and/or public service experience.

The primary method to assess learning gained through work and/or public service experience is Credit by Proficiency Examination as described in Policy 8.5.4 and the related procedures.

In rare cases, when a credit by proficiency examination is not available, Academic Chairs can seek approval for Experiential Exemption Credit by following the procedures as outlined in Procedure 8.5.3.1. Experiential credit cannot be granted if the applicant has an outstanding grade of Incomplete (I) in the course for which he/she seeks credit, or has previously audited or failed or withdrawn from the course.

The College will award credit only for documented learning which demonstrates achievement of all outcomes for specific courses in an approved degree program.

The College will award credit only to students who have applied for admission to the college. The credit on the student's transcript will be identified as credit for experiential learning. Upon request from another institution, the academic chair will document how such learning was evaluated and on what basis the credit was awarded. Records to document such evaluation and awarding of credit will be maintained in the student's permanent record.

Experiential course credit will not be awarded as a duplicate for credit previously awarded or earned and cannot exceed 25 percent of the degree credits required for graduation.

HORRY-GEORGETOWN TECHNICAL COLLEGE

# PROCEDURE

Number: 8.5.3.1  
 Related Policy: 8.5.3  
 Title: Experiential Exemption Credit  
 Responsibility: Senior Vice President

Original Approval Date: 08-01-1994  
 Last Cabinet Review: 09-12-2007  
 Last Revision: 09-12-2007

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President

Any student requesting exemption for a course based on his/her experience must do so in writing to the Academic Chair with responsibility over the specific courses for which the student is requesting to receive experiential credit. Such requests will not be considered when the student has previously taken the course for credit or audit or when the student has received any grade including an "I", "W" or "WF." The academic chair will review the student's request for exemption based on experience on a case-by-case basis. The student **must** submit a letter from his/her employer and/or public service experience supervisors detailing the experience being used for experiential exemption of a course including the type, level and length of the experience. If the academic chair determines that the experience justifies exempting a course based on policy 8.5.3., he/she must submit the following to the appropriate academic division dean:

1. A completed Experiential Exemption Credit Approval Form
  - a. The student's letter from his/her employer and/or public service experience supervisor, detailing the experience being used for experiential exemption of a course including the type, level and length of the experience.
  - b. Where practical knowledge is evident but theoretical knowledge may be questioned, the Academic Chair (based upon the evidence presented to justify the experiential credit and/or the course for which the experiential credit is requested) may require the student to take a theoretical knowledge test.
  - c. Should a theoretical knowledge test be required, **a minimum score of 75** will have to be achieved by the student to receive the experiential credit.
  - d. The student will have to pay a non-refundable fee of \$40 per theoretical knowledge test administered under this procedure. The fee will have to be received by Student Accounts and a receipt issued before the theoretical knowledge test can be administered.
  
2. The academic chair's written rationale for accepting the experience in place of the actual course. The academic chair **must** explain in the rationale how the student's experience demonstrates that the required competencies and outcomes stated in the course package have been mastered by the student.

No request for experiential exemption credit can be reviewed and/or granted without the submission of all required forms and documentation.

If approved by the appropriate academic dean, the Experiential Exemption Credit Approval Form with attachments **must be** submitted to the Senior Vice President. If the request is approved by the Senior Vice President, the Experiential Exemption Credit Approval Form with attachments is submitted to the Assistant VP for Placement, Records, & College Registration. The Experiential Exemption Credit Approval Form and related attachments are reviewed for completeness by the Assistant VP for Placement, Records, & College Registration or designate. If the correct form and required attachments have been submitted with approvals by Department Head, Academic Dean and Senior Vice President, the student will be awarded the course credit and all documentation will be placed in the student's file.

The Assistant Vice President for Placement, Records, & College Registration will assure that the exempted course is documented on the student's permanent computerized record as an experiential learning exemption. The Assistant Vice President for Placement, Records, & College Registration will also insure that the student, academic chair, and Veteran's Affairs Office (if appropriate) are notified in writing that the student has received experiential credit for the course requested. The Assistant Vice President for Placement, Records, & College Registration will ensure that documents used are available for any institution inquiring regarding the experiential exemption, at the request of the student.

## HORRY-GEORGETOWN TECHNICAL COLLEGE

**POLICY**

Number: 8.5.4  
Title: Credit by Proficiency Examination  
Authority: Title 59, Chapter 53, Sections 810-860 of the 1976 Code of Laws of South Carolina, as Amended.  
Responsibility: Assistant VP for Placement, Records, & College Registration

Original Approval Date: 04-10-1997  
Last Cabinet Review: 11-07-2007  
Last Revision: 11-07-2007

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Chairperson

Credit by proficiency examinations may be granted for a limited number of courses with the approval of the appropriate department chair and division dean.



HORRY-GEORGETOWN TECHNICAL COLLEGE

# PROCEDURE

Number: 8.5.4.1  
 Related Policy: 8.5.4  
 Title: Credit by Proficiency Examination  
 Responsibility: Assistant Vice President for Placement, Records, & College Registration

Original Approval Date: 08-01-1994  
 Last Cabinet Review: 11-07-2007  
 Last Revision: 11-07-2007

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President

A list of courses for which credit by proficiency examination may be granted can be obtained from the Registrar's Office on the Conway Campus, from the Coordinator of Student Affairs on the Grand Strand Campus, or Coordinator of Student Affairs on the Georgetown Campus. The student must pass the written examination with a numerical grade of 75 or higher in order to receive credit. The student who passes the proficiency examination receives exemption credit for the course which will be included on the student's college transcript. Under no circumstances is credit by proficiency examination allowed if the student wishing to take the proficiency examination has:

1. enrolled either currently or previously in the course he/she is seeking proficiency credit past the add/drop period:
2. enrolled in the course previously and received an outstanding grade of (I) incomplete for the course he/she is seeking proficiency credit:
3. previously audited or failed the course he/she is seeking proficiency credit;
4. previously failed the proficiency examination for the course he/she is seeking proficiency credit , or
5. not satisfactorily completed the prerequisite courses required for the course he/she is seeking proficiency credit.

It is the responsibility of the student's advisor, Department Chair, or Testing Center to verify the above information before approving the application to take the proficiency examination.

## I. Applicant Procedures

1. Obtain an application for proficiency examination from the advisor, Testing Center, or Registrar's Office.
2. Register for the course in which the applicant seeks credit by proficiency if the course is currently being offered. This allows a student to remain in the course if the examination is not passed.

3. Pay a nonrefundable fee for each examination to Student Accounts. A student's application form and receipt for paying this fee must be shown to the department head/designee administering the examination before the examination is scheduled.
4. Schedule proficiency examination with appropriate department chair or campus testing center.
5. Examination scores can be obtained at the campus testing center or at the department chair's office.
6. The Assistant VP for Placement, Records, & College Registration will enter appropriate exemption credit on the student's computerized record if the exam is passed and forward notification to the student, department head, Veteran's Affairs office and student academic file.

## HORRY-GEORGETOWN TECHNICAL COLLEGE

**POLICY**

Number: 8.5.5  
Title: Auditing a Curriculum Course  
Authority: Title 59, Chapter 53, Sections 810-860 of the 1976 Code of Laws of South Carolina, as Amended.  
Responsibility: Senior Vice President

Original Approval Date: 10-21-1996  
Last Cabinet Review: 09-27-2007  
Last Revision: 09-27-2007

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Chairperson

A student who wants to attend a class regularly, but does not wish to take a final examination, receive a grade or credit, may register as an auditor at the discretion of the appropriate faculty member and department chair. The student auditing will be expected to pay all tuition and fees.

Credit for such courses cannot be established at a later date. The participation of auditors in class discussions or in tests or examinations is optional and at the discretion of the individual faculty. A student auditing a course is expected to conform to all policies and procedures of Horry-Georgetown Technical College and will be viewed the same as a student taking the course for credit.

## HORRY-GEORGETOWN TECHNICAL COLLEGE

**PROCEDURE**

Number: 8.5.5.1  
Related Policy: 8.5.5  
Title: Auditing a Curriculum Course  
Responsibility: Senior Vice President

Original Approval Date: 10-21-1996  
Last Cabinet Review: 09-27-2007  
Last Revision: 09-27-2007

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President

A student auditing a curriculum course should establish with the individual faculty, what he/she expects from the auditing student regarding such responsibilities as class participation and testing. The auditing student should determine the instructor's expectations the first day of class.

The auditing student must comply with faculty member's Attendance Policy of Horry-Georgetown Technical College.

After the Add/Drop Period a student enrolled in a course for credit cannot change to audit, and once a student is enrolled in a course for audit, he/she cannot change to credit.

The instructor and/or the student must notify the Registrar's Office of intent to audit a course. A grade type of AU for Audit will be placed on the course so that the student cannot receive a grade for the course and financial Aid and Veterans Affairs will not pay for the course.

## HORRY-GEORGETOWN TECHNICAL COLLEGE

**POLICY**

Number: 8.5.6  
Title: Resident Credit Requirement  
Authority: Title 59, Chapter 53, Sections 810-860 of the 1976 Code of Laws of South Carolina, as Amended  
Responsibility: Assistant VP for Placement, Records, & College Registration

Original Approval Date: 03-10-1994  
Last Cabinet Review: 11-07-2007  
Last Revision: 03-10-1994

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Chairperson

A minimum of 25 percent (25%) of the total credit hours required for graduation must be earned at Horry-Georgetown Technical College in order that the degree, diploma or certificate be awarded by Horry-Georgetown Technical College. Therefore, no more than 75 percent (75%) of the required credit hours may be transferred and/or exempted.

## HORRY-GEORGETOWN TECHNICAL COLLEGE

**POLICY**

Number: 8.5.7

Title: International Baccalaureate Program Credit

Authority: Title 59, Chapter 53, Sections 810-860 of the 1976 Code of Laws of South Carolina, as Amended.

Responsibility: Assistant VP for Placement, Records, & College Registration

Original Approval Date: 11-07-2007

Last Cabinet Review:

Last Revision:

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Chairperson

International Baccalaureate Program (IOB) Credit is awarded for courses to students who have made a grade of four (4), five (5), six (6), or seven (7) on the appropriate IBO examination while in high school. All courses may not apply toward a degree. A listing of courses which can be exempted is available from the Registrar's or Academic Affairs Office.

## HORRY-GEORGETOWN TECHNICAL COLLEGE

**PROCEDURE**

Number: 8.5.7.1  
Related Policy: 8.5.7  
Title: International Baccalaureate Program Credit  
Responsibility: Assistant VP for Placement, Records, & College Registration

Original Approval Date: 11-07-2007

Last Cabinet Review:

Last Revision:

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President

Procedures followed in the awarding of International Baccalaureate Organization (IBO) credits include the following:

1. The student is required to submit an official transcript of score earned.
2. The official document containing the results of the IBO tests are reviewed by the Registrar's Office personnel to identify subjects which could be exempted at Horry-Georgetown Technical College.
3. The IBO credit is entered on the student's record in the database.
4. To receive credit, a score of four (4), five (5), six (6), and seven (7) must have been earned to a subject required.

## HORRY-GEORGETOWN TECHNICAL COLLEGE

**POLICY**

Number: 8.6.1  
Title: Add/Drop Period  
Authority: Title 59, Chapter 53, Sections 810-860 of the 1976 Code of Laws of South Carolina, as Amended.  
Responsibility: Assistant Vice President for Placement, Records, & College Registration

Original Approval Date: 04-10-1997  
Last Cabinet Review: 11-07-2007  
Last Revision:

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Chairperson

It is the policy of HGTC to allow students to add and/or drop academic classes during a designated, limited period of time immediately following the beginning of each academic term.



## HORRY-GEORGETOWN TECHNICAL COLLEGE

**PROCEDURE**

Number: 8.6.1.1  
Related Policy: 8.6.1  
Title: Add/Drop Period  
Responsibility: Assistant Vice President for Placement, Records, & College Registration  
Original Approval Date: 02-27-1997  
Last Cabinet Review: 11-07-2007  
Last Revision:

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President

The Assistant Vice President for Placement, Records, & College Registration will set the dates for the Add/Drop Period. The Add/Drop Period will be scheduled for each semester for a calendar year and will be published in all appropriate college publications and the academic calendar. The Add/Drop Period is normally the first five days of academic classes. Students may add or drop courses during the Add/Drop Period using their WaveNet account. Tuition is automatically recalculated. Students wishing to withdraw from a course after the five day period are required to use their WaveNet account.

## HORRY-GEORGETOWN TECHNICAL COLLEGE

**POLICY**

Number: 8.6.2  
Title: Repeating a Course  
Authority: Title 59, Chapter 53, Sections 810-860 of the 1976 Code of Laws of South Carolina, as Amended  
Responsibility: Assistant Vice President for Placement, Records, & College Registration

Original Approval Date: 04-08-1993  
Last Cabinet Review: 11-07-2007  
Last Revision: 11-07-2007

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Chairperson

Horry Georgetown Technical College allows any student to repeat any course. All grades earned for the course will appear on the student's record, but the highest grade will be considered the final grade.

## HORRY-GEORGETOWN TECHNICAL COLLEGE

**PROCEDURE**

Number: 8.6.2.1  
Related Policy: 8.6.2  
Title: Repeating a Course  
Responsibility: Assistant Vice President for Placement, Records, & College Registration

Original Approval Date: 11-07-2007  
Last Cabinet Review:  
Last Revision:

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President

Students wishing to repeat a course should register during the designated registration periods(s). It is the student's responsibility to verify eligibility for financial aid, Veteran's Administration assistance, and other funding for repeated courses.

# POLICY

Number: 8.6.3  
Title: Withdrawal  
Authority: Title 59, Chapter 53, Sections 810-860 of the 1976 Code of Laws of South Carolina, as Amended  
Responsibility: Assistant Vice President for Placement, Records, & College Registration

Original Approval Date: 04-08-1993  
Last Cabinet Review: 11-07-2007  
Last Revision: 11-07-2007

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Chairperson

It is the policy of Horry Georgetown Technical College that students have the right to withdraw from any or all classes. Further, the College maintains that it is the responsibility of the student to apply for non-punitive withdrawal. This protects the student's records, the right to re-enroll, and the right to transfer credits.

Because changes in course loads impact financial aid, veteran's benefits and other enrollment related financial situations, it is important that students who anticipate withdrawing from a course or courses investigate the impact of this withdrawal with the appropriate college office.

In addition, courses in some academic programs are sequenced and scheduled at specific times during the year. Withdrawal from these courses often lengthens the time required for students to complete an academic program of study. Students are strongly encouraged to discuss the impact of the withdrawal on program time with an advisor or counselor.

The types of withdrawal are as listed below:

1. Course withdrawal due to excessive absences initiated by instructor.
2. Course withdrawal initiated by student.

## HORRY-GEORGETOWN TECHNICAL COLLEGE

**PROCEDURE**

Number: 8.6.3.1  
 Related Policy: 8.6.3  
 Title: Withdrawal  
 Responsibility: Assistant Vice President for Placement, Records, & College Registration

Original Approval Date: 08-01-1994  
 Last Cabinet Review: 11-07-2007  
 Last Revision: 11-07-2007

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 President

The College recommends that students discuss their withdrawal plans and the grade they will receive with their instructor(s) prior to withdrawal. Counselors are also available to assist with personal concerns.

**Student Initiated Withdrawal**

Students seeking student initiated withdrawal must do so prior to the two-thirds point of the semester. During the add/drop period for the term, the student will perform a Web Drop via WaveNet. Withdrawal through the add/drop period of the term is considered a “drop” and will not show on the official transcript.

After the add/drop period for the term, the student will perform a web withdrawal. Withdrawal after the add/drop period of the term through the two thirds point results in a grade of “W”. After the two-thirds point, a student will receive a “W” if passing the course on the date last attended or “WF” (“U” for Developmental Studies courses) if failing the course on the date last attended. The withdrawal grade will be assigned by the course instructor. Exceptions to assigning a “WF” are permissible at the course instructor’s discretion if circumstances warrant a “W”. Students should contact their course instructor to initiate this process.

**Faculty Initiated Withdrawal**

It is the instructor’s responsibility to initiate a withdrawal for excessive absences if the student has not already initiated the withdrawal via WaveNet. The instructor will enter the grade of W or WF on the Final Grade Page and Last Attend Date on WaveNet.

When a student withdraws from the last class for which he/she is enrolled for the term, the course instructor for the last class will receive a system generated e-mail requesting entry of Last Attend Date. The course instructor must access the Final Grade page and enter the Last Attend Date on WaveNet.

Instructors dropping or withdrawing a student for excessive absences should complete the following procedures:

1. Enter WaveNet
2. Click Faculty Tab
3. Click Academic Services

4. Click Administrative Services
5. Select Faculty from Menu
6. Select Final Grades
7. Select Term, click Submit
8. Select the CRN for the course the student is being withdrawn from. Click submit.
9. Enter Grade of W or WF and last attend date. Click submit.

Students dropping or withdrawing from a course should complete the following procedures:

1. Enter WaveNet
2. Select Student and Financial Aid from Main Menu
3. Select Registration
4. Select Add or Drop Classes
5. Select the Term (this will not always appear) from which you are dropping or withdrawing from courses. Click Submit
6. If you are dropping during the Add/Drop period, go to the Action Bar under your class schedule and select Web Drop. Click Submit Changes Bar at the bottom of the form and a new schedule will appear reflecting your action.
7. If you are withdrawing after the Add/Drop period, go to the Action Bar under your class schedule and select Web Withdrew. Click Submit Changes Bar at the bottom of the form and a new schedule will appear reflecting your action. This will be the only option available to you after the add/drop period.
8. If you are withdrawing after the two-thirds point of the semester, you need to contact your course instructor to initiate the withdrawal process. The instructor will withdraw you from the course and assign the earned grade. For total withdrawals after the two-thirds point, contact all of your course instructors. Web withdrawals will not be available after the two-thirds point of the semester.

## HORRY-GEORGETOWN TECHNICAL COLLEGE

**POLICY**

Number: 8.6.4  
Title: Re-admittance  
Authority: Title 59, Chapter 53, Sections 810-860 of the 1976 Code of Laws of South Carolina, as Amended.  
Responsibility: Associate Vice President for Student Affairs

Original Approval Date: 09-09-1993  
Last Cabinet Review: 11-07-2007  
Last Revision: 11-07-2007

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Chairperson

Any student who has interrupted his or her enrollment at Horry Georgetown Technical College for two or more consecutive semesters must submit an application for readmittance to the Admissions Office.

## HORRY-GEORGETOWN TECHNICAL COLLEGE

**PROCEDURE**

Number: 8.6.4.1  
Related Policy: 8.6.4  
Title: Re-admittance  
Responsibility: Assistant Vice President for Placement, Records, & College Registration

Original Approval Date: 11-07-2007  
Last Cabinet Review:  
Last Revision:

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President

Any student who has not been enrolled in classes at HGTC for two (2) consecutive semesters will have to be re-admitted. Students may go to the Admissions Office on any campus to be re-admitted.

Students who are readmitted to the same program after two (2) or more calendar years of inactive enrollment will be required to utilize the current catalog to meet graduation requirements.

Procedures followed to execute the policy regarding catalog of entry for readmitted students are as indicated below:

1. Students readmitted to the same program (major) after two or more calendar years of inactive enrollment are told by their advisor that he or she will need to meet the current requirements in order to graduate.
2. Previous courses taken are reviewed by Assistant Vice President for Placement, Records, & College Registration Office personnel when student submits graduation application to determine if student has met requirements of catalog at the time the student was readmitted.



## HORRY-GEORGETOWN TECHNICAL COLLEGE

**POLICY**

Number: 8.6.5  
Title: Changing Student Grades  
Authority: Title 59, Chapter 53, Sections 810-860 of the 1976 Code of Laws of South Carolina, as Amended  
Responsibility: Assistant Vice President for Placement, Records, & College Registration

Original Approval Date: 09-09-1993  
Last Cabinet Review: 11-07-2007  
Last Revision:

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Chairperson

When an instructor wishes to change a grade previously reported, he or she must initiate a Grade Change Form. The instructor of the course has sole authority for initiating a grade change. In cases when an instructor is no longer employed by the college, the Department Head the course falls under or the appropriate academic Dean has authority to initiate a grade change. This form may be secured from the "Faculty Tools" area of a faculty's WaveNet account. Upon completion, the instructor then submits the form to the Registrar's Office.

A grade of "I" (Incomplete) will convert to an "F" at the end of semester following the term in which the "I" was issued. The grade of "I" will automatically be changed by the Assistant Vice President for Placement, Records, & College Registration at the end of one semester.

## HORRY-GEORGETOWN TECHNICAL COLLEGE

**PROCEDURE**

Number: 8.6.5.1  
Related Policy: 8.6.5  
Title: Changing Student Grades  
Responsibility: Senior Vice President

Original Approval Date: 08-01-1994  
Last Cabinet Review: 11-07-2007  
Last Revision: 11-07-2007

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President

Procedures for changing student grades are as follows:

1. Registrar's Office personnel receive completed grade change form from a instructor.
2. The new grade is keyed on the appropriate screen into the college computer system.
3. The grade change form is signed by the Registrar's Office.
4. Once grade is entered, a student can view the change on their WaveNet account.

## HORRY-GEORGETOWN TECHNICAL COLLEGE

**POLICY**

Number: 8.6.6  
Title: Standards of Academic Progress  
Authority: Title 59, Chapter 53, Sections 810-860 of the 1976 Code of Laws of South Carolina, as Amended  
Responsibility: Assistant Vice President for Placement, Records, & College Registration

Original Approval Date: 04-08-1993  
Last Cabinet Review: 11-07-2007  
Last Revision: 11-07-2007

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Chairperson

It is the policy of Horry Georgetown Technical College that acceptable academic progress is generally defined as earning a minimum 2.0 semester grade point average. Failure to maintain a minimum 2.0 semester grade point average will result in academic warning, academic probation and/or academic suspension.

More stringent standards of progress may exist for certain programs of study. It is the responsibility of the student to be aware of the academic standards of progress for his/her chosen major.

## HORRY-GEORGETOWN TECHNICAL COLLEGE

**PROCEDURE**

Number: 8.6.6.1  
 Related Policy: 8.6.6  
 Title: Standards of Academic Progress  
 Responsibility: Assistant Vice President for Placement, Records, & College Registration  
  
 Original Approval Date: 02-26-1997  
 Last Cabinet Review: 11-07-2007  
 Last Revision: 11-07-2007

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 President

Students who have been placed on Academic Warning, Probation or Suspension are automatically entered in the College's information system. Messages are sent to each student's WaveNet account notifying them of their academic status and what will be necessary for them to return to good academic standing.

**Academic Warning**

A student who does not earn a minimum of 2.00 grade point average (GPA) for the semester will be placed on academic warning for the next semester of attendance. The student should meet with a member of the counseling staff and his/her academic advisor to determine the course of action needed to improve the student's academic performance. Possible courses of action are a reduction in course load, procurement of tutorial services, enrollment in developmental studies, and/or withdrawal from extracurricular activities.

Any student who is on academic warning and changes programs will remain on warning during the first semester of his/her new program.

**Academic Probation**

A student on academic warning who does not earn a minimum of a 2.00 semester grade point average (GPA) upon completion of the warning semester will be placed on academic probation for their next semester of attendance.

Any student who is on academic probation and changes programs will remain on probation during the first semester of his/her new program. A failure to earn a 2.00 semester GPA during a probationary term will result in suspension at the end of that semester.

**Academic Suspension**

The purpose of academic suspension is to remove those students from their program of study who would not ultimately meet requirements for graduation if they continue their current level of progress.

Any student who fails to earn a minimum of a 2.00 semester grade point average (GPA) during the probationary semester and has less than a 2.00 cumulative grade point average will be placed on academic suspension from the college by the Assistant Vice President for Placement, Records, & College Registration.

Suspensions are enforced for one semester. After suspension, the student may be allowed to pursue courses necessary to correct academic deficiencies or in an alternate curriculum more suited to the student's abilities. After suspension, the student is returned to academic probation status.

Department heads have the authority, with the approval of the appropriate Academic Dean, to request a waiver of suspension. In these cases, the student involved is returned to probationary status.

## HORRY-GEORGETOWN TECHNICAL COLLEGE

**POLICY**

Number: 8.6.9  
Title: Confidentiality of Student Records  
Authority: Title 59, Chapter 53, Sections 810-860 of the 1976 Code of Laws of South Carolina, as Amended  
Responsibility: Assistant Vice President for Placement, Records, & College Registration

Original Approval Date: 04-08-1993  
Last Cabinet Review: 08-06-2014  
Last Revision: 08-06-2014

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Chairperson

It is the policy of Horry Georgetown Technical College that the privacy and confidentiality of all official student and former student records will be preserved in keeping with all applicable institutional, state and federal guidelines.

HORRY-GEORGETOWN TECHNICAL COLLEGE

# PROCEDURE

Number: 8.6.9.1  
 Related Policy: 8.6.9  
 Title: Confidentiality of Student Records  
 Responsibility: Assistant Vice President for Placement, Records, & College Registration

Original Approval Date: 02-26-1997  
 Last Cabinet Review: 08-13-2014  
 Last Revision: 08-13-2014

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President

Horry Georgetown Technical College personnel will safeguard the confidentiality of student records. Procedures followed will adhere to all applicable institutional, state and federal guidelines that protect the privacy and confidentiality of student records. All student records will be handled in the same manner regardless of the delivery mode of the course(s) in which the student is enrolled.

## I. General

Student records are maintained by several departments in the College, including but not limited to: Student Affairs, Financial Aid, faculty advisors and instructors. All college personnel who handle student records are obligated to safeguard these records and only release information in accordance with this policy. Each student has the right to inspect and challenge the accuracy of his/her records.

Separate files are maintained for records in the following categories:

1. academic,
2. disciplinary,
3. counseling,
4. financial aid, and
5. placement.

When justified by legitimate law enforcement needs, the campus security agency may maintain confidential records relating primarily to its investigative function.

## II. Directory Information to be Issued

The Elementary and Secondary Education Act of 1965 includes a section on "Furnishing Information." Directory information is defined as name, address, curriculum, enrollment status, graduation status, and telephone number. It is the College policy to provide this information only under the following conditions:

1. School officials with a legitimate educational interest will be given access to all directory information.
2. Individuals requesting information without written consent will be given curriculum, enrollment status, and graduation status only.
3. Telephone numbers, addresses and location of students will be issued only to non-school officials with written permission from the student or with special approval from the Associate Vice President for Student Affairs.

### III. Methods of Furnishing Student Records Information:

According to the Education Amendments of 1974, whenever a student has attained 18 years of age or is enrolled in a post-secondary institution, the consent to issue records and the rights of viewing those records are required of and accorded to the student alone. Therefore, only the student may view his/her record or request in writing any issuance of the record. If parents or other designated individuals wish to review or receive copies of a student record, they must have the student's written permission to view or receive a copy. A copy of this consent form will be maintained in the student's record.

The student's record may not be revealed to any other party without written consent from the student except in the following cases:

1. Other school officials who have legitimate educational interest.
2. Officials of other schools in which the student intends to enroll.
3. Authorized representatives of the Comptroller General, administrative head of an educational agency, state education auditors, or law enforcement officials.
4. Judicial representatives in compliance to a subpoena or law enforcement order (A copy of this order would be placed in the student's record with date of issuance posted.)
5. Agency representatives in connection with a student application for a receipt of financial aid.



## HORRY-GEORGETOWN TECHNICAL COLLEGE

**POLICY**

Number: 8.6.10  
Title: Academic Records Management and Security  
Authority: Title 59, Chapter 53, Sections 810-860 of the 1976 Code of Laws of South Carolina, as Amended  
Responsibility: Registrar

Original Approval Date: 04-08-1993  
Last Cabinet Review: 07-27-2016  
Last Revision: 07-27-2016

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Chairperson

Horry Georgetown Technical College personnel follow all institutional, state, and Federal guidelines related to managing academic records. Supervisors inform new employees of these guidelines and inform all employees of new regulations that may be implemented.

HORRY-GEORGETOWN TECHNICAL COLLEGE

# PROCEDURE

Number: 8.6.10.1  
 Related Policy: 8.6.10  
 Title: Academic Records Management and Security  
 Responsibility: Registrar

Original Approval Date: 02-26-1997  
 Last Cabinet Review: 07-27-2016  
 Last Revision: 07-27-2016

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President

## I. General

Academic records management is the responsibility of the Registrar. To provide services to the College and community, constant evaluation of these services is mandated, not only for the historical importance of records but also for the preservation and control of these records. In accordance with S. C. Code of Laws Section 30-1-70: Protection and restoration of records, the procedure for managing and securing academic records is outlined below.

All original student records are scanned and indexed to the appropriate student's record in the student information system (Banner). Once the original records are scanned and indexed, the paper copies of the records are shredded. All original, hard copy records for students who enrolled at the College in prior semesters are maintained in the fireproof vault on the Conway Campus. If a student who was previously enrolled at the College has a hard copy file in the fireproof vault and reapplies for admission, his/her file is removed from the vault. The contents of the file are then scanned and indexed in the student information system (Banner) and the paper copies of the records are shredded.

## II. Access

Control and security of academic records are a vital part of the management of records; only College officials with legitimate educational interest have access to student records.

Student Affairs employees, Financial Aid employees, Student Accounts employees, administrators, Faculty members and Office of Information Technology employees have access to academic records, within specific user roles as defined by permission levels assigned in the student information system (Banner). As part of the hiring process, all employees sign a confidentiality agreement.

The following constitutes a permanent academic record of a student enrolled at Horry Georgetown Technical College:

1. Admissions Application: An Admissions Application must be completed and signed by the applicant. Admissions staff must document the type of acceptance, date of

- acceptance, and enter the admissions decision into the student information system (Banner)
2. Acceptance Documentation: Admissions staff must document the date and type of all correspondence generated to the accepted student in the student information system (Banner).
  3. Test Scores: Placement Test Scores/Multiple Measures for Course Placement: All curriculum students who have never attended college are required to provide either 1) scores from either the Accuplacer, Companion, COMPASS, Asset, ACT or SAT or 2) final high school transcript demonstrating eligibility for course placement using Multiple Measures criteria.
  4. Official Transcripts: Official transcripts must be included in the academic record if the student graduated from high school and/or attended another college.
  5. Courses Attempted and Grades Earned: All coursework attempted and grades earned at the College are recorded in the student information system (Banner).
  6. Exemption Credit Forms: This form serves as documentation when a student exempts a course(s) according to College policy (examples include: College Level Program Exemption Credit, Experiential Exemption Credit, and Credit by Proficiency Examination).
  7. Transcript Requests: Authorization to release a student's transcript and the date of the release of the transcript is recorded in the student information system (Banner).
  8. Transfer of Credit Evaluation: All transfer credit awarded is recorded in the student information system (Banner).
  9. Course Substitution Form: All course substitution forms are imaged and stored in the student information system (Banner).
  10. Change of Major Form: This form documents a student's request to change from one major to another. Admissions Office staff members enter the change of major into the student information system (Banner).
  11. Re-Enrollment Form: Completion of this form is required to document permission for students to re-enroll in a course after the add/drop deadline. Registrar's Office staff members enter the applicable course registration into the student information system (Banner).
  12. Course Substitution Form: Completion of this form by a department chair is required to document permission for students to substitute a course for another course that is a curriculum requirement. Registrar's Office staff members enter the applicable course registration into the student information system (Banner).
  13. Graduation Certification: The degree, certificate, or diploma awarded to a student and the date that the degree, certificate, or diploma was awarded is recorded in the student information system (Banner).

### III. Microfilm Records

Academic records from the time period of 1966 through May 1999 are stored on microfilm. Items included in the microfilm records are:

1. Internal Transcript
2. Evaluation of Transfer Credits
3. Exemption of Credit Documentation
4. Graduation Documentation/Grade Sheet and Degree Requirements
5. Any other document concerning grades or graduation
6. Any documentation indicating that a hold has been placed on the student's record.

All other documents previously included in a student's file were destroyed according to standards set forth by the South Carolina Department of Archives and History. Once microfilmed and verified, paper records were destroyed.

### IV. Security

It is the responsibility of every individual, whether administrator or staff, who handles student records, to provide maximum security of these records, although the Registrar is the person ultimately responsible for providing the methodology for this. The following are recommended to provide effective security of student records:

1. When employees leave their work areas, they should lock office doors, desks and computer work stations.
2. All filing cabinets or desks used to store student records should be locked at the end of the work day.
3. It is the Registrar's Office's responsibility to lock the records vault.
4. The records vault is to be opened at 8:00 a.m. and locked at 5:00 p.m. Monday through Thursday. Friday, the records vault is to be opened from 8:00 a.m. until 12:30 p.m.
5. Recognizing the importance of college work-study students, special attention should be given for security purposes as to the type of work when using students to process records. Supervisors of work study students are responsible for ensuring that these employees maintain confidentiality of student records. As part of the hiring process, work study students sign confidentiality agreements.

## V. Data Backup, Retention and Recovery of Files

1. In the event of a loss of data files, the Office of Information Technology (OIT) is responsible for backup and recovering lost data. It is the responsibility of the Office of Information Technology to provide alternate means of continuing normal business until the hardware can be replaced.
  - a. OIT performs daily incremental backups of all HGTC critical data online through disk and offline through tape. Data from the daily backups is erased and rewritten every two (2) weeks.
  - b. OIT performs a full monthly backup of all critical data as part of the HGTC comprehensive disaster recovery process. Data from monthly backup tapes is stored offline in the College's vault, in accordance with S. C. Code of Laws, Section 30-1-70, Protection and Restoration of Records, and is accessible to key Information Technology personnel.

## HORRY-GEORGETOWN TECHNICAL COLLEGE

**POLICY**

Number: 8.6.11  
Title: Official Class Rolls  
Authority: Title 59, Chapter 53, Sections 810-860 of the 1976 Code of Laws of South Carolina, as Amended  
Responsibility: Assistant Vice President for Placement, Records, & College Registration

Original Approval Date: 04-08-1993  
Last Cabinet Review: 11-07-2007  
Last Revision: 11-07-2007

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Chairperson

Official class rolls for curriculum classes will be made available to instructors on the instructor's WaveNet account. It is the instructor's responsibility to verify student attendance through WaveNet.

## HORRY-GEORGETOWN TECHNICAL COLLEGE

**PROCEDURE**

Number: 8.6.11.1  
Related Policy: 8.6.11  
Title: Official Class Rolls  
Responsibility: Assistant Vice President for Placement, Records, & College Registration

Original Approval Date: 02-26-1997  
Last Cabinet Review: 11-07-2007  
Last Revision: 11-07-2007

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President

Procedures for official class rolls are as follows:

1. Instructors may access official class rolls in the "Summary Class List" within their WaveNet account.
2. The instructions for verification of attendance are provided each semester via e-mail.
3. Assistant Vice President for Placement, Records, & College Registration follows through with all changes to ensure that rolls are accurate and that computer documentation is correct regarding withdrawals, late registrations and fee assessment

## HORRY-GEORGETOWN TECHNICAL COLLEGE

**POLICY**

Number: 8.6.12  
Title: Student Requirements for Graduation  
Authority: Title 59, Chapter 53, Sections 810-860 of the 1976 Code of Laws of South Carolina, as Amended  
Responsibility: Assistant Vice President for Placement, Records, & College Registration

Original Approval Date: 04-08-1993  
Last Cabinet Review: 02-07-2007  
Last Revision: 02-07-2007

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Chairperson

Horry Georgetown Technical College students are eligible for graduation upon completion of the following:

1. Submission of an application for a degree, diploma, or certificate to the Assistant Vice President for Placement, Records, & College Registration.
2. Paid the non-refundable graduation fee by the published deadline.
3. Satisfactory completion of the required number of hours and courses specified in their curriculum and satisfactory completion of 25% of the credit hours at HGTC.
4. Achievement of necessary program grade point average of 2.00.
5. Payment of all outstanding fees and financial obligations due the College.



## HORRY-GEORGETOWN TECHNICAL COLLEGE

**PROCEDURE**

Number: 8.6.12.1  
 Related Policy: 8.6.12  
 Title: Student Requirements for Graduation  
 Responsibility: Assistant Vice President for Placement, Records, & College Registration

Original Approval Date: 02-07-2007  
 Last Cabinet Review: 11-07-2007  
 Last Revision: 11-07-2007

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President

Satisfactory completion of the required number of courses and hours in a student's curriculum is determined in the following manner:

**Application Process**

Student may obtain a graduation application from the Registrar's Office on the Conway Campus, the Office of Student Affairs on the Grand Strand Campus, and from the front office of the Georgetown Campus.

**Graduation Fee**

Students must pay the non-refundable graduation fee to Student Accounts when they submit their completed graduation application to the Registrar's Office on the Conway Campus, the Office of Student Affairs on the Grand Strand Campus, and from the front office of the Georgetown Campus.

**Completion of Curriculum Requirements**

A student is admitted into a program and given a "catalog of entry" which is used to track their graduation requirements. New students are provided a Program Requirement Guide Sheet at their initial advising session. When a student applies for graduation their requirements for program completion are determined by their catalog of entry.

A Program Requirement Guide Sheet for all programs for all years is maintained at the Registrar's Office and may be obtained from this office. This Program Requirement Guide Sheet is identified for a student based on program of choice and catalog of entry. It is verified for each potential graduate that they have satisfied all program requirements as shown on this Program Requirement Guide Sheet.

Courses that have a minimum grade requirement and a time limit of completion requirement for graduation are monitored and verified for each candidate for graduation.

Any course substitutions must be recommended by the program's Advisor and/or Department Chair and will be accepted only with Division Dean Approval.

**Program GPA Requirement**

Grades for required courses only are used to verify that the graduate has satisfied the 2.0 technology grade point average requirement.

**Outstanding Financial Obligations**

Registrar's Office personnel will verify that candidates for graduation have paid any required fees or fines prior to certifying graduates.

**Diploma Information**

Diplomas for students who miss the deadline will be ordered with those applying the next term. Exceptions will be made at discretion of the Assistant Vice President for Placement, Records, & College Registration. Students eligible for more than one degree, diploma, or certificate (i.e., Criminal Justice Associate Degree and the Law Enforcement Certificate) would apply for each separately and pay the non-refundable graduation fee for each.

**Ceremony Participation**

Students wishing to participate in the graduation ceremony at the end of the spring semester can purchase their cap, gown, tassel and invitations through the College Bookstore by the published deadline.

## HORRY-GEORGETOWN TECHNICAL COLLEGE

**POLICY**

Number: 8.6.13  
Title: Graduation Certification  
Authority: Title 59, Chapter 53, Sections 810-860 of the 1976 Code of Laws of South Carolina, as Amended  
Responsibility: Assistant Vice President for Placement, Records, & College Registration

Original Approval Date: 04-08-1993  
Last Cabinet Review: 11-07-2007  
Last Revision: 11-07-2007

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Chairperson

It is the policy of Horry Georgetown Technical College that all students who are eligible for program completion will be certified as graduates of the College. Further, graduation information for each academic year (Fall, Spring, and Summer terms) will be reported to appropriate individuals and agencies, as required.

## HORRY-GEORGETOWN TECHNICAL COLLEGE

**PROCEDURE**

Number: 8.6.13.1  
Related Policy: 8.6.13  
Title: Graduation Certification  
Responsibility: Assistant Vice President for Placement, Records, & College Registration

Original Approval Date: 02-26-1997  
Last Cabinet Review: 11-07-2007  
Last Revision: 11-07-2007

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President

The following procedures will be followed to closely monitor annual graduation applicants. The annual final listing will include certified graduates who complete requirements fall, spring or summer.

1. Assistant Vice President for Placement, Records, & College Registration will include graduation information and deadlines in all published registration materials.
2. Assistant Vice President for Placement, Records, & College Registration will request full and adjunct faculty to announce graduation information and deadlines to all classes.
3. Every March, Assistant Vice President for Placement, Records, & College Registration will provide Department Heads with listings of students who have applied for graduation for the year. Department Heads will have the opportunity to update the listings with additional students who may be eligible for certification
4. Every August, Assistant Vice President for Placement, Records, & College Registration will again provide listings to Department Heads for a final review of eligible candidates from the previous academic year.
5. Every September, Assistant Vice President for Placement, Records, & College Registration will provide final list to the Senior Vice President and to Institutional Research for use in various reports.

## HORRY-GEORGETOWN TECHNICAL COLLEGE

**POLICY**

Number: 8.6.14  
Title: Academic Honors  
Authority: Title 59, Chapter 53, Sections 810-860 of the 1976 Code of Laws of South Carolina, as Amended  
Responsibility: Assistant Vice President for Placement, Records, & College Registration

Original Approval Date: 09-09-1993  
Last Cabinet Review: 11-07-2007  
Last Revision: 11-07-2007

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Chairperson

It is the policy of Horry Georgetown Technical College to recognize student academic honors through the naming of the President's List and Dean's List students and the recognition of honor graduates at the annual Commencement Ceremony.

## HORRY-GEORGETOWN TECHNICAL COLLEGE

**PROCEDURE**

Number: 8.6.14.1  
 Related Policy: 8.6.14  
 Title: Academic Honors  
 Responsibility: Assistant Vice President for Placement, Records, and College Registration

Original Approval Date: 02-26-1997  
 Last Cabinet Review: 11-07-2007  
 Last Revision: 11-07-2007

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 President

Three methods of receiving academic honors at Horry Georgetown Technical College are the President's List, the Dean's List and Commencement Recognition.

**Dean's & President's Lists**

Students will be given these honors according to these criteria:

- Any student for the specified term who has between 6 and 11 credit hours and a 3.50-3.74 institutional term GPA will receive – Part-time Dean's List recognition
- Any student for the specified term who has between 6 and 11 credit hours and a 3.75-4.0 institutional term GPA will receive – Part-time President's List recognition
- Any student for the specified term who has 12 credit hours or more and a 3.50-3.74 institutional term GPA will receive – Dean's List recognition
- Any student for the specified term who has 12 credit hours or more and a 3.75-4.0 institutional term GPA will receive – President's List recognition

Students receiving a grade of Incomplete (I) cannot be considered for the President's List or the Dean's List until a grade change has been processed through the Assistant Vice President for Placement, Records, & College Registration.

The President's List and Dean's List are published each term, posted on campus bulletin boards and forwarded to area newspapers for publication. The designation is also entered on the student's transcript.

**Graduation Recognition**

Graduation recognition will be provided as follows:

Cum Laude - Students graduating with a program grade point average of 3.50-3.74.

Magna Cum Laude - Students graduating with a program grade point average of 3.75-4.00

Summa Cum Laude - Students graduating with a technology program grade point average of 4.00.

Graduation honors are designated on the student's transcript, printed in the graduation program, and announced when the student receives his/her diplomas.

## HORRY-GEORGETOWN TECHNICAL COLLEGE

**POLICY**

Number: 8.6.16  
Title: Academic Forgiveness  
Authority: Title 59, Chapter 53, Sections 810-860 of the 1976 Code of Laws of South Carolina, as Amended.  
Responsibility: Associate Vice President for Student Affairs

Original Approval Date: 06-19-2003  
Last Cabinet Review: 11-07-2007  
Last Revision: 11-07-2007

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Chairperson

A student may request that previously earned grades for coursework taken with Horry Georgetown Technical College be “forgiven.” “Academic Forgiveness” is designed to assist returning students, who meet specific requirements to have a fresh start in how their previous records are applied toward meeting graduation requirements in credit programs.

HORRY-GEORGETOWN TECHNICAL COLLEGE

# PROCEDURE

Number: 8.6.16.1  
 Related Policy: 8.6.16  
 Title: Academic Forgiveness  
 Responsibility: Associate Vice President for Student Affairs

Original Approval Date: 06-19-2003  
 Last Cabinet Review: 11-07-2007  
 Last Revision: 11-07-2007

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President

The purpose is to recognize the new focus and purpose of the returning student and provide a way of reflecting a measurement of their current academic achievements without previously earned grades lowering their overall grade point average. The returning student may apply for Academic Forgiveness through the Counseling Center on the Conway Campus or from the Coordinators of Student Affairs on the Grand Strand and Georgetown Campuses after achieving a minimum of twelve (12) credit hours in two (2) sequential semesters and having a minimum of 2.0 GPA. An application can be obtained in and submitted to the Counseling Center on the Conway Campus or from the Coordinators of Student Affairs on the Grand Strand and Georgetown Campuses. The final decision of granting Academic Forgiveness will be made by the Department Chairperson for the program for which the student is currently enrolled.

Although the forgiven grades will not be used in the calculation of the student's cumulative grade point average, it will remain a part of the student's academic transcripts and will be included should those transcripts be requested by another institution. The following conditions apply to the application process and the forgiveness of previously earned grades.

1. Academic Forgiveness is only for students who attended Horry-Georgetown Technical College previously, earned a cumulative GPA below 2.0 and wish to re-enroll at HGTC. Two years must have elapsed from the end of the last semester of attendance at the HGTC and the time of re-enrollment. Students must have previously attempted 12 credit semester hours at HGTC, exclusive of W's, and have a cumulative GPA below 2.0 for those courses taken previous to re-enrollment to qualify for Academic Forgiveness.
2. The student must be accepted into an associate degree, diploma, or certificate program.
3. The student must schedule a meeting with the Counseling Center on the Conway Campus or from the Coordinators of Student Affairs on the Grand Strand and Georgetown Campuses to review the guidelines and procedures for the Academic Forgiveness application. The student must submit to the Counseling Center on the Conway Campus or from the Coordinators of Student Affairs on the Grand Strand and Georgetown Campuses a written application and a detailed essay describing new commitment and recognition of reasons for previous failure. The application and essay will be forwarded for final approval to the department in which the student is pursuing his/her associate degree, diploma, or certificate.



4. Grades earned from colleges other than HGTC are not eligible for Academic Forgiveness from HGTC.
5. Academic Forgiveness may be granted only ONCE in a student's career at Horry-Georgetown Technical College.
6. Application for Academic Forgiveness may be made only after achieving 12 credit semester hours in courses at the 100 or higher level with a "C" or better in 2 sequential semesters.
7. Academic Forgiveness, if granted, applies only to the coursework taken prior to the term of re-enrollment.
8. If Academic Forgiveness is granted, ALL previous academic work at HGTC will be disregarded with respect to graduation requirements at HGTC. The prior academic record will remain apart of the student's transcript, but is not carried forward as apart of a new program to which the student is admitted. The transcript will indicate "Academic Forgiveness" and the date granted, and will reflect no credits attempted, no credits earned, and no grade points earned. Subsequent College study will be entered in accordance with the current catalog.
9. Application for Academic Forgiveness does not ensure it will be granted.
10. Future colleges and universities may or may not consider all grades earned, even those forgiven through HGTC's Academic Forgiveness program, when evaluating students for admission.
11. Granting Academic Forgiveness does not guarantee acceptance into some career specific programs, which have grade requirements and time limits.
12. All students are responsible for satisfying requirements for their academic programs and for maintaining the required GPA.
13. Granting Academic Forgiveness to a student's record may have an affect or alter access or qualifications for financial aid and scholarships depending upon specific governmental or agency laws or regulations, which prohibit such award. A student, who plans to receive any type of student aid, including veterans' benefits, should discuss the impact of Academic Forgiveness with his or her Financial Aid Officer.
14. If the Department Chairperson does not approve the granting Academic Forgiveness, the student may appeal within 10 days to the Department Chairperson's appropriate Associate Vice President/Dean, whose decision is final.

## HORRY-GEORGETOWN TECHNICAL COLLEGE

**POLICY**

Number: 8.7.1  
Title: Deselection  
Authority: Title 59, Chapter 53, Sections 810-860 of the 1976 Code of Laws of South Carolina, as Amended.  
Responsibility: Assistant Vice President for Library and Learning Resources

Original Approval Date: 10-02-1996  
Last Cabinet Review: 09-27-2007  
Last Revision: 09-27-2007

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Chairperson

Deselecting the library collection should be a steady and continuing process. The strategy of Horry-Georgetown Technical College Library is to maintain an up-to-date collection, within the financial restrictions of the College. In an attempt to maintain currency and balance, there must be an active and sustained effort to evaluate the collection, in order to determine when items need to be preserved, repaired, replaced, or discarded. The procedure for deselection requires the detailed evaluation, of the entire collection on a five-year rotating cycle.

## HORRY-GEORGETOWN TECHNICAL COLLEGE

# PROCEDURE

Number: 8.7.1.1  
Related Policy: 8.7.1  
Title: Deselection  
Responsibility: Assistant Vice President for Library and Learning Resources

Original Approval Date: 09-25-1996  
Last Cabinet Review: 09-27-2007  
Last Revision: 09-27-2007

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President

## I. Purpose

The purpose of this procedure is to establish guidelines for the deselection of the library collection in the Library at Horry-Georgetown Technical College.

## II. The Deselection Procedure

The Assistant Vice President for Library and Learning Resources and staff will coordinate the deselection process with the curriculum programs coinciding with the academic department's schedule for Program Review under Institutional Effectiveness and state and national accreditations. A five-year rotating calendar will be developed and each department assigned a designated time to complete the deselection process. The Library Dean will review the criteria and procedure for deselection of the library collection with the Chair of the department scheduled for review.

### A. Orientation

All department chairs and their designees will receive an orientation on the weeding process.

### B. Library Support

Upon request and prior to Program Review and/or accreditation, the library staff will provide the curriculum program departments a bibliography of all library collections in that program's area.

### C. Curriculum Department Responsibility

The curriculum department chair and/or designees will review their library holdings including magazines, journals, periodicals, texts, and audio/visual with the library staff. The holdings will be deselected by a consensus between the library staff and the departmental faculty.

#### D. Removal of Deselected Material

The library staff will withdraw the deselected material based on the curriculum department's list. The library staff will remove the physical markings of College ownership. The deselected material will be prepared for recycling and officially removed from the Horry-Georgetown Technical College inventory. Discarded library materials will be disposed of according to college policies and procedures, in accordance with SC State law on surplus property.

#### E. Ongoing Deselection

The library staff, under the direction of the Dean, will insure that an annual internal weeding process is occurring. The annual internal weeding will occur by a review of the dates of material. When a library selection is dated more than ten (10) years, the Dean will notify the curriculum department chair that there is dated material that needs inspection. The curriculum department chair will review the dated material and request its removal or formerly exempt it by memorandum from further review because of its age. Items deemed of an historical nature will be retained in the collection and marked with a sticker stating the material is still of value, or judged to be historical in nature.

### III. The Replenishment Procedure

The Assistant Vice President for Library and Learning Resources in consultation with the department chairs will replenish the weeded curriculum selections. Replenishment and development of the collection will be determined based upon the criteria stated in the Section B. Additions/Purchases of the Library Collection Development Procedure 8.7.4.1.

## HORRY-GEORGETOWN TECHNICAL COLLEGE

**PROCEDURE**

Number: 8.7.1.2  
Related Policy: 8.7.1  
Title: Preservation of Library collections  
Responsibility: Assistant Vice President for Library and Learning Resources

Original Approval Date: 02/25/1998  
Last Cabinet Review: 09-27-2007  
Last Revision:

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President

Volumes will be examined as needed, or yearly as part of the deselection process. Damaged or worn volumes will be checked for use and necessity to the collection. If a damaged or worn volume is still in print, a new copy will be ordered from the publisher or jobber. If a damaged or worn volume is no longer in print, the current copy will be sent to bindery for repair.

## HORRY-GEORGETOWN TECHNICAL COLLEGE

**POLICY**

Number: 8.7.2  
Title: Audio/Visual Department  
Authority: Title 59, Chapter 53, Sections 810-860 of the 1976 Code of Laws of South Carolina, as Amended.  
Responsibility: Assistant Vice President for Academic Support

Original Approval Date: 09-08-1996  
Last Cabinet Review: 09-27-2007  
Last Revision:

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Chairperson

It is the responsibility of the Educational Technology Department of Horry Georgetown Technical College to provide audio/visual services to faculty, staff, and student organizations.

## HORRY-GEORGETOWN TECHNICAL COLLEGE

**POLICY**

Number: 8.7.3  
Title: Evaluation of the Library  
Authority: Title 59, Chapter 53, Sections 810-860 of the 1976 Code of Laws of South Carolina, as Amended.  
Responsibility: Assistant Vice President for Library and Learning Resources

Original Approval Date: 10-02-1996  
Last Cabinet Review: 09-27-2007  
Last Revision: 09-27-2007

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Chairperson

The Library of Horry Georgetown Technical College will continuously evaluate and assess its resources and services. The College through the following committees and processes evaluates the Library.

1. Institutional Effectiveness Committee
  - a. Library Subcommittee
  - b. Program Review Subcommittee
2. Customer Satisfaction Survey
3. Academic Affairs Leadership Council
2. Horry-Georgetown Technical College Employee Satisfaction Survey
5. Library Strategic Plan

HORRY-GEORGETOWN TECHNICAL COLLEGE

# PROCEDURE

Number: 8.7.3.1  
 Related Policy: 8.7.3  
 Title: Evaluation of the Library  
 Responsibility: Assistant Vice President for Library and Learning Resources

Original Approval Date: 10-02-1996  
 Last Cabinet Review: 09-27-2007  
 Last Revision: 09-27-2007

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President

## I. Purpose

Each campus library of Horry-Georgetown Technical College will be evaluated by and through College committees and processes. These College committees and processes include Institutional Effectiveness Subcommittees, Customer Satisfaction Surveys, Academic Staff Committee, new program development proposals, and institutional/departmental accreditation self-studies.

## II. The Procedure

Every two years during the spring semester, a Customer Satisfaction Survey will be administered on all three campuses. The survey will be reviewed, edited, and approved by Institutional Research. Results will be compiled by Institutional Research and given to the Assistant Vice President for Library and Learning Resources.

The results of the Customer Satisfaction Surveys, as well as the recommendations and processes of the other College committees and accreditations mentioned above, will be regularly forwarded to the Academic Affairs Leadership Council for review, approval and action. Based upon the results of the surveys, the Assistant Vice President for Library and Learning Resources and staff will develop objectives and goals for the upcoming academic year(s).

Results of the abovementioned committee and accreditation findings and processes will be used for the assessment and improvement of the Library functions and activities. From the evaluation processes, the AVP may also make recommendations for his/her annual budget, staff requests, collections (additions) and services.



## HORRY-GEORGETOWN TECHNICAL COLLEGE

**POLICY**

Number: 8.7.4  
Title: Library Collection Development  
Authority: Title 59, Chapter 53, Sections 810-860 of the 1976 Code of Laws of South Carolina, as Amended.  
Responsibility: Assistant Vice President for Library and Learning Resources

Original Approval Date: 05-07-1998  
Last Cabinet Review: 09-27-2007  
Last Revision: 02-10-2003

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Chairperson

The Library will provide instructional support through a systematic collection development process. Library materials will be purchased to support the curriculum of Horry-Georgetown Technical College. The selection of materials and all library activities will be the joint responsibility of the Assistant Vice President for Library and Learning Resources and faculty. Faculty and staff are involved in the selection of library materials through departmental stipends and individuals submitting requests for materials. The library staff incorporates requests from faculty and staff into the acquisitions process. The final authority for collection development and acquisitions rests with the Assistant Vice President for Library and Learning Resources. General guidelines for the selection of library material are kept in the Library's Operations Manual.

## HORRY-GEORGETOWN TECHNICAL COLLEGE

# PROCEDURE

Number: 8.7.4.1  
Related Policy: 8.7.4  
Title: Library Collection Development  
Responsibility: Assistant Vice President for Library and Learning Resources

Original Approval Date: 09-23-1996  
Last Cabinet Review: 09-27-2007  
Last Revision: 09-27-2007

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President

## I. Purpose

The systematic development of the collection of the library requires the application of a stated acquisitions policy. The statement cannot be definitive for all time since a library is not a static institution. Therefore, a procedure to guide the development of the library's collection must be responsive to change.

## II. The Procedure

### A. Responsibility

The responsibility for the selection of materials and all library activities rests with the Assistant Vice President for Library and Learning Resources. Members of the faculty, administration and library staff share responsibility for selecting materials in support of the curriculum.

#### (1) Academic Departments

Department Chairs and departmental faculty members are responsible for recommendation of titles in their respective subject fields.

#### (2) The Library Staff

The library staff is responsible for building a comprehensive, well-rounded collection, and it assumes the responsibility for reviewing current and retrospective bibliographies, recommending reference materials, and making selections in areas that are interdisciplinary in nature. All materials purchased with library collection funds shall be processed by the library and become a part of the inventory.

## B. Additions/Purchases

(1.) The following considerations are used for purchasing library acquisitions.

- (a) curriculum relevance of the material;
- (b) faculty teaching styles in the subject area;
- (c) academic reputation of the publisher and/or producer;
- (d) importance of the subject matter of the material;
- (e) timeliness and factual accuracy of the material;
- (f) interdisciplinary relevance of the material;
- (g) new programs or courses in the subject area; and
- (h) price material and available funds in the budget.

(2.) In order to assure that adequate library materials are provided for students at all three campuses and distance learning sites the following procedure will be established.

At the beginning of each academic year, department heads will be notified of their allotted stipend. Books and AV software can be purchased with these funds. The department chairs have until November 1 to make recommendations to the Assistant Vice President for Library and Learning Resources. On October 1, each department chair will be reminded of the November 1 deadline. As expenditures are made, departments will be notified on a monthly basis as to materials received and balance of their monies. Should items be placed on backorder and alternate items need to be ordered. The Assistant Vice President for Library and Learning Resources will notify department heads.

(3.) Library staff solicits requests for serial purchases each May. Lists of all periodicals are sent to department chairs for suggestions for deletions or additions.

(4.) In order to assure that dated materials are removed from the library collections, the following guidelines are used:

- a. General encyclopedias: at least one new edition is added every three years.
- b. Engineering: materials should be considered for discarding every ten years except for historical materials or those listed in standard selection sources.
- c. History and literature: value to the collection is the main criterion.
- d. Law: update all legal resource sets according to the respective schedules.
- e. Health sciences: discard any materials older than five years: retain historical materials and update all standard works annually or as published.
- f. Sciences: retain materials until information is obsolete, consider discarding certain areas every five years, i.e., space technology, computer science, and scientific subjects with technology emphasis.
- g. Social sciences: consider discarding materials older than 10 years except for historical materials.
- h. Technology: consider discarding materials older than 10 years except for those of historical value.
- i. South Carolina: retain all South Carolina material.
- j. Monitor Interlibrary Loan statistics as an indication of areas where acquisition efforts should be focused and areas that should not be weeded

- k. Consult course syllabi and reading lists. Titles on these lists will not be discarded.
- l. Donated materials that do not meet general selection guidelines will not be added to the collection.
- m. Incomplete back files of serials not currently received on subscription will be discarded.
- n. Archived materials are not subject to deselection.

#### C. Budget

The Library budget is distributed to the Assistant Vice President for Library and Learning Resources at the beginning of each fiscal year. All expenditures must be completed before the college budget closes.

These budget funds for additional/collections are to be used specifically to replenish materials deselected from the Library collections on the campus on which the academic department provides instruction. Funding awards will be announced at the beginning of each academic year and all expenditures must be completed before the college budget closes.

#### D. Selection

All material selected are provided for instructional support purposes in accord with the principles embodied in the American Library Association's Intellectual Freedom/Freedom to Read statements; the South Carolina Library Association's Intellectual Freedom Handbook and the College policy on academic freedom.

## HORRY-GEORGETOWN TECHNICAL COLLEGE

**POLICY**

Number: 8.7.5  
Title: Interlibrary Cooperative Agreements  
Authority: Title 59, Chapter 53, Sections 810-860 of the 1976 Code of Laws of South Carolina, as Amended.  
Responsibility: Assistant Vice President for Library and Learning Resources

Original Approval Date: 03-12-1998  
Last Cabinet Review: 09-27-2007  
Last Revision:

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Chairperson

In order to provide appropriate and adequate library services to its students regardless of location, Horry Georgetown Technical College explores, develops, implements and evaluates cooperative working agreements to provide access to and delivery of improved college level library materials for all Horry Georgetown Technical College students. Toward this end, Horry Georgetown Technical College maintains cooperative agreements with selected institutions of higher learning on a local, state-wide, and national level. Additionally, Horry Georgetown Technical College has similar agreements with high schools and the county school systems in the Horry Georgetown Technical College service area to support students in the Program for Accelerated College Enrollment (PACE).

## HORRY-GEORGETOWN TECHNICAL COLLEGE

# PROCEDURE

Number: 8.7.5.1  
Related Policy: 8.7.5  
Title: Interlibrary Cooperative Agreements  
Authority: Title 59, Chapter 53, Sections 810-860 of the 1976 Code of Laws of South Carolina, as Amended.  
Responsibility: Assistant Vice President for Library and Learning Resources

Original Approval Date: 02-25-1998  
Last Cabinet Review: 09-27-2007  
Last Revision:

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President

The College's Library maintains several cooperative agreements with postsecondary and local secondary schools to provide availability of library resources to students, faculty, and staff. By July of each year, the Assistant Vice President for Library and Learning Resources will review these agreements. The Assistant Vice President for Library and Learning Resources will secure appropriate signatures, forward copies to the Senior Vice President, and the cooperative agreement members.

HORRY-GEORGETOWN TECHNICAL COLLEGE

# POLICY

Number: 8.7.6  
Title: Challenged Materials  
Authority: Title 59, Chapter 53, Sections 810-860 of the 1976 Code of Laws of South Carolina, as Amended.  
Responsibility: Assistant Vice President for Library and Learning Resources  
Original Approval Date: 08-05-1999  
Last Cabinet Review: 09-27-2007  
Last Revision:

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Chairperson

Students, faculty, and staff of Horry Georgetown Technical College and individual residents of Horry and Georgetown Counties may challenge materials in the Horry Georgetown Technical College Library. A challenge to materials in the library must be based on the failure of that resource to meet criteria stated in the Library Collection Development Procedure. When challenging an item, the patron may request the library to take one of two actions: (1) removal of the item, or (2) the addition of a source to balance the collection by providing alternative views. The College may agree to take either action or no action at all. Challenged materials will remain in the collection and available to the library users during the duration of the challenge. This policy is in compliance with the American Library Association's Library Bill of Rights.

# PROCEDURE

Number: 8.7.6.1  
Related Policy: 8.7.6  
Title: Challenged Materials  
Authority: Title 59, Chapter 53, Sections 810-860 of the 1976 Code of Laws of South Carolina, as Amended.  
Responsibility: Assistant Vice President for Library and Learning Resources

Original Approval Date: 08-05-1999  
Last Cabinet Review: 09-27-2007  
Last Revision:

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President

Challenged materials in the Horry Georgetown Technical College Library/LRC shall be handled in the following manner:

- A. Challenges to materials provided by the Library must be submitted in writing on a standard form which is available in the Library.
- B. The Senior Vice President and Assistant Vice President for Library and Learning Resources will appoint a review committee. A special meeting of the committee will be convened as soon as possible to review and respond to the challenge.
- C. The appointed committee shall recommend whatever action it deems appropriate, but a final decision shall lie with the Library.



# POLICY

Number: 8.7.7  
Related Policy:  
Title: Copyright  
Responsibility: Senior Vice President  
Original Approval Date: 02/10/2011  
Last Cabinet Review:  
Last Revision:

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Chairperson

The Higher Education Opportunity Act of 2008 requires that an institution's students and employees adhere with the United States Copyright Law, Title 17. The copyright law establishes the legal right to exclusive publication, production, sale, or distribution of a literary, musical, or artistic work. Copyright provisions protect the author of and potential infringement by users of original works.

# PROCEDURE

Number: 8.7.7.1  
Related Policy: 8.7.7  
Title: Copyright  
Responsibility: Senior Vice President  
Original Approval Date: 02-10-2011  
Last Cabinet Review:  
Last Revision:

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Chairperson

## **1. EMPLOYER, EMPLOYEE AND STUDENT RESPONSIBILITIES**

Employees and students who wish to reproduce or use copyrighted materials must obtain written permission of clearance from the copyright holder. No employee or student of Horry-Georgetown Technical College may reproduce any copyrighted work in print, video, or electronic form. Copyright is a form of protection provided by the laws of the United States to the authors of "original works of authorship", including literary, dramatic, musical, artistic and certain other intellectual works. This protection is available to both published and unpublished works and also prohibits the unauthorized distribution of peer-to-peer file sharing of music, movies, television programs or software that is copyrighted. Works are protected by copyright laws in the U.S. even if they are not registered with the U.S. Copyright Office and even if they do not carry the copyright symbol©.

To obtain permission to reproduce copyrighted material, employees and students can request permission online at <http://www.copyright.com/> or obtain permission from the owner of the work directly. The copyright discussions, guidelines, or examples which are present in this procedure are intended to assist employees and students in making copyright determinations, but may not be relied upon by employees and students as legal advice.

## **2. LEGAL BACKGROUND**

- A. The foundation for copyright law can be found in the United States Constitution. Title 17, U.S. Code, is the statutory copyright law of the United States.
- B. Section 106 of the statute describes five basic rights of copyright owners which are to reproduce (copy), to publish, to prepare derivative works, to perform and to display their copyrighted works.
- C. Major limitations to the rights of copyright holders are set forth in Section 107 of the statute (the so-called Fair Use exemption) and in Section 110 (face-to-face teaching exemption and T.E.A.C.H. Act exemptions).

### **3. TECHNOLOGY BASED DETERRENT PLAN**

A technology based deterrent plan has been developed and implemented using relevant assessment criteria. The plan is reviewed annually by the College's copyright officer, Assistant Vice President for Library and Learning Resources, as part of the strategic planning cycle.

### **4. COPYRIGHT INFORMATION AND PERMISSIONS**

- A. The Library has materials on copyright guidelines and draft legislation. The Library staff does not provide legal advice. Employees and students may not rely on information provided by the Library staff as to the legality of a copyright issue.
- B. Each unit or department head is responsible for posting appropriate copyright notices on equipment for public use.

### **5. SUMMARY OF PENALTIES**

Violations of the copyright policy and procedure carry severe penalties at the College and/or federal level. Disciplinary action may include the following:

- a. *Student disciplinary procedures and sanctions as defined in the Student Code for the South Carolina Technical College System as detailed in the College catalog.*
- b. As defined by U.S. Copyright Law, copyright infringement is the act of exercising, without *permission* or legal authority, one or more of the exclusive rights granted to the copyright owner under Section 106 of the Copyright Act (Title 17 of the United States Code). These rights include the right to reproduce or distribute a copyrighted work. In the file-sharing context, downloading or uploading substantial parts of a copyrighted work without authority constitutes an infringement.
- c. Violation by employees may be subject to disciplinary action up to and including termination.

Penalties for copyright infringement include civil and criminal penalties. In general, anyone found liable for civil copyright infringement may be ordered to pay either actual damages or "statutory" damages affixed at not less than \$750 and not more than \$30,000 per work infringed. For "willful" infringement, a court may award up to \$150,000 per work infringed. A court can, in its discretion, also assess costs and attorneys' fees. For details, see Title 17, United States Code, Sections 504 and 505.

Willful copyright infringement can also result in criminal penalties, including imprisonment of up to five years and fines of up to \$250,000 per offense.

For more information, please see the Web site of the U.S. Copyright Office at [www.copyright.gov](http://www.copyright.gov), especially their FAQ's at [www.copyright.gov/help/faq](http://www.copyright.gov/help/faq).

# POLICY

Number: 8.8.1

Title: Accreditations

Authority: Title 59, Chapter 53, Sections 810-860 of the 1976 Code of Laws of South Carolina, as Amended.

Responsibility: Senior Vice President

Original Approval Date: 04-04-2007

Last Cabinet Review: 07-22-2014

Last Revision:

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Chairperson

The College embraces periodic reviews by professional accrediting bodies, both regional and national, as a key strategy toward ensuring the quality and relevance of its career-focused programs and, therefore, pursues program-specific accreditations when deemed appropriate and feasible, or when required by state or regional agencies and boards, such as the South Carolina Commission on Higher Education and the State Board for Technical and Comprehensive Education.

# PROCEDURE

Number: 8.8.1.1  
Related Policy: 8.8.1  
Title: Accreditations  
Authority: Title 59, Chapter 53, Sections 810-860 of the 1976 Code of Laws of South Carolina, as Amended.  
Responsibility: Senior Vice President

Original Approval Date: 07-22-2014  
Last Cabinet Review:  
Last Revision:

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President

The Senior Vice President shall have primary responsibility for College and Program specific accreditation and, as such, the office of the Senior Vice President must be apprised of all accreditation processes.

It is the responsibility of the Academic Chair and respective Academic Dean to ensure the office of the Senior Vice President has been duly provided with copies of all accreditation standards, procedures, policies, as well as, all letters of communication to the program directors (Academic Chairs and/or Assistant Chairs).

Responsibility for completing any self-study, program assessment and/or follow-up, as well as, drafting all reports shall rest with the leadership of each academic program. Initiation, guidance, and assistance in this process shall be provided by the Dean of each program. All accreditation documents emanating from HGTC must have a review/ approval from the respective Academic Dean and the AVP/Dean of Academic Support.

Furthermore, all accreditation documents, to include self-studies, reaffirmations, letters or formal responses to accreditations bodies submitted by HGTC must have approval of the Senior Vice President prior to submission. All accreditation documentation must be submitted to the Senior Vice President no later than two weeks prior to the deadline for submission to the approving body.

HORRY-GEORGETOWN TECHNICAL COLLEGE

# POLICY

Number: 8.9.1  
Title: Courier Service between Campuses  
Authority: Title 59, Chapter 53, Sections 810-860 of the 1976 Code of Laws of South Carolina, as Amended  
Responsibility: Vice President for Business Affairs

Original Approval Date: 08-12-1997  
Last Cabinet Review: 10-31-2007  
Last Revision:

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Chairperson

This policy is to establish a courier service between the campuses of Horry Georgetown Technical College. The courier service will operate each day that the College is open.

# PROCEDURE

Number: 8.9.1.1  
Related Policy: 8.9.1  
Title: Courier Service between Campuses  
Responsibility: Vice President for Business Affairs

Original Approval Date: 08-12-1997

Last Cabinet Review:

Last Revision:

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President

## I. Purpose

The purpose of the procedure is to establish a courier system to insure mail is received by college personnel a timely fashion, no matter the campus assigned.

## II. Procedure

The mail for each campus will be picked up daily by a college personnel from the Conway Campus Print Shop and delivered to the appropriate campus the same day as pick up. The mail for the Conway Campus will be picked up on each branch campus each day and delivered to the Conway Campus Print Shop the day of pick up.

The site coordinator for distance learning or an instructor routinely going from the Conway Campus to a branch campus will assume the responsibility of carrying the mail to their assigned campus for the semester.

The deans of the branch campuses will insure that the mail is scheduled to be picked up daily. If the mail has not been received on the appropriate campus by 11:00 a.m., the branch campus dean will contact the Print Shop Supervisor to see if it has been picked up or if it is scheduled for pick up. In the case, of the site coordinator or instructor not commuting (i.e., on sick leave) to the branch campus for the day, the branch campus dean will make arrangements to have the mail pick up and delivered by 3:00 p.m.

HORRY-GEORGETOWN TECHNICAL COLLEGE

# POLICY

Number: 8.10.1

Title: Intellectual Property Rights Policy

Authority: Title 59, Chapter 53, Sections 810-860 of the 1976 Code of Laws of South Carolina, as Amended.

Responsibility: Senior Vice President

Original Approval Date: 02-06-2008

Last Cabinet Approval:

Last Revision:

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Chairperson

Recognizing that intellectual stimulation is essential to any learning environment, and that parameters must be established regarding the rights and responsibilities of those involved, Horry-Georgetown Technical College has established a policy regarding the ownership of intellectual property. Except as specifically and expressly exempted herein or in the procedures developed under this policy, it is the policy of the College that copyrights, patents and all other forms of intellectual property developed by any employee of a Horry-Georgetown Technical College within the scope of his or her employment or using College resources is exclusive property of the respective College. As "work for hire," no transfer of ownership rights in copyrights, patents, or other forms of intellectual property from the institution to the employee shall occur unless the College that possesses ownership rights expressly and specifically grants the ownership rights, in whole or in part, to the employee, or other party or parties by means of a written and signed agreement.

Intellectual property developed by a non-employee third party consultant pursuant to the terms of a written and signed contract will generally be considered "work for hire," and to be owned by the College, unless otherwise provided in the consulting contract.



HORRY-GEORGETOWN TECHNICAL COLLEGE

# PROCEDURE

Number: 8.10.1.1  
Related Policy: 8.10.1  
Title: Intellectual Property Rights Procedure  
Responsibility: Senior Vice President

Original Approval Date: 02-06-2008  
Last Cabinet Review:  
Last Revision:

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President

Horry Georgetown Technical College is a public trustee of State and local resources. Consistent with this trust and pursuant to State and Federal copyright, patent and ethics statutes and standards, the College shall manage Intellectual Property rights in a manner that:

1. Encourages the creation of intellectual property by all employees
2. Provides for the sharing of intellectual property between all institutions which are members of or affiliated with the State Board for Technical and Comprehensive Education System;
3. In limited circumstances and by prior written agreement only, may provide for a portion of the net proceeds from the commercial exploitation of specifically designated intellectual property to be awarded to the employee(s) who created the work on the institution's behalf;
4. Protects College resources and assures that they are used consistently with the College's mission; and
5. Uses intellectual property to serve the public good.

Within the limitations prescribed in this procedure, the President or his designee may enter into written property ownership agreements with employees or independent contractors who create original works involving copyrights, patents or other forms of intellectual property for use or ownership by the College.

The College has established the following guidelines for entering into intellectual property agreements, provided the terms of any such arrangements:

- Waive the College's copyright to no more than class lectures, notes, or course syllabi, or to scholarly works which are not created within the scope of employment, or to scholarly works which are not created using College resources;
- Under no circumstances provide for a portion of the net proceeds from the commercial exploitation of intellectual property to be awarded to an employee(s) who created the work on

the College's behalf if the material was created within the scope of his or her employment, or if the material was created by using any College resources;

- Are fully compliant with the provisions of the State Ethics Act, Personal Benefit from Projects or Written Materials (HGTC Policy 3.5.8); Ethics Requirements for Employees (HGTC Policy 3.5.2);
- Will not violate the provisions of the Federal Copyright Act, or any other federal law or regulation

All full time and part-time faculty and staff of Horry-Georgetown Technical College, who intend to create copyright or patent materials, shall inform the Senior Vice President with a written request detailing what College resources are required and an estimated date of work completion. Information about third party involvement should be included. The Senior Vice President will appoint an ad hoc Intellectual Property Committee. The Committee will consider the work and all the details and make a recommendation back to the Senior Vice President. Upon receipt of the recommendation, the Senior Vice President will notify the requestor in writing and establish the property ownership agreement, if appropriate. Any appeals may be made to the President, whose decision is final.

Intellectual property developed by a non-employee third-party consultant pursuant to the terms of a written and signed contract will generally be considered to be owned by the College, unless otherwise provided in the consulting contract. Nothing in this procedure precludes the College from entering into such a consulting contract where the parties have agreed that the non-employee consultant will own the materials upon creation.

## **DEFINITIONS**

**Employee** - Any individual employed by Horry Georgetown Technical College to perform assigned tasks. Third-party consultants are not employees within the meaning of Horry Georgetown Technical College Property Rights Policy and these procedures.

**Intellectual Property** - Any product of intellectual activity that is unique, novel, unobvious and/or original, or otherwise subject to copyright or patent protections pursuant to Title 17 or Title 35 of the U.S. Code of Laws.

**NOTE:** A state agency has 11th Amendment immunity from Title 17 lawsuits; however, 11<sup>th</sup> Amendment immunity does not extend to lawsuits against State employees in their individual capacities.

HORRY-GEORGETOWN TECHNICAL COLLEGE

# POLICY

Number: 8.10.2

Title: Student Intellectual Property Rights

Authority: Title 59, Chapter 53, Sections 810-860 of the 1976 Code of Laws of South Carolina, as Amended.

Responsibility: Senior Vice President

Original Approval Date: 02-12-2008

Last Cabinet Review:

Last Revision:

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Chairperson

It is the policy of Horry Georgetown Technical College that intellectual property created by students in the course of study or research at HGTC remains the joint property of the student(s) and the College. To that end, both students and the College will maintain ownership, broadcast rights, property rights, patents and copyrights for all materials developed using College property and materials, and/or in conjunction with student coursework and/or student organization activities, including video, audio, print and computer-based products.

Any exceptions or requested exceptions to this policy are governed by the stipulations outlined for Intellectual Property Committee proceedings in the HGTC Procedure on Intellectual Property for Faculty and Staff (8.10.1.1).