

TABLE OF CONTENTS

Chapter 9

Policy Number -----		Procedure Number -----
Chapter 9 Student Services		
Admissions		
9.1.1	Residency Classification for Tuition and Fee Purposes	9.1.1.1
9.1.6	Assessment/Placement Tests Administration of College Placement Tests (COMPASS)	9.1.6.1
9.1.7	Transfer Credit Evaluation	9.1.7.1
9.1.8	Admissions	
	Admission of International Students	9.1.8.1
	Record Contents	9.1.8.3
	Admission of Transfer Students	9.1.8.4
	Open Admissions.....	9.1.8.5
	Admission into and Continuance in Programs or Courses Requiring Background Checks.....	9.1.8.6
9.1.12	Registration of Curriculum Students	9.1.12.1
9.1.13	Registration Personnel	
9.1.14	Change of Major	
9.1.15	Student Classification for Admission	9.1.15.1
Tuition and Fees		
9.2.1	Payment of Tuition/Fees	9.2.1.1
9.2.2	Transcript Fee	9.2.2.1
9.2.3	Student Engagement Fees	9.2.3.1
9.2.4	Late Registration Fee	
9.2.5	Refunds Tuition Refund for Credit Courses	9.2.5.1
9.2.6	Curriculum Tuition Schedule	9.2.6.1
Student Conduct		
9.3.2	Dress and Personal Appearance	
9.3.3	Alcohol and Drugs	
9.3.4	Eating, Drinking or Smoking on Campus	
9.3.5	Weapons/Firearms	
9.3.6	Student Conduct	
9.3.7	Student Code and Grievance Student Code.....	9.3.7.1
	Student Grievance	9.3.7.2
	Student Grievance Process for Concerns Related to Faculty English Fluency	9.3.7.3
	Student Code for Addressing Alleged Acts of Sexual Violence and Sexual Harassment	9.3.7.4
9.3.9	Presence and Safety of Children on Campus	9.3.9.1
9.4.0	Criminal Background Checks on Selected Students, Faculty, & Staff	9.4.0.1
Services		
9.4.1	Announcements	
9.4.2	Bulletin Boards	
9.4.3	Health Services for Illness and Injury	9.4.3.1
9.4.4	Career Development	
9.4.5	Student Telephone Messages	

9.4.6	<u>Services to Students with Disabilities</u>	<u>9.4.6.1</u>
Student Activities		
9.5.1	<u>Athletic Programs</u>	<u>9.5.1.1</u>
9.5.2	<u>Intercollegiate Athletics</u>	
9.5.4	<u>Student Engagement</u>	
9.5.5	<u>Registration of Student Club, Organization, and/or Affiliation</u>	<u>9.5.5.1</u>
9.5.6	<u>Fundraising by Student Clubs, Organizations and/or Affiliations</u>	<u>9.5.6.1</u>
9.5.8	<u>Commencement Exercises</u>	<u>9.5.8.1</u>
9.5.9	<u>Student Engagement Hour</u>	<u>9.5.9.1</u>
9.5.10	<u>Student Publications</u> Student Publication Editorial Board.....	<u>9.5.10.1</u>
Financial Aid		
9.6.1	<u>Institutional Scholarships</u>	<u>9.6.1.1</u>
9.6.2	<u>Academic Satisfactory Progress for Title IV Student Aid Recipient</u>	<u>9.6.2.1</u>
9.6.3	<u>Financial Aid: Guiding Philosophy</u> Veterans' Administration Office: Statement	<u>9.6.3.1</u>
	Auditing Veteran Students' Academic Records	<u>9.6.3.2</u>
9.6.4	<u>4% Educational Fee Waiver</u> Presidential Scholarships.....	<u>9.6.4.1</u>
9.6.5	<u>Professional Judgment</u>	
9.6.6	<u>Financial Aid Refund Policy</u>	
9.6.7	<u>Verification of Title IV Recipients</u>	
Bookstore		
9.7.1	<u>Bookstore</u>	<u>9.7.1.1</u>
Student Safety and Accountability		
9.8.1	<u>Campus Safety</u> Campus Safety	<u>9.8.1.1</u>
	HGTC Students: Sexual Assault and Relationship Violence	<u>9.8.1.2</u>

HORRY-GEORGETOWN TECHNICAL COLLEGE

POLICY

Number: 9.1.1
Title: Residency Classification for Tuition and Fee Purposes
Authority: Title 59, Chapter 53, Sections 810-860 of the 1976 Code of Laws of South Carolina, as Amended.
Responsibility: Director of Student Development

Original Approval Date: 09-09-1993
Last Cabinet Review: 01-30-2013
Last Revision: 01-30-2013

Chairperson

Residency classification for tuition and fee purposes at Horry-Georgetown Technical College is governed by the South Carolina Code Sections 59-112-10 through 59-112-100.

Guidelines are established by the South Carolina Commission on Higher Education and administered by the College.

A person incorrectly classified as an in-state or in-county resident is subject to reclassification and payment of all unpaid nonresident fees. If incorrect classification results from false or concealed information, a person may be charged tuition and fees past due and unpaid at the out-of-state or out-of-county rate and may be subject to discipline under the Student Code of Conduct for the South Carolina Technical College System. Until these charges are paid, such a person will not be allowed to receive transcripts or graduate from Horry Georgetown Technical College.

HORRY-GEORGETOWN TECHNICAL COLLEGE

PROCEDURE

Number: 9.1.1.1
Related Policy: 9.1.1
Title: Residency Classification for Tuition and Fee Purposes
Responsibility: Director of Student Development

Original Approval Date: 02-14-1996
Last Cabinet Review: 01-30-2013
Last Revision: 01-30-2013

President

Residency classification for tuition and fee purposes is determined by the admissions staff at the time an applicant submits an admission application to Horry Georgetown Technical College in accordance with the Code of Laws of South Carolina 1976, Sections 59-112-10 to 59-112-100 and institutional policy. Guidelines are established by the South Carolina Commission on Higher Education and administered by the College.

An applicant or student may request a review of his/her residency classification by completing the "Application for Review of Residency Classification" form available on the College Web Site, in Admissions, or the Office of Student Affairs on the Grand Strand or Georgetown campuses and by submitting requested supporting documentation. Residency classification reviews and decisions are made by the Residency Coordinator. An appeal of a residency classification decision may be made to the Director of Student Development.

HORRY-GEORGETOWN TECHNICAL COLLEGE

POLICY

Number: 9.1.6

Title: Assessment/Placement Tests

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

Responsibility: Assistant Vice President for Records and Registration

Original Approval Date: 09-09-1993

Last Cabinet Review: 08-19-2015

Last Revision: 08-19-2015

Chairperson

For admission to the College and for course placement, Horry-Georgetown Technical College accepts scores on the SAT (Scholastic Assessment Test), ACT (American College Testing Assessment), and COMPASS (College placement tests).

COMPASS placement tests are administered on all campus locations at designated times and on many high school campuses in Horry and Georgetown Counties.

Acceptable course placement scores are available on the College's Website or in the Admissions Office.

HORRY-GEORGETOWN TECHNICAL COLLEGE

PROCEDURE

Number: 9.1.6.1
 Related Policy: 9.1.6
 Title: Administration of College Placement Tests (COMPASS)
 Responsibility: Assistant Vice President for Records and Registration

Original Approval Date: 08-01-1994
 Last Cabinet Review: 08-19-2015
 Last Revision: 08-19-2015

President

COMPASS

1. COMPASS placement tests in the areas of Reading Comprehension, Writing Skills, Pre-Algebra, and Algebra are administered on all campus locations at designated times. COMPASS tests are offered the first time free of charge as a service to applicants/students. An applicant/student must present a photo ID prior to testing.
2. An applicant/student may re-test once, after a waiting period of 24 hours. After the first re-test, an applicant/student may only re-test again if he/she has completed the required HGTC developmental studies course sequence, has completed an external remediation program, or one HGTC semester has elapsed since the last test date. A fee is required for all re-tests, and an applicant/student must provide a copy of the required fee receipt to the Testing Center staff prior to re-testing.
3. COMPASS tests are administered on personal computers, and testing appointments are necessary. To schedule appointments for any testing service, an applicant/student can process their request online by going to the Testing Center web page at www.hgtc.edu/testing, or in WaveNet under the Testing Center tab. Once he/she completes the process and pays necessary fees, if applicable, he/she will receive a confirmation of their appointment, which must be brought to the testing appointment. Testing instructions are presented on the computer monitors. Staff members are available to assist students/applicants in the event of technical difficulties.
4. An applicant/student is presented a copy of his/her test scores at the conclusion of testing and referred to an enrollment advisor or ~~Coordinator of Student Affairs~~ for interpretation of test results, academic advisement, and course placement.
5. Placement/assessment testing is available in alternate formats upon request for applicants/students with disabilities. An applicant/student who would like to request special accommodations for placement/assessment testing should contact the Disabilities Counselor on the campus where they plan to test.
6. There is a 5-year time limit on acceptance of placement test scores. Exceptions to this time limit are scores submitted by applicants/students who have previously attained bachelor degrees, associate degrees, college diplomas, or applicable college

certificates, bachelor degrees, associate degrees, or college diplomas, or applicable college certificates.

ACT/SAT

Applicants to Horry Georgetown Technical College may submit official scores from the ACT or SAT College Board Examinations for use in course placement. Once these scores have been reviewed, the applicant may also be required to take the Compass Placement Test to ensure proper course placement.

HORRY-GEORGETOWN TECHNICAL COLLEGE

POLICY

Number: 9.1.7

Title: Transfer Credit Evaluation

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

Responsibility: Assistant VP for Enrollment Development and Registration

Original Approval Date: 09-09-1993

Last Cabinet Review: 11-07-2007

Last Revision: 11-07-2007

Chairperson

Horry-Georgetown Technical College will accept transfer credits from an institution accredited as degree granting by a regional accrediting body for higher education. Acceptance of credits will be at the discretion of the Assistant Vice President for Enrollment Development and Registration in consultation with the Department Head when necessary with adherence to the following requirements and/or standards.

1. Credit for a course must show on an official transcript from the granting institution, and a copy of this transcript must be on file at Horry-Georgetown Technical College. Credit hours transferred will compute as hours earned toward the total credit hours required for graduation.
2. In order to transfer credits, a grade of "C" or better must have been made in the subject.
3. Credits being transferred must closely parallel credits being offered by Horry-Georgetown Technical College in content and number of credits and required in the student's course of study
4. Students transferring credits from one program to another within the College must have made a grade of "D" or better in order to transfer credits. Credit hours and grades transferred will be computed toward total hours and grade point average (GPA) required for graduation.
5. The College has a statute of limitations on courses. Courses that meet the above-mentioned criteria are accepted for varying time limits as recommended by Department Heads and approved by Division Deans and the Senior Vice President for Academic Affairs. The Assistant VP for Enrollment Development and Registration will use this approved listing when evaluating transfer credits. This applies to both internal and external courses evaluated for transfer. Any student whose courses were taken in excess of the approved limit prior to evaluation is encouraged to take credit by proficiency examinations, when available, for validation of knowledge. Students enrolled in certain programs (i.e., Health Science) curricula may have more stringent time limits on core courses. The Department Head and/or academic advisor will advise students accordingly.

6. Exceptions to credit that can be accepted that was not earned at an institution accredited as degree-granting by a regional accrediting body include the following:
 - A. Curriculum students who wish to have post-secondary work which has been completed at foreign institutions considered for transfer credit will be required to obtain an external course-by-course evaluation of their coursework from World Education Services, Inc.
 - B. Coursework can be accepted if completed at a degree granting post-secondary institution accredited by a National, Professional or Specialized Accrediting Body which meets the U. S. Department of Education guidelines. These institutions are designated in the Higher Education Directory which is published annually.
 - C. Credit can also be accepted if completed in a non-collegiate setting such as military schools or through PONSI (Program on Non Collegiate Sponsored Instruction) if the credit has been evaluated and recommended for credit by the American Council on Education.

The same requirements and/or standards as listed in numbers 1-5 are followed in determining acceptance of credit.

HORRY-GEORGETOWN TECHNICAL COLLEGE

PROCEDURE

Number: 9.1.7.1
Related Policy: 9.1.7
Title: Transfer Credit Evaluation
Responsibility: Assistant VP for Enrollment Development and Registration

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

President

Official transcripts from granting institutions must be processed through the Admissions Office. The Admissions Office will forward to the Assistant VP for Enrollment Development and Registration all transcripts for evaluation.

It is the responsibility of the student requesting transfer credits to secure an official transcript from the granting institution. When the transcript is received and the student is accepted, the Admissions Office will forward the student's transcript to the Assistant VP for Enrollment Development and Registration. Credits that are awarded are entered on the student information system and the transcript is forwarded back to the Admissions Office. Each office will acknowledge forwarding and receipt using the Evaluation Requested/Received by Assistant VP for Enrollment Development and Registration rubber stamp. The Assistant VP for Enrollment Development and Registration or Administrative Assistant will complete the Evaluation of Transfer Credit Form and route to designees.

The Assistant VP for Enrollment Development and Registration or Administrative Assistant will evaluate all transfer credits. In some cases, assistance from academic deans, department heads and faculty will be requested.

Every effort will be made by the Assistant VP for Enrollment Development and Registration's office to evaluate the transcript within ten (10) working days after receipt. If received after early registration for the term, the evaluation will be completed prior to the end of the term.

Upon completion of an Evaluation of Transfer Credit Form, the Associate VP for Records, Registration and Informational Technology will forward copies of the evaluation to the student and the student's department head. A copy of the evaluation will also be retained in the Assistant VP for Enrollment Development and Registration's Office for the student's academic record.

HORRY-GEORGETOWN TECHNICAL COLLEGE

POLICY

Number: 9.1.8
 Title: Admissions Policy
 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: 02-20-2013
 Last Revision: 02-20-2013

Chairperson

Open Admissions

Horry-Georgetown Technical College operates on an open admission policy as required by the 1976 Code of Laws of South Carolina, as amended. Horry-Georgetown Technical College makes every effort to minimize geographic, financial, and scholastic barriers to the postsecondary programs and services offered by the technical colleges. As such, the College admits all qualified individuals who meet appropriate academic, age and verified legal residency and/or legal presence requirements.

Horry Georgetown Technical College maintains open admission to fulfill the educational mission of the College and to promote achievement of individuals with varied potential. Open admission supports the College's commitment to assess student potential and provide developmental education or appropriate referrals as necessary.

A high school diploma (or GED Certificate), though desirable, is not a prerequisite for college admission, but may be required for specific program admission. Sixth grade reading level is required.

While Horry-Georgetown Technical College does not refuse admission to the College based on academic history or test scores, other than a sixth grade level reading requirement, entry into the College does not constitute admission to particular programs of study. Placement into programs is based on standards that should offer the student access in that program. Admission into programs where the applicants far exceed the available spaces is determined through a competitive process.

Admission of Transfer Students

An applicant may be admitted to Horry-Georgetown Technical College as a transfer student in good standing after fulfilling the following requirement:

Transfer applicant should request that official transcript(s) from all colleges previously attended be forwarded to the HGTC Admissions Office. Transcripts should reflect that the applicant has completed at least one college-level math and one college-level English composition course with an earned grade of "C" or above in these two courses. Developmental/remedial college courses are not applicable. A transfer applicant whose college transcripts do not reflect above requirements will be given the opportunity to take the College placement test in the missing subject to determine course placement. Faxed or electronic transcripts from colleges are acceptable.

Minimum Age Requirement for Admissions

It is the policy of Horry-Georgetown Technical College that applicants for admission to the College must be eighteen (18) years of age or older, or possess a high school diploma or its equivalent.

Under certain circumstances, an applicant under the age of eighteen (18) who has not graduated from high school may be considered for enrollment through special agreement between the college and the principal of the school where the applicant has been, or is, attending.

Admissions Fee

First time applicants to HGTC must complete and submit an application for admission, along with the non-refundable application fee.

Returning students (students who are no longer eligible to register due to a period of non-enrollment exceeding the past twelve months) must complete and submit an application for re-admission, along with a non-refundable re-admission fee. Visiting students who have previously completed and submitted an application for admission must complete and submit an application for re-admission, along with the re-admission fee, each semester of re-enrollment not occurring within the same twelve month period.

International students must complete and submit a hard copy application for admission, along with the non-refundable application fee.

Admissions File

In order for applicants to meet the general and specific admissions requirements of the College, it shall be the policy of Horry-Georgetown Technical College to obtain essential documentation to complete the process in an effective and efficient manner and to maintain this documentation in the student's admission file.

HORRY-GEORGETOWN TECHNICAL COLLEGE

PROCEDURE

Number: 9.1.8.1
 Related Policy: 9.1.8
 Title: Admission of International Students
 Responsibility: Assistant Vice President for Placement, Records and College
 Registration

Original Approval Date: 05-06-1998
 Last Cabinet Review: 08-13-2014
 Last Revision: 08-13-2014

President

Horry Georgetown Technical College reaffirms its policy of nondiscrimination with specific reference to international students. For the purpose of this procedure, international applicants/students are defined as those non-citizens of the United States who hold or are applying for nonimmigrant visa categories "F" or "M" (student visas).

As outlined in South Carolina Technical College System Procedure No. 3-2-102-1, "Admission of International Students," an international applicant may become a member of the student body at Horry-Georgetown Technical College if the following requirements are completed:

- (1) international applicant meets/completes all general College admission requirements;
- (2) international applicant submits certified English translations of all required transcripts if original transcripts are not in English;
- (3) international applicant demonstrates English proficiency, if English is not the applicant's primary language, by submission of a required satisfactory Test of English as a Foreign Language (TOEFL) score; or International English Language Testing System (IELTS) score;
- (4) international applicant presents documentation of adequate financial resources (which includes tuition and expenses) for the duration of study at Horry-Georgetown Technical College;
- (5) international applicant pays two (2) semesters advance tuition at the out-of-country tuition rate;
- (6) international applicant receives/maintains appropriate visa and other related documentation required by the United States Department of Homeland Security.

Horry Georgetown Technical College also complies with the following guidelines specified in South Carolina State Technical College System Procedure No. 3-2-102.1, "Admission of International Students":

- (a) the College does not apply its open admissions policy in the admission of international students;
- (b) the College is certified to admit international students (F or M Visa Categories);
- (c) the College has a designated international admissions officer;

- (d) the College maintains copies of appropriate INS forms necessary for processing initial and subsequent INS transactions for international applicants/students (F or M categories);
- (e) the College maintains a current copy of the NAFSA publication Adviser's Manual of Federal Regulations Affecting Foreign Students and Scholars;
- (f) the College may deny admission to an international student whenever such action appears to be in the best interest of the College.

HORRY-GEORGETOWN TECHNICAL COLLEGE

PROCEDURE

Number: 9.1.8.3
 Related Policy: 9.1.8
 Title: Record Contents
 Responsibility: Director of Admissions

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

President

I. Admissions Record Contents

All original documents must be sent to the Conway Campus.

1. Application - must be completed by the applicant and signed. Admission staff must document type of acceptance, date, and enter the admission's decision into the student information system (BANNER).
2. Acceptance Letter - a copy of original letters sent to the applicant must be in his/her record.
3. College Entrance/Placement Test and Scores - one of the following test and scores must be in the student's record if required.
 - a. Compass
 - b. Scholastic Achievement Test (SAT)
 - c. American College Testing (ACT)
4. Official Transcripts - must be included in the record if the student graduated from high school and/or attended another college.
5. Foreign Student Documentation - if applicable, the student must provide an affidavit of financial support and minimum TOEFL score (Test of English as a Foreign Language).
6. Under-Age Documentation – If a student does not have a high school diploma or is not at least 18 years of age, a student must fill out a dual enrollment application documenting parent/guardian and high school/home school association approval to enroll.
7. General Equivalency Diploma - if applicable, the record must contain copy of diploma or copy of test results.

II. Security

All student information and related documents will be secured, in compliance with Procedure 8.6.9.1: Confidentiality of Student Records. Hard copy documents will be maintained in the vault on the Conway Campus. Electronic copies will be stored on a secure server through the Banner Document Management System.

HORRY-GEORGETOWN TECHNICAL COLLEGE

PROCEDURE

Number: 9.1.8.4
 Related Policy: 9.1.8
 Title: Admission of Transfer Students
 Responsibility: Director of Admissions

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

President

To be eligible for admission to Horry Georgetown Technical College as a transfer student, an applicant is required to submit the following requirements:

- (1) College admission application, along with the non-refundable application fee.
- (2) Official copies of all previous college transcripts. Transcripts must verify the following:

Transfer applicant should request that official transcripts(s) from all colleges previously attended be forwarded to the HGTC Admissions Office. Transcripts should reflect that the applicant has completed at least one college level math and one college-level English composition course with an earned grade of "C" or above in these two courses. Developmental/remedial college courses are not applicable. A transfer applicant whose college transcripts do not reflect above requirements will be given the opportunity to take the college placement test in the missing subject to determine course placement. Electronic transcripts received through an encrypted portal are acceptable.

To be considered for admissions to a Limited Access program, a transfer applicant must also fulfill all program admissions requirements including time limit of certain courses.

Transfer Courses

1. Courses being transferred must be from a regionally accredited two or four-year college or university. Courses must be equivalent to the courses required in the student's major at HGTC.
2. In order to transfer credit, a grade of "C" or better must have been received in the subject.
3. Credit for a course must show on an official transcript from the granting institution, and an official copy of this transcript must be on file at HGTC.
4. Transfer credit does not influence the student's grade point average while attending HGTC.
5. Credits transferred and/or exempted from other institutions may not exceed 75% of the total credits HGTC requires for graduation.
6. Statute of Limitations: courses that meet the above-mentioned criteria are accepted for varying time limits as recommended by department chairs. The Registrar uses an approved list when evaluating transfer credits. This applies to both internal and external courses. Any student whose courses were taken in excess of the approved time limit prior to evaluation is

encouraged to take credit by proficiency examinations, where available, for validation of knowledge. When recommended by department chair and approved by appropriate administration, alternate validation of course competencies may be accepted.

7. Transfer and evaluation of transfer credit is at the discretion of the Registrar and department chairs, when applicable

HORRY-GEORGETOWN TECHNICAL COLLEGE

PROCEDURE

Number: 9.1.8.5
Related Policy: 9.1.8
Title: Open Admissions
Responsibility: Director of Admissions

Original Approval Date: 11-23-1994
Last Cabinet Review: 08-20-2014
Last Revision: 08-20-2014

President

Horry Georgetown Technical College accepts the responsibility of producing persons who are competent to meet the assessed needs of South Carolina business and industry, and at the same time assisting individuals in achieving educational and occupational objectives consistent with their potential.

To fulfill the educational mission of the college and to promote achievement by individuals with varied potential, open admissions is defined as a practice which: (1) admits to the college all citizens who can benefit from available learning opportunities, and (2) places into specific programs of study those students whose potential for success is commensurate with program admission standards.

The definition of open admissions implies the commitment of the college to assess student potential and to provide appropriate developmental/remedial programs of study. In support of this definition, new students are admitted to the curriculum programs of the college unconditionally when the following requirements are met:

- (1) Applicant meets verified, legal residency and/or legal presence requirements.
Verification of legal presence for non-citizens: Legal residency and/or legal presence for these applicants will be verified with the Federal government through the Department of Homeland Security.
- (2) Applicant is 18 years of age or possesses a high school diploma or its equivalent;
Exceptions to the above:
 - a. High school students participating in dual enrollment courses and/or programs (e.g.: PACE)
 - b. An applicant who is less than 18 years of age, and who does not have a high school diploma or its equivalent, must present, prior to admission, the following:
 1. Written permission to attend HGTC from the principal of the high school last attended or currently attending. Home schooled students must have written permission from the state affiliation or local school district; and
 2. Written parental/guardian permission to attend HGTC. Married or legally independent applicants are excluded from this requirement.

- (3) Complete and return an admissions application (online or paper), along with the one-time non-refundable application fee. High school students participating in dual enrollment courses and/or programs (e.g.: PACE) are excluded from this requirement.
- (4) Submit scores from SAT, ACT or College placement test (placement test scores are required for appropriate course placement); There is a ten-year time limit on acceptance of placement test scores. Exceptions to the ten-year time limit are test scores submitted by applicants who have previously attained bachelor's degrees, associate degrees, college diplomas or applicable college certificates.
- (5) Submit high school transcript(s) or GED Certificate; Specific programs also require proof of High School graduation or GED.

Limited Access programs have additional program admissions requirement and/or application deadlines.

An applicant whose College Placement Test (COMPASS) Reading score is 53 or below, whose Writing score is 13 or below, and/or whose Math score is 21 or below is referred for further assessment testing (TABE). If an applicant's TABE Reading score is 6.0 (6th grade) or below, they are referred to the appropriate county adult literacy program. After documented completion of an adult literacy/education program is submitted, an applicant may take the COMPASS again at no charge for admissions consideration.

An applicant may also be admitted to a curriculum program as a transfer student as outlined in College Policy 9.1.8 "Admissions Policy" and Procedure 9.1.8.4 "Admissions of Transfer Students."

HORRY-GEORGETOWN TECHNICAL COLLEGE

PROCEDURE

Number: 9.1.8.6
 Related Policy: 9.1.8
 Title: Admission into and Continuance in Programs or Courses
 Requiring Background Checks
 Responsibility: Associate Vice President for Student Affairs

Original Approval Date: 11/19/2009
 Last Cabinet Review: 12/11/2013
 Last Revision: 12/11/2013

 President

- I. Purpose
 The purpose of this procedure is to address the process by which Criminal Background Checks (CBC), Urine Drug Screenings (UDS) and other required background review processes are conducted on behalf of students seeking placement into a program of study or course requiring such review(s), and/or clinical placement with a Horry-Georgetown Technical College clinical partner.

- II. Overview and Affected Programs and Courses
 There are certain programs of study and courses at HGTC that require one or more CBC and/or UDS reviews upon time of application, upon registration into specific courses of study, change of major and/or placement into clinical rotation. Those programs include, but are not limited to:
 - All Allied Health/Health Science programs of study
 - All Associated Health Science programs of study
 - Certain Public Service Technology programs, including Early Care and Education, Early Care Infant and Toddler Development, Criminal Justice and Human Services
 - All courses involving study abroad and/or international travel

This does not exclude other new or existing programs of study or courses that may be added to require such reviews. In those cases, this procedure will apply.

- III. Costs
 All costs associated with CBC, UDS and other required reviews, and all related fees that may be incurred, are the sole responsibility of the student.

- IV. Process
 Students seeking admission to the College for placement into any of the identified programs of study and/or registration into identified courses will be required to complete release form(s) authorizing the conduct of all required reviews and pay associated fees at an identified time. Failure to provide release or pay fees when required may stop the processing of the student application or may prevent registration.

Students seeking to change major into one of the identified programs of study will be required to complete release form(s) and pay associated fees at an identified time. Failure to provide release or pay fees may stop the processing of the change of major request.

Students seeking approval for clinical rotation will be required to complete release form(s) and pay associated fees prior to the start of the first course requiring clinical rotation, unless special approval is granted through the Office of Student Affairs. Failure to provide release and pay associated fees will result in removal of the student from the course and, as appropriate, from the program of study.

In keeping with the requirements of certain clinical partners, students may be required to undergo an additional CBC and/or UDS prior to approval for placement into courses requiring clinical rotation. As with initial reviews, all associated fees are the responsibility of the student.

V. Review Standards and Acceptability

For the purposes of this procedure, HGTC serves as administrator of the requirements of its clinical partners, in most cases, and will utilize the most stringent review standards set by clinical partners in determining the fitness of the student for admission, placement and/or acceptability for clinical rotation or course registration.

Positive results on the CBC that reflect identified offenses or patterns of offenses not allowed by clinical partners will result in a denial of program admission, change of major approval for clinical rotation, and/or course registration, whichever applies. This denial is irrevocable, unless expungement, pardon or other circumstances alter the student record in such a way that disqualifying offenses are negated or removed. Felony convictions typically will prevent admission into the identified programs of study, clinical rotation and/or course registration. Also, student presence on any Registry of Convicted Sex Offender Registry will result in denial of program admission, change of major, approval for clinical rotation, and/or course registration in all cases.

Positive results on the UDS will result in denial of program admission, change of major approval for clinical rotation, and/or course registration, whichever applies. This denial applies for the upcoming semester and/or program cohort, but does not prevent the student from seeking future admission, change of major and/or clinical placement, subject to all applicable admission and placement policies and procedures.

VI. On-Site Clinical Experience Requirements

Students enrolled in programs of study that include an on-campus clinical experience (Cosmetology, Dental Hygiene, Esthetics, Expanded Duty Dental Assisting, Massage Therapy, Nail Technician, et al) will be held to the same review standards as all other students, using the most rigorous current clinical partner standards as the guide for acceptability.

VII. Notification

In the event the student incurs charges while enrolled in any of the identified programs of study that might affect eligibility for placement, continuation or registration, it is the responsibility of the student to notify the Office of Student Affairs as soon as possible. Failure to do so may result in disciplinary action, including removal from the program of study or course(s).

HORRY-GEORGETOWN TECHNICAL COLLEGE

POLICY

Number: 9.1.12
Title: Registration of Curriculum Students
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, and College Registration

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

Chairperson

HGTC provides opportunities for students to register for curriculum courses during multiple times of the academic year. Registration dates are published in the academic calendar.

HORRY-GEORGETOWN TECHNICAL COLLEGE

PROCEDURE

Number: 9.1.12.1
Related Policy: 9.1.12
Title: Registration of Curriculum Students
Responsibility: Assistant Vice President for Placement, Records, and College
Registration

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

President

1. New Students

Once accepted, a student should see a New Student Enrollment Advisor. The advisor will interpret test scores, give the student a guide sheet of the courses needed to complete the chosen degree, and teach the student how to register via WaveNet.

2. Returning Students

Returning students need to see their Academic advisor, if they are unsure of the classes for which they should register. Students may register for courses through their WaveNet Account. Students are assigned an academic advisor at the time of acceptance to the College. This information is also available in WaveNet.

HORRY-GEORGETOWN TECHNICAL COLLEGE

POLICY

Number: 9.1.13
Title: Registration Personnel
Authority: Title 59, Chapter 53, Sections 810-860 of the 1976 Code of Laws of South Carolina, as Amended
Responsibility: President

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

Chairperson

During registration hours, faculty and staff are required to be on campus as instructed by their immediate supervisor, appropriate Associate Vice President and/or Vice President in order to assist in registration. Faculty are required to be available for any delegated responsibility that they may be given by the appropriate authority.

HORRY-GEORGETOWN TECHNICAL COLLEGE

POLICY

Number: 9.1.14
Title: Change of Major
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

Chairperson

Any student who wishes to change his/her major will need to see a counselor or Coordinator of Student Affairs at the Georgetown or Grand Strand campuses and complete a "Change of Major" form.

Students interested in changing to a limited enrollment program (i.e., Associate Degree Nursing, Radiologic Technology, etc.) will have to follow the same application process as any new applicant seeking admission to that program.

HORRY-GEORGETOWN TECHNICAL COLLEGE

POLICY

Number: 9.1.15
Title: Student Classification for Admission
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, and College Registration

Original Approval Date: 05-08-1997
Last Cabinet Review: 11-07-2007
Last Revision: 11-07-2007

Chairperson

It is the policy of Horry Georgetown Technical College to identify students according to the following classifications:

1. New Student
2. Continuing Student
3. Returning Student (re-admit or internal transfer)
4. Special Student
 - A. undecided or undeclared
 - B. transient
 - C. dual enrollment (PACE or Early College)
5. Transfer student

HORRY-GEORGETOWN TECHNICAL COLLEGE

PROCEDURE

Number: 9.1.15.1
 Related Policy: 9.1.15
 Title: Student Classification for Admission
 Responsibility: Assistant Vice President for Placement, Records, and College Registration

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

President

Pursuant to Policy 9.1.15, students are identified according to the following classifications:

I. A. New Student

A new student is a student who is entering a curriculum program for the first time at Horry Georgetown Technical College.

B. Continuing Student

A continuing student is either:

1. a student who has attended Horry-Georgetown Technical College the previous scheduled semester prior to the current registration or
2. a student who was enrolled for the spring semester, but did not attend during the summer semester and is currently enrolling for the following fall semester.

C. Returning Student: re-admit or internal transfer

A re-admit student who has been accepted and has attended Horry-Georgetown Technical College but has interrupted enrollment for a period of two (2) semesters or more. These students are inactive and must be readmitted by the Admissions Office. An internal transfer is a continuing student who transfers from one major to another.

D. Special Student

1. Undecided/Undeclared - A student with an undeclared major is any student who enrolls in a course or courses at Horry-Georgetown Technical College without acceptance to a specific curriculum. These students are distinguished from curriculum students in that they:

- a. are interested in attending one or more curriculum courses and have no immediate desire to enroll and graduate from a curriculum program,
- b. are restricted to a total of 24 semester hours; and
- c. will not qualify for VA benefits, or Financial Aid.

2. Transient – A Transient student is one who is taking a course or courses to transfer back to their home institution without being admitted to HGTC. These students are entered as undeclared students and are not eligible for financial aid. They must have a transient form filled out by their home institution in order to register for a class.
 3. Dual Enrollment (PACE or Early College) – A dual enrollment student is one who is enrolled in a course at HGTC and is also receiving high school credit. These students must follow the State Guidelines for dual enrollment.
- E. Transfer Student
- A transfer student is any student who transfers from another accredited college or university with a college-level math and English composition courses with a “C” average or better.

HORRY-GEORGETOWN TECHNICAL COLLEGE

POLICY

Number: 9.2.1
Title: Payment of Tuition/Fees
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: 09-09-1993
Last Cabinet Review: 02-15-2012
Last Revision:

Chairperson

Students are expected to pay fees on the date of registration. Fees may be paid by cash, check, money order, VISA, MasterCard, or Discover for authorized charges.

HORRY-GEORGETOWN TECHNICAL COLLEGE

PROCEDURE

Number: 9.2.1.1
Related Policy: 9.2.1
Title: Payment of Tuition/Fees
Responsibility: Vice President for Business Affairs

Original Approval Date: 02-26-1997
Last Cabinet Review: 02-15-2012
Last Revision:

President

Students are expected to pay tuition and fees by the scheduled last day to pay for registration for each semester/term or on the day that course/courses are entered into the system, thereafter. If tuition and fees are not paid, the schedule of the student will be deleted.

HORRY-GEORGETOWN TECHNICAL COLLEGE

POLICY

Number: 9.2.2
Title: Transcript Fee
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, and College Registration

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

Chairperson

The Registrar's Office provides for a student, upon written request, an official transcript of his or her academic grades. A request form may be completed in the Registrar's Office, through a student's WaveNet account, or a student may request a transcript by letter with his or her signature. Telephone requests or requests by relatives or friends are not acceptable. Official transcripts are not issued if the student has financial obligations to the College.

A fee is required for each official transcript requested. Student requests for transcripts to be sent to the Human Resource Office of Horry Georgetown Technical College are processed without a fee.

HORRY-GEORGETOWN TECHNICAL COLLEGE

PROCEDURE

Number: 9.2.2.1
Related Policy: 9.2.2
Title: Transcript Fee
Responsibility: Assistant Vice President for Placement, Records, and College
Registration

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

President

Procedures followed in processing a transcript request are as indicated below.

1. Items needed in order to process a transcript request include name, student ID number, dates attended, address to forward transcript, appropriate fee and signature of student. A letter is sent to the student if additional information or the fee is needed.
2. Transcripts mailed or given to the student must have the "Issued to Student" stamp affixed. The college seal is placed only on official transcripts, i.e. those not going to the student.
3. Each transcript issued is logged for quick reference.

HORRY-GEORGETOWN TECHNICAL COLLEGE

POLICY

Number: 9.2.3
 Title: Student Engagement Fees
 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: 08-19-2015
 Last Revision: 07-17-2013

Chairperson

The College shall collect, on the students' behalf, a student engagement fee. The term "student engagement" means activities and educational programming which are separate and apart from the regular scheduled academic functions of the College and directly involve and benefit students, including cultural and educational travel opportunities, college-wide events, recreational activities, intramural and intercollegiate athletic clubs, artist and lecture series, cultural entertainment series, debating and oratorical activities, multicultural activities, student publications, and any other student activities and services specifically authorized and approved by the Student Engagement Fee Allocation Committee.

The philosophy and/or intent of the student engagement fee is to provide the students with opportunities for participating in enriching co-curricular or extracurricular activities and to provide the students with opportunities for enhancing their lives. In all instances, the student engagement fee is first and foremost, to directly benefit the student.

HORRY-GEORGETOWN TECHNICAL COLLEGE

PROCEDURE

Number: 9.2.3.1
 Related Policy: 9.2.3
 Title: Student Engagement Fees
 Responsibility: Associate Vice President for Student Affairs

Original Approval Date: 08-01-1994
 Last Cabinet Review: 08-19-2015
 Last Revision: 08-19-2015

President

I. General Information

Funding through the collection of student engagement fees is intended to provide support to qualifying programs' fiscal year-round budgets. The Student Engagement Fee Allocation Committee (SEFAC) should take special care in assuring that Student Engagement Funds are distributed equitably among all campuses. Within the stated philosophy and policies, the SEFEC will consider requests (this does not mean that funding will automatically occur, however) from legally existing student organizations, clubs, campuses, program, intramural sports program, student publications, cultural arts committee and any other legitimate student activities.

II. Amount and Collection Process

A. Charges for student engagement fees per semester are \$2.00 per credit hour or \$24.00 for a full-time student:

B. Responsibility

1. The Vice President for Business Affairs, on behalf of the students, is responsible for:
 - a. Setting up a separate account within the College's bookkeeping system for the student engagement fees that, for convenience, are included in the tuition fee;
 - b. Keeping the student engagement fees/funds intact, separate, and safeguarded;
 - c. Notifying the SEFAC and appropriate college officials of the amounts collected.
2. The Associate Vice President for Student Affairs is responsible for notifying the concerned parties named above whenever there is evidence that the enrollment for a period will differ significantly from the anticipated enrollment used in the student activities fee budgeting and allocation cycle.

Section Two

I. Purpose of Student Engagement Fee

The philosophy and/or intent of charging a student engagement fee is to provide the students with opportunities for participating in enriching co-curriculum or extracurricular activities and to provide the students with opportunities for enhancing their lives. In all instances, the student engagement fee is to first, foremost and directly, benefit the student.

The term "student engagement" means activities and educational programs that are separate and apart from the regularly scheduled academic functions of the institution and directly involve and benefit students, including cultural and educational travel opportunities, college-wide events, recreational activities, intramural and intercollegiate athletics clubs, artist and lecture series, cultural entertainment series, debating and oratorical activities, multicultural activities, student publications, special events and any other student activities and services specifically authorized and approved by the Student Engagement Fee Allocation Committee (SEFAC).

II. Overall Philosophy

The students of Horry-Georgetown Technical College constitute a group of individuals with diverse needs and interests. Since all students are required to pay the student engagement fee, the Student Engagement Fee Allocation Committee (SEFAC) is responsible to all students to make wise, honorable decisions that serve the best interests of the entire student body and within the guidelines recommended by the College Cabinet.

Student engagement fees will never provide sufficient funds to support all the student engagement needs and interests of every student. Accordingly, the allocation of such funds is necessarily a process of reconciliation and judgment, undertaken within the framework of the overall philosophy that is to be directly beneficial to the students.

An overall philosophy for the allocation of student engagement fees must account for diverse and even competitive interests, but should also embrace the concept that all students have one goal in common - the pursuit of higher education. Therefore, while student engagement fees legally may be used to facilitate any purpose defined in this document, it is particularly appropriate that special emphasis be given to activities that:

- (A) facilitate the pursuit of academic programs;
- (B) create a social environment that encourages a sense of community;
- (C) enhance intellectual development; and
- (D) promote the development of personal and interpersonal skills.

Furthermore, while it is desirable that student engagement fees be a continuing source of funds for many ongoing activities, it is also important that the allocation process be flexible in meeting the changing needs of students: thus, the establishment of the Student Engagement Fees Allocation Committee (SEFAC).

III. Purposes of SEFAC

The purposes of the Committee are to:

- A. allocate student engagement fees within the framework of the purpose statement (Section I) and the overall philosophy statement (Section II);
- B. promote broad and diverse representation in the allocation process;
- C. evaluate activities in terms of program and fiscal performance and direct value to students;
- D. plan for future funding needs of student engagement activities;
- E. publicize the use of the student engagement fee and the allocation process;
- F. provide educational experiences for those involved in the allocation process;
- G. recommend to the Associate Vice President for Student Affairs any necessary revisions to the policies and procedures contained in this document;
- H. function as a direct link between the students and the administration;
- I. offer students the opportunity to provide input to the direction and emphasis of College affairs.

IV. Composition of SEFAC

SEFAC is an annual College committee that meets and conducts business each spring semester. The membership of this committee typically changes annually according to the process outlined below.

The composition of the Student Engagement Fee Allocation Committee will be as follows:

- A. Voting Members
 - 1. Five (5) students chosen by the Director of Student Affairs – Grand Strand and the Associate Vice President of Student Affairs through a competitive application process.
 - 2. Four (4) students appointed by the Provost or his/her designee as follows: Two (2) students from Georgetown Campus and two (2) from Grand Strand Campus will be appointed.
 - 3. Two (2) faculty members and one (1) staff member.
 - a. The two faculty members are to be nominated by Faculty Assembly.
 - b. The one (1) staff member shall be appointed by the Associate Vice President for Student Affairs.
 - c. Should any SEFAC member have a direct connection to any club/group/organization requesting SEFAC funding, that member must abstain from the vote concerning decisions about his/her group's funding.

B. Non-Voting Members

1. Associate Vice President for Student Affairs
2. Director of Student Affairs – Grand Strand
3. Assistant Director of Student Engagement

C. The Chair

The Chair of SEFAC shall be the Director of Director of Student Affairs – Grand Strand

D. Vacancies

Vacancies shall be filled as follows:

1. Student member vacancies shall be filled based upon nominations from the student body, faculty, and/or staff with the approval and consent of SEFAC
2. Faculty member vacancies shall be filled through the nomination of another member from Faculty Assembly or from a nomination by the Chair of Faculty Assembly.
3. Staff member vacancy shall be filled by appointment from the Associate Vice President for Student Affairs.

E. The Director of Student Affairs – Grand Strand shall be responsible for planning, orientation and other duties needed to manage the work of the committee and shall oversee the election processes.

F. The Secretary shall be responsible for writing and distributing the minutes.

HORRY-GEORGETOWN TECHNICAL COLLEGE

POLICY

Number: 9.2.4
Title: Late Registration Fee
Authority: Title 59, Chapter 53, Sections 810-860 of the 1976 Code of Laws of South Carolina, as Amended
Responsibility: Vice President for Student Affairs

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

Chairperson

It is the policy of Horry Georgetown Technical College to assess a Late Registration Fee to all students who register or re-register after the semester tuition payment deadline.

HORRY-GEORGETOWN TECHNICAL COLLEGE

POLICY

Number: 9.2.5
Title: Refunds
Authority: Title 59, Chapter 53, Sections 810-860 of the 1976 Code of Laws of South Carolina, as Amended
Responsibility: Assistant Vice President/Controller

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

Chairperson

It is the policy of Horry Georgetown Technical College that students and sponsoring agencies receive a fair and equitable refund of tuition for credit courses when classes are canceled or when the student withdraws prior to completion of the term as detailed in the College refund procedure. The College will comply with all applicable federal and state regulations pertaining to returns of student financial assistance.

HORRY-GEORGETOWN TECHNICAL COLLEGE

PROCEDURE

Number: 9.2.5.1
 Related Policy: 9.2.5
 Title: Tuition Refund for Credit Courses
 Responsibility: Assistant Vice President/Controller

Original Approval Date: 06-01-2000
 Last Cabinet Review: 08-13-2014
 Last Revision: 08-13-2014

President

Students who wish to receive a refund must initiate and complete the withdrawal process to be eligible for a refund. Students should use their WaveNet account to drop courses. Refunds are calculated based on the date on which the course is dropped. Tuition is charged for any class for which a student is enrolled after the drop period.

Tuition refunds will be made according to the refund schedule below.

<u>Refund</u>	<u>Tuition</u>	<u>Fees</u>
Before classes begin	100%	100%
During the Add/Drop period	100%	100%
Period after the Add/Drop equal to the length of Add/Drop*	50%	n/a

**For all semester including those shorter than full term, the 50% refund period is equal to the same length of the add/drop period for that term.*

Refunds will be processed after the Add/Drop period. All refunds are mailed to the student's address of record at HGTC, unless the student has requested to receive refunds via direct deposit into a checking or saving account which the student sets up through their WaveNet account. Refunds are processed within 2-4 weeks after the start of the term.

For cancelled classes, a full refund for the cost of class will be refunded. These refunds will be processed after the Add/Drop period. Refunds due to an overpayment must be requested through the Office of Student Accounts.

Refund and Repayment of Title IV Funds

Any student who withdraws and has paid all or part of his/her tuition and fees with Title IV funds may create a situation where they have not earned all or part of their aid. Students who receive Title IV funds should refer to HGTC's Title IV Refund Policy located on the College's Financial Aid web page.

Refund for Non-Credit Courses

It is the responsibility of the student to request a refund from the Continuing Education Office at least one working day before the class is scheduled to begin. No refunds will be issued on or after the first day of class.

Tuition Refund Appeals

If a student feels that this policy has not been fairly applied to them or if there are extenuating circumstances that should be considered, appeal may be made in writing and addressed to the Associate Vice President for Student Affairs or his/her designee and to the Vice President for Workforce Development & Continuing Education for non-credit courses.

HORRY-GEORGETOWN TECHNICAL COLLEGE

POLICY

Number: 9.2.6
Title: Curriculum Tuition Schedule
Authority: Title 59, Chapter 53, Sections 810-860 of the 1976 Code of Laws of South Carolina, as Amended
Responsibility: President
Original Approval Date: 07-18-1995
Last Cabinet Review: 01-16-2008
Last Revision:

Chairperson

The South Carolina State Board for Technical and Comprehensive Education's Policy Number 72101 authorizes the College to determine tuition within the guidelines of said policy. All tuition must be recommended by the President and approved by the Area Commission.

HORRY-GEORGETOWN TECHNICAL COLLEGE

PROCEDURE

Number: 9.2.6.1
 Related Policy: 9.2.6
 Title: Curriculum Tuition Schedule
 Responsibility: President

Original Approval Date: 03-19-1997
 Last Cabinet Review: 01-16-2008
 Last Revision: 01-16-2008

 President

Upon review and approval by the Area Commission, the approved tuition fees will become effective at the beginning of the next semester/term unless stated otherwise by the Area Commission. The Area Commission is not required to review the institutional tuition fee schedule until a recommendation is brought forward by the President to adjust tuition fees.

After approval of the recommended tuition fee adjustments by the Area Commission, the Vice President for Business Affairs will do the following:

1. Direct the appropriate employee to amend the computerized fee calculations accordingly. A copy of the minutes of the Area Commission meeting in which approval for tuition fee adjustments was made will be filed in the Student Financial Services Office for documentation.
2. Direct the Associate Vice President for Student Affairs and/or the Vice President for Workforce Development and Continuing Education to develop and administer the appropriate process for notifying students of the change and to amend the appropriate brochures, catalogs and other student information documents to reflect the tuition fee adjustments.
3. Notify the appropriate person at the System Office of the amount and timing of the tuition increase to ensure the College is in compliance with the SC State Board for Technical and Comprehensive Education's Maximum Tuition Guidelines.

The President will be responsible for officially notifying the faculty and staff of the tuition fee adjustments and the effective date.

HORRY-GEORGETOWN TECHNICAL COLLEGE

POLICY

Number: 9.3.2
Title: Dress and Personal Appearance
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:

Chairperson

All students enrolled at Horry Georgetown Technical College are expected to dress in a manner that does not disrupt the educational process. Special dress may be required in some shops and laboratories.

HORRY-GEORGETOWN TECHNICAL COLLEGE

POLICY

Number: 9.3.3
Title: Alcohol and Drugs
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: 01-16-2013
Last Revision: 01-16-2013

Chairperson

Under no condition will alcoholic beverages, liquors or illegal drugs be permitted at student events either held at the college or sponsored by the college. No one under the influence of alcohol or narcotics will be permitted to attend such events. Students found to be under the influence will be subject to disciplinary action as outlined in the Student Code for the South Carolina Technical College System.

In an effort to maintain a drug-free learning environment, Horry Georgetown Technical College Department of Campus and Public Safety, in conjunction with local law enforcement authorities, will periodically use drug dogs in conducting sweeps for illicit drugs in all of the parking lots, common areas, and buildings on all Horry Georgetown campuses. The Director/Chief of Campus and Public Safety will arrange supervision and coordinate all canine searches with the assistance of local law enforcement authorities and Horry Georgetown Campus and Public Safety personnel.

These sweeps will be performed by handlers and canines trained and certified in the detection of illegal drugs/narcotics. Canines will be allowed to make sweeps through all common areas, parking lots, and will be utilized inside of buildings when deemed necessary by College authorities. Once a canine alerts, probable cause to believe drugs are present in the area is created. Accordingly, searches will be conducted of vehicles and other areas once the canine alerts. Upon discovery of suspected illegal drugs/narcotics, persons who are determined to be in violation of State or Federal law and/or College rules and regulations, will face College disciplinary actions and possible arrest.

HORRY-GEORGETOWN TECHNICAL COLLEGE

POLICY

Number: 9.3.4
Title: Eating, Drinking or Smoking on Campus
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: 10-09-2013
Last Revision: 10-09-2013

Chairperson

Eating, drinking, and smoking on campus is only permitted in designated areas. For the purpose of this policy, smoking is defined as the lighting, burning, or use of tobacco or any other material in any type of smoking device or equipment, including and not limited to, cigarettes (clove, bidis, kreteks), electronic cigarettes, cigars and cigarillos, hookah smoked products, and pipes.

HORRY-GEORGETOWN TECHNICAL COLLEGE

POLICY

Number: 9.3.5
Title: Weapons/Firearms
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: 12-14-1995
Last Cabinet Review: 1-09-2013
Last Revision: 1-16-2013

Chairperson

Horry Georgetown Technical College, dedicated to providing safe campuses for its students, faculty/staff and the public, and in accordance with the provisions of South Carolina Code of Laws section 16-23-40, has established the following policies governing weapons/firearms.

Except as otherwise provided by law, no person except for a licensed guard, law enforcement officer, or active member of the armed forces, shall possess a firearm of any kind on any premises, property, and/or property immediately adjacent to and owned, operated, or controlled by Horry Georgetown Technical College including grounds and parking lots of Horry Georgetown Technical College or College sponsored events. South Carolina Code of Laws section 16-23-420 (a) provides that these statutory provisions do not apply to a person who is authorized to carry a concealed weapon pursuant to "The Law Abiding Citizens for Self Defense Act of 1996" when the weapon remains inside an attended or locked motor vehicle and is secured in a closed glove compartment, closed console, closed trunk, or in a closed container secured by an integral fastener and transported in the luggage compartment of the vehicle. Weapons/firearms legally secured in personal vehicles must not be removed from the vehicle while on College grounds. Violation of these provisions may result in criminal prosecution and/or College disciplinary action, including expulsion.

HORRY-GEORGETOWN TECHNICAL COLLEGE

POLICY

Number: 9.3.6
Title: Student Conduct
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:

Chairperson

Students at Horry Georgetown Technical College are expected to conduct themselves in a mature, dignified and honorable manner. Activities that are in violation of College Student Code and/or detrimental to the College may be cause for disciplinary action. All instructors and administrators have express authority for general supervision of student conduct. Instructors may temporarily dismiss a student from class and should refer the situation to the Associate Vice President for Student Affairs for disciplinary action.

Due process is recognized as essential to proper enforcement of College rules, and accordingly no formal disciplinary action may be imposed on a student by or in the name of the College except in accordance with the provisions of the Student Code of the South Carolina Technical College System.

Each student charged with misconduct that could result in formal disciplinary action shall have and be informed of the right to a fair hearing in accordance with the Student Code for the South Carolina Technical College System.

HORRY-GEORGETOWN TECHNICAL COLLEGE

POLICY

Number: 9.3.7
Title: Student Code and Grievance Policy
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: 09-10-2014
Last Revision: 11-07-2007

Chairperson

It is the policy of Horry Georgetown Technical College that the State Student Code and Grievance Procedure shall govern conduct and guarantee due process for all students.

HORRY-GEORGETOWN TECHNICAL COLLEGE

PROCEDURE

Number: 9.3.7.1
 Related Policy: 9.3.7
 Title: Student Code
 Responsibility: Associate Vice President for Student Affairs

Original Approval Date: 08-01-1994
 Last Cabinet Review: 08-19-2015
 Last Revision: 08-19-2015

President

This procedure is taken directly from the South Carolina Technical College System.

GENERAL PROVISIONS

I. Purpose

The Student Code for South Carolina Technical College System sets forth the rights and responsibilities of the individual student, identifies behaviors that are not consistent with the values of college communities, and describes the procedures that will be followed to adjudicate cases of alleged misconduct, except cases of alleged acts of sexual violence and sexual harassment. Cases of alleged acts of sexual violence and sexual harassment will be adjudicated through SBTCE procedure 3-2-106.2 or SBTCE procedure 8-5-101.1. This Code applies to behavior on college property, at college-sponsored activities and events, and to off-campus behavior that adversely affects the college and/or the college community.

The Code applies to all students from the time of applying for admission through the awarding of a degree, diploma, or certificate.

II. Principles

Technical/community college students are members of both the community at large and the academic community. As members of the academic community, students are subject to the obligations that accrue to them by virtue of this membership.

As members of a larger community, students are entitled to all rights and protections accorded them by the laws of that community, the enforcement of which is the responsibility of duly constituted authorities. If a student's alleged behavior simultaneously violates college regulations and the law, the college may take disciplinary action independent of that taken by legal authorities.

When it has been determined that a student violated a federal, state, or local law, college disciplinary action may be initiated only when the presence of the student on campus will disrupt the educational process of the college.

When a student's alleged violation of the law, whether occurring on campus or off campus, may adversely affect the college's pursuit of its educational objectives or activities, the college may enforce its own regulations through this Student Code.

III. Solutions of Problems

The college will first seek to solve problems through internal review procedures. When necessary, off-campus law enforcement and judicial authorities may be involved.

In situations where South Carolina Technical/Community Colleges have shared programs, the Chief Student Services Officer where the alleged violation of the Student Code for the South Carolina Technical College System occurred will handle the charges. A change of venue to the other college may be granted, based on the nature of the offense, provided it is agreed to by the Chief Student Services Officers of both colleges. Any sanctions imposed will apply across both colleges.

In situations where a student is dually enrolled in two or more South Carolina Technical/Community Colleges and is charged with a violation of the Student Code for the South Carolina Technical College System, the Chief Student Services Officer of the college where the alleged infraction occurred will handle the charges and the sanctions may apply at each college in which the student is enrolled.

IV. Definitions

When used in this document, unless the content requires other meaning,

A. "College" means any college in the South Carolina Technical College System.

B. "President" means the chief executive officer of the college.

C. "Administrative Officer" means anyone designated at the college as being on the administrative staff such as President, Vice President, Dean of Students or Student Services, Chief Academic Officer, Dean of Instruction, or Business Manager.

D. "Chief Student Services Officer" means the Administrative Officer at the College who has overall management responsibility for student services, or his/her designee.

E. "Chief Academic Officer" means the Administrative Officer at the College who has overall management responsibility for academic programs and services, or his/her designee.

F. "Student" means a person taking any course(s), credit or non-credit, offered by the college.

G. "Instructor" means any person employed by the college to conduct classes.

H. "Staff" means any person employed by the college for reasons other than conducting classes.

I "SGA" means the Student Government Association of the college or other group of students convened for the purpose of representing student interests to the college's administration or in the college's governance system.

J. "Campus" means any place where the college conducts or sponsors educational, public service, or research activities.

K. "Violation of Law" means a violation of a law of the United States or any law or ordinance of a state or political subdivision which has jurisdiction over the place in which the violation occurs.

L. "Instructional Weekday" means any day except Saturday, Sunday, or any other day on which the college is closed.

STUDENT CODE

I. Student Rights

A. Freedom from Discrimination--There shall be no discrimination in any respect by the college against a student, or applicant for admission as a student, based on race, color, age, religion, national origin, sex or disability.

B. Freedom of Speech and Assembly- -Students shall have the right to freedom of speech and assembly without prior restraints or censorship subject to clearly stated, reasonable, and nondiscriminatory rules and regulations regarding time, place, and manner developed and approved by the college.

In the classroom and in other instructional settings, discussion and expression of all views relevant to the subject matter -are recognized as necessary to the educational process, but students have no right to interfere with the freedom of instructors to teach or the rights of other students to learn.

C. Freedom of the Press--In official student publications, students are entitled to the constitutional right of freedom of the press, including constitutional limitations on prior restraint and censorship. To ensure this protection, the college shall have an editorial board with membership representing SGA, faculty, and administration. Each college has the responsibility of defining the selection process for its editorial board. The primary responsibility of the board shall be to establish and safeguard editorial policies.

D. Freedom from Unreasonable Searches and Seizures--Students are entitled to the constitutional right to be secure in their persons, dwellings, papers, and effects against unreasonable searches and seizures. College security officers or administrative officers may conduct searches and seizures only as authorized by law.

E. Right to Participate in College Governance--Students should have the opportunity to participate on college committees that formulate policies directly affecting students, such as in the areas of student activities and student conduct. This participation may be coordinated through a Student Government Association whose constitution or bylaws have been approved by the college's area commission.

F. Right to Know Academic and Grading Standards--Instructors will develop, distribute, explain, and follow the standards that will be used in evaluating student assignments and determining student grades.

Grades are awarded for student academic performance. No grade will be reduced as a disciplinary action for student action or behavior unrelated to academic conduct.

G. Right to Privacy--Information about individual student views, beliefs, and political associations acquired by instructors, counselors, or administrators in the course of their work is confidential. It can be disclosed to others only with prior written consent of the student involved or under legal compulsion.

H. Right to Confidentiality of Student Records--All official student records are private and confidential and shall be preserved by the college. Separate record files may be maintained for the following categories: (1) academic, (2) medical, psychiatric and counseling, (3) placement, (4) financial aid, (5) disciplinary, (6) financial, and (7) veteran's affairs. In addition, disciplinary records are maintained by the Chief Student Services Officer.

Student education records will be maintained and administered in accordance with the Family Educational Rights and Privacy Act of 1974, the guidelines for the implementation of this act, and other applicable federal and state statutes and regulations.

I. Right to Due Process--At a minimum, any student charged with misconduct under this code is guaranteed the following: 1) the right to receive adequate notice of the charge(s); 2) the right to see and/or hear information and evidence relating to the charge(s), and 3) the right to present information and evidence relating to the charge(s). Additional due process requirements will be identified in other sections of this Code.

II. Student Responsibilities

A. Students are expected to conduct themselves in a manner that is civil, that is respectful of the rights of others, and that is compatible with the college's educational mission.

B. Students are expected to comply with all of the college's duly established rules and regulations regarding student behavior while on campus, while participating in off campus college sponsored activities, and while participating in off-campus clinical, field, internship, or in-service experiences.

C. Students are expected to comply with all course requirements as specified by instructors in course syllabi and to meet the standards of acceptable classroom behavior set by instructors. Instructors will announce these standards during the first week of classes. If a student's behavior disrupts class or jeopardizes the health, safety, or well-being of the student or others, the instructor will speak with the student regarding the disruption. If the unacceptable conduct or disruption continues, the instructor may dismiss the student for the remainder of the class period.

Further disruption(s) by the student may result in a second dismissal and a written referral to the Chief Student Services Officer. This written referral may result in the initiation of disciplinary action against the student.

III. Student Conduct Regulations

The following list identifies violations for which students may be subject to disciplinary action. The list is not all inclusive, but it reflects the categories of inappropriate behavior and provides examples of prohibited behaviors.

A. Academic Misconduct

All forms of academic misconduct including, but not limited to, cheating on tests, plagiarism, collusion, and falsification of information may call for disciplinary action.

1. Cheating on tests is defined to include the following:

- a) Copying from another student's test or answer sheet.
- b) Using materials or equipment during a test not authorized by the person giving the test.
- c) Collaborating with any other person during a test without permission.
- d) Knowingly obtaining) using, buying, selling, transporting, or soliciting in whole or in part the contents of a test prior to its administration.
- e) Bribing or coercing any other person to obtain tests or information about tests.
- f) Substituting for another student, or permitting any other person to substitute for oneself.
- g) Cooperating or aiding in any of the above.

2. "Plagiarism" is defined as the appropriation of any other person's work and the unacknowledged incorporation of that work in one's own work.

3. "Collusion" is defined as knowingly assisting another person in an act of academic dishonesty.

4. "Fabrication" is defined as falsifying or inventing information in such academic exercises as reports, laboratory results, and citations to the sources of information.

B. Abuse of Privilege of Freedom of Speech or Assembly

No student acting alone or with others, shall obstruct or disrupt any teaching, administrative disciplinary , public service, research , or other activity authorized or conducted on the campus of the college or any other location where such activity is conducted or sponsored by the college. This disruption does not necessarily have to involve violence or force for the student to face disciplinary actions. In addition to administrative action, any person in violation of any federal, state, or local law will be turned over to the appropriate authorities.

C. Falsification of Information and other Acts Intended to Deceive

Falsification of information and other acts intended to deceive include, but are not limited to the following:

1. Forging, altering, or misusing college documents, records, or identification cards.
2. Falsifying information on college records.
3. Providing false information for the purpose of obtaining a service.

D. Actions which Endanger Students and the College Community

Actions which endanger students and the college community include, but are not limited to the following:

1. Possessing or using on campus a firearm or other dangerous or potentially dangerous weapon unless such possession or use has been authorized by the college.
2. Possessing or using any incendiary device or explosive unless such possession or use has been authorized by the college.
3. Setting fires or misusing or damaging fire safety equipment.
4. Using, or threatening to use, physical force to restrict the freedom of action or movement of others or to harm others.
5. Endangering the health, safety, or wellbeing of others through the use of physical, written, or verbal abuse, threats, intimidation, harassment, and coercion.
6. Sexual violence, which refers to physical sexual acts perpetuated against a person's will or when a person is incapable of giving consent. Cases of alleged acts of sexual violence will be adjudicated through SBTCE procedure 3-2- 106.2.

7. Retaliating, or threatening to retaliate, against any person for filing a complaint, providing information relating to a complaint, or participating as a witness in any hearing or administrative process.

E. Infringement of Rights of Others

Infringement of rights of others is defined to include, but is not limited to the following:

1. Stealing, destroying, damaging, or misusing college property or the property of others on campus or off campus during any college activity.
2. Sexually harassing another person. In addition to sexual violence, sexual harassment can include unwelcome sexual advances, requests for sexual favors, and other verbal, nonverbal, or physical conduct of a sexual nature, when submission to such conduct is made a term or condition of a student's education, a basis for academic conditions affecting the student, or the conduct is sufficiently serious to interfere with the student's academic performance or otherwise deny or limit the student's ability to participate in any aspect of the college's program, thereby creating an intimidating or hostile learning environment. Cases of alleged acts of sexual harassment will be adjudicated through SBTCE procedure 3-2-106.2 or SBTCE procedure 8-5-101.1.
3. Stalking, which is defined as engaging in a course of conduct, through physical, electronic, or other means, that would place a reasonable person in fear for his/her safety, or that has, in fact, placed an individual in such fear. Where the stalking is based on sex, race, national origin, color, age, religion or disability, it may constitute harassment under other provisions of this Code.
4. Bullying or harassing conduct, including verbal acts and name calling; graphic and written statements, which may include the use of cell phones, the internet, or other electronic devices; and other conduct that may be physically harmful, threatening, or humiliating. Bullying or harassment based on race, national origin, color, age, sex, religion, or disability will be a violation of the Code when it is a basis for academic decisions affecting the student or the conduct is sufficiently serious to interfere with the student's academic performance or otherwise deny or limit the student's ability to participate in any aspect of the college's program, thereby creating an intimidating or hostile learning environment.
5. Engaging in any activity that disrupts the educational process of the college, interferes with the rights of others, or adversely interferes with other normal functions and services.

F. Other Acts which Call for Discipline

Other acts which call for discipline include, but are not limited to the following:

1. Possessing, using, or distributing any narcotics or other unlawful drugs as defined by the laws of the United States or the State of South Carolina.
2. Possessing, using, or distributing on campus any beverage containing alcohol.
3. Violating institutional policies while on campus or off campus when participating in a college sponsored event or activity.
4. Violating any South Carolina and/or federal laws while on campus or off-campus when participating in a college sponsored event or activity.

IV. Student Disciplinary Procedures

The procedures and sanctions that follow are designed to channel faculty, staff or student complaints against students, except for those complaints alleging acts of sexual violence or sexual harassment which are processed under SBTCE procedure 3-2-106.2 or SBTCE procedure 8-5-101.1. Because due process is essential in dealing with infractions of college regulations, any disciplinary actions taken and sanctions imposed on a student or student organization will follow the provisions of this code.

A. Interim Suspension

In certain situations, the President, or President's designee, may temporarily suspend a student before the initiation of disciplinary procedures. Interim suspension may only be imposed when there is reason to believe that the continued presence of the accused student at the college poses a substantial and immediate threat to the student or to others or poses a serious threat of disruption of, or interference with, the normal operations of the college.

The interim suspension process follows:

1. The President, or President's designee, shall notify the Chief Student Services Officer in writing about the nature of the alleged infraction, a brief description of the incident(s) and the student's name before 5:00 pm of the first class day following the decision to impose the interim suspension.
2. The Chief Student Services Officer, or designee, will inform the student, in writing, about the decision to impose an interim suspension. This notice must either be hand delivered to the student, sent by e-mail, or sent by certified mail to the student's address of record within two (2) instructional weekdays of receiving the information from the President, or designee. If sent by e-mail, a letter sent by certified mail to the student's last known address must still be mailed within two (2) instructional weekdays of receiving the information from the President, or designee.

This letter must include the following information:

- a) the reason(s) for the interim suspension;
- b) notice that the interim suspension does not replace the regular hearing process;
- c) information about requesting a hearing before the Hearing Committee; and
- d) notice that the student is denied access to the campus during the period of suspension without prior approval of the Chief Student Services Officer.

B. Academic Misconduct

1. An instructor who has reason to believe that a student enrolled in his/her class has committed an act of academic misconduct must discuss the matter with the student. The instructor must advise the student of the alleged act of academic misconduct and the information upon which it is based. The student must be given an opportunity to refute the allegation. If the student chooses not to participate in the discussion, the instructor will make a decision based upon the available information.
2. If the instructor, after meeting with the student, determines that the student has engaged in academic misconduct as alleged, the instructor will inform the student about the decision and the academic sanction that will be imposed. The instructor may impose one of the following academic sanctions:

- a) Completion of an educational activity relating to the nature of the offense.
- b) Assign a lower grade or score to the paper, project, assignment or examination involved in the act of misconduct.
- c) Require the student to repeat or resubmit the paper, project, assignment, or examination involved in the act of misconduct.
- d) Assign a failing grade for the course.
- e) Require the student to withdraw from the course.

3. If the student is found responsible for the academic misconduct, within five (5) instructional weekdays of the meeting with the student, the instructor will submit a written report about the incident and the sanction imposed to the Chief Academic Officer.

4. The Chief Academic Officer, or designee, will send a letter to the student summarizing the incident, the finding, the terms of the imposed sanction, and informing the student that he/she may appeal the decision and/or the sanction by submitting a written request to the Chief Academic Officer within seven (7) instructional weekdays of the date of the Chief Academic Officer's letter.

5. If the student requests an appeal, the Chief Academic Officer, or designee, will send a certified letter to the student' address of record. This letter must contain the following information:

- a) a restatement of the charge(s);
- b) the time, place, and location of the appeal;
- c) a list of witnesses that may be called; and
- d) a list of the student's basic procedural rights. These rights follow:
 - 1) The right to consult with counsel. The role of the person acting as counsel is solely to advise the student. Counsel may not participate in any of the questioning or make any statements on behalf of the student. The student will be responsible for paying any fees charged by his/her counsel.
 - 2) The right to present witnesses on one's behalf.
 - 3) The right to present evidence and notice that the Chief Academic Officer, or designee, may determine what evidence is admissible.
 - 4) The right to know the identity of the person(s) bringing the charge(s).
 - 5) The right to hear witnesses on behalf of the person bringing the charges.
 - 6) The right to testify or to refuse to testify without such refusal being detrimental to the student.
 - 7) The right to appeal the decision of the Chief Academic Officer to the President.
- e) A statement informing the student that the sanction imposed by the instructor will be held in abeyance pending the outcome of the appeal.

6. On the basis of the information presented at the appeal, the Chief Academic Officer, or designee, will render one of the following decisions:

- a) Accept the decision and the sanction imposed by the instructor.
- b) Accept the instructor's decision but impose a less severe sanction.
- c) Overturn the instructor's decision.

Within two (2) instructional weekdays of the meeting with the student, the Chief Academic Officer, or designee, will send the student a letter informing the student of the decision. The letter must also inform the student that the decision may be appealed to the College's President and that any appeal request must be written and must detail the reason(s) for the appeal. The student seeking the appeal must provide reasons for the appeal which sets forth a statement that specifies the

issues that further review is sought and any evidence which supports the issue(s) on appeal. The written appeal must be sent to the President within five (5) instructional weekdays of the receipt of the Chief Academic Officer's decision.

After receiving the student's request, the President will review all written materials, non-written materials, and evidence relating to this incident and render one of the following decisions:

- a) Accept the decision and the sanction imposed
- b) Accept the decision, but impose a less severe sanction
- c) Overturn the decision
- d) Remand the case to the Student Hearing Committee to be re-heard.

The President's decision is final and cannot be appealed further.

C. STUDENT MISCONDUCT

Any member of the college community may file charges alleging a violation of the Code. A charge, that includes a description of the alleged violation, must be submitted in writing to the Chief Student Services Officer as soon as possible after the incident occurs, but no later than ten (10) instructional weekdays after the incident, unless the person filing the charge demonstrates that exceptional circumstances prevented filing the charge within this time period. The Chief Student Services Officer, or designee, will determine whether the circumstances merit an extension of the deadline.

1. Preliminary Investigation

Within five (5) instructional weekdays after the charge has been filed, the Chief Student Services Officer, or designee, shall complete a preliminary investigation of the charge and schedule a meeting with the student. After discussing the alleged infraction with the student and reviewing available information, the Chief Student Services Officer, or designee will decide whether the information presented during the meeting indicates that the violation occurred as alleged. When the student cannot be reached to schedule an appointment, or when the student fails to attend the meeting, the Chief Student Services Officer, or designee, will base the decision upon the available information.

If the available information indicates that the violation occurred as alleged, then one of the following sanctions will be imposed:

- a) Reprimand--A written warning documenting that the student violated a student conduct regulation and indicating that subsequent violations could result in more serious disciplinary sanctions.
- b) Restitution--Compensation for loss or damage to college property or the property of others while on the campus or at a college event or activity including but not limited to field trips, internships, and clinicals.
- c) Special Conditions-Completion of a variety of educational activities, relating to the nature of the offense may be imposed. Examples include, but are not limited to, the following: a formal apology, an essay or paper on a designated topic, or participation in a special project or activity.
- d) Disciplinary Probation-- A written reprimand documenting that the student violated a student conduct regulation. Probation is for a specified period of time and it serves as a warning that subsequent violations could most likely result in more serious disciplinary sanctions.
- e) Loss of Privileges-- Suspension or termination of particular student privileges.
- f) Suspension from the college--Separation from the college for a specified period of time. Suspended students will not receive academic credit for the semester in which the suspension was imposed. During the suspension period, the student may not return to the

campus unless prior permission by the Chief Student Services Officer, or designee, has been granted.

- g) Expulsion from the college--Permanent separation from the college. An expelled student may not return to the campus unless prior permission by the Chief Student Services Officer, or designee, has been granted. An expelled student will not receive academic credit for the semester in which the expulsion was imposed.
- h) Any combination of the above.

Within five (5) instructional weekdays of the preliminary investigation, the Chief Student Services Officer, or designee, will send a certified letter to the student. This letter will confirm the date of the investigation, identify the specific regulation(s) that the student allegedly violated, identify the decision, summarize the rationale, and, if the student violated the regulation(s), state the sanction that was imposed. This letter must also state that if the student disagrees with the decision or the sanction, the student may request a hearing before the Hearing Committee, that the student must submit this request no later than two (2) instructional weekdays after receiving the decision letter unless a request is made and approved by the Chief Student Services Officer, or designee, for an extension, and that any decision made and sanction imposed after the preliminary investigation may be held in abeyance should the student decide to go before the Hearing Committee.

2. Hearing Committee

- a) The Hearing Committee shall be composed of the following:
 - 1) Three faculty members appointed by the Chief Academic Officer and approved by the President.
 - 2) Three student members appointed by the appropriate student governing body and approved by the President.
 - 3) One member of the Student Services staff appointed by the Chief Student Services Officer and approved by the President.
 - 4) The Chief Student Services Officer, or designee, who serves as an ex officio non-voting member of the Committee and who presents the case.
- b) The Hearing Committee shall perform the following functions:
 - 1) Hear cases of alleged violations of the Code of Student Conduct.
 - 2) Insure that the student's procedural rights are met.
 - 3) Make decisions based only on evidence and information presented at the hearing.
 - 4) Provide the student with a statement of the committee's decision including findings of fact and, if applicable, impose one or more of the following sanctions:
 - a) Academic Misconduct (cases sent to the Hearing Committee by the President)
 - 1) Assign a lower grade or score to the paper, project, assignment or examination involved in the act of misconduct.
 - 2) Require the student to repeat or resubmit the paper, project, assignment, or examination involved in the act of misconduct.
 - 3) Assign a failing grade for the course.
 - 4) Require the student to withdraw from the course.
 - b) Student Misconduct
 - 1) Reprimand-A written warning documenting that the student violated a student conduct regulation and indicating that subsequent violations could result in more serious disciplinary sanctions.
 - 2) Special Conditions-Completion of a variety of educational activities, relating to the nature of the offense may be imposed. Examples include, but are not limited to, the following: a

formal apology, an essay or paper on a designated topic, or participation in a special project or activity.

3) Restitution-Compensation for loss or damage to college property or the property of others while on the campus, or at a college event or activity including but not limited to field trips, internships, and clinicals.

4) Disciplinary Probation-A written reprimand documenting that the student violated a student conduct regulation. Probation is for a specified period of time and it serves as a warning that subsequent violations could most likely result in more serious disciplinary sanctions.

5) Loss of Privileges-- Suspension or termination of particular student privileges.

6) Suspension from the college--Separation from the college for a specified period of time. Suspended students will not receive academic credit for the semester in which the suspension was imposed. During the suspension period, the student may not return to the campus unless prior permission by the Chief Student Services Officer, or designee, has been granted.

7) Expulsion from the college--Permanent separation from the college. An expelled student may not return to the campus unless prior permission by the Chief Student Services Officer, or designee, has been granted. An expelled student will not receive academic credit for the semester in which the expulsion was imposed.

8) Any combination of the above.

c) Hearing Committee Procedures

1) The Chief Student Services Officer, or designee, shall refer the matter to the Hearing Committee together with a report of the nature of the alleged misconduct, the name of the person(s) filing the complaint(s), the name of the student against whom the charge(s) has (have) been filed, and a summary of the findings from the preliminary investigation.

2) At least seven (7) instructional weekdays before the date set for the Hearing Committee's meeting, the Chief Student Services Officer, or designee, shall send a certified letter to the student's address of record. The letter must contain the following information:

a) A statement of the charge(s).

b) A brief description of the incident that led to the charge (s).

c) The name of the person(s) submitting the incident report.

d) The date, time, and place of the scheduled hearing.

e) A list of all witnesses who might be called to testify.

f) A statement of the student's procedural rights. These rights follow:

1) The right to consult counsel. This role of the person acting as counsel is solely to advise the student. Counsel may not address the Hearing Committee or participate in any of the questioning. The student has the responsibility for paying any of the counsel's fees and any other of the counsel's charges.

2) The right to present witnesses on one's behalf.

3) The right to know the names of any witnesses who may be called to testify at the hearing.

4) The right to review all available evidence, documents, exhibits, etc., that may be presented at the hearing.

5) The right to present evidence; however, the Hearing Committee will determine what evidence is admissible.

6) The right to know the identity of the person(s) bringing the charge(s).

7) The right to hear witnesses on behalf of the person bringing the charges.

8) The right to testify or to refuse to testify without such refusal being detrimental to the student.

9) The right to a fair and impartial decision.

- 10) The right to appeal the Hearing Committee's decision.
- 3) On written request of the student, the hearing may be held prior to the expiration of the seven (7) day advance notification period if the Chief Student Services Officer, or designee, concurs with this change.
- 4) The Chief Student Services Officer, or designee, may post- pone the hearing due to circumstances beyond the control of the parties.

d) Hearing Committee Meetings

- 1) The chair shall be appointed by the President from among the membership of the committee. Ex officio members of the committee may not serve as the chair of the committee.
- 2) Committee hearings shall be closed to all persons except the student, the person(s) initiating the charge(s), counsels for the student and for the College, witnesses who will be invited into the hearing and a person, mutually agreed upon by the committee and the student, to serve as the recorder.
- 3) The committee may identify someone to take written notes and the committee will have the hearing, with the exception of deliberations, recorded. No other party in the hearing may record the proceedings and no other party is entitled to a copy of the notes or the recording. The written notes and the recording will be maintained in the office of the Chief Student Services Officer. The student may review the notes and listen to the recording under the supervision of the Chief Student Services Officer or designee.
- 4) Witnesses shall be called in one at a time to make a statement and to respond to questions.
- 5) After hearing all of the information, the Hearing Committee will begin its deliberations. Using the standard "preponderance of evidence," which means that the information presented at the hearing would lead one to conclude that it is highly probable that the violation(s) occurred as alleged, the members will determine, by majority vote, whether the violation occurred as alleged. If it is determined that the violation(s) occurred as alleged, by majority vote, the members will decide upon the appropriate sanction.
- 6) The Chair of the Hearing Committee will send a certified letter to the student's address of record within two (2) instructional weekdays of the Committee's decision. The letter shall inform the student about the Committee's decision, the date of the decision, and, if applicable the sanction(s) imposed. The letter will also inform the student about the appeal process.

3. Appeal

If the student disagrees with either the decision or the sanction, the student may submit a written appeal to the College's President. This letter must be submitted within ten (10) instructional weekdays of the date on which the Hearing Committee made its decision. The written appeal must include a statement indicating why the student disagrees with the Hearing Committee's findings.

The President, or designee, shall review the Hearing Committee's findings, conduct whatever additional inquires as deemed necessary, and render a decision within ten (10) instructional weekdays of receiving the appeal. The President, whose decision is final, shall have the authority to approve, modify, or overturn the Hearing Committee's decisions and, if needed, void the process

and reconvene another Hearing Committee. The President's decision regarding disciplinary actions under the Student Code 3-2-106.1 are not grievable.

The President, or designee, will inform the student about the outcome of the appeal in a certified letter sent to the student's address on record.

HORRY-GEORGETOWN TECHNICAL COLLEGE

PROCEDURE

Number: 9.3.7.2
Related Policy: 9.3.7
Title: Student Grievance
Responsibility: Associate Vice President for Student Affairs

Original Approval Date: 08-01-1994
Last Cabinet Review: 08-19-2015
Last Revision: 08-19-2015

President

This procedure is taken directly from the South Carolina Technical College System.

I. PURPOSE

The purpose of the student grievance procedure is to provide a system to channel and resolve student complaints against a college employee concerning decisions made or actions taken. A decision or action can be grieved only if it involves a misapplication of a college's policies, procedures, or regulations, or a state or federal law. This procedure may not be used in the following instances: 1) to grieve a claim against a college employee for any matter unrelated to the employee's role or position at the college; 2) for complaints or appeals of grades awarded in a class or for an assignment, unless the complaint is based upon alleged discrimination on the basis of age, gender, race, disability or veteran's status or on the basis of alleged sexual harassment; or 3) to grieve a decision for which other grievance or appeal procedures exist (e.g., appeal of a disciplinary case, a residency appeal, a financial aid appeal, FERPA grievances, transfer credit evaluations, etc.).

The student filing the grievance must have been enrolled at the college at the time of decision or action being grieved and must be the victim of the alleged mistreatment. A grievance cannot be filed on behalf of another person.

II. DEFINITIONS

When used in this document, unless the content requires other meaning,

- A. "College" means any college in the South Carolina Technical College System.
- B. "President" means the chief executive officer of the college.
- C. "Administrative Officer" means anyone designated at the college as being on the administrative staff, such as the President, Chief Academic Officer, Chief Student Services Officer, etc.
- D. "Chief Student Services Officer" means the Administrative Officer at the College who has overall management responsibility for student services or his/her designee.
- E. "Chief Academic Officer" means the Administrative Officer at the College who has overall management responsibility for academic programs and services or his/her designee.
- F. "Grievable Act or Decision" means a misapplication of a college's policies, procedures, or regulations, or a violation of a state or federal law.
- G. "Days" means an instructional weekday, excluding Saturday and Sunday and all days in which the college is closed.
- H. "Student" means a person taking any course(s) offered by the college.
- I. "Instructor" means any person employed by the college to conduct classes.
- J. "Staff" means any person employed by the college for reasons other than conducting classes.
- K. "Campus" means any place where the college conducts or sponsors educational, public service, or research activities.

III. GRIEVENCE PROCESS

A. Filing a Complaint

This procedure must be initiated by the student within 30 instructional weekdays of becoming aware of the decision, action, or event giving rise to the grievance. This time limit may be extended by the President or his/her designee, if the student requests an extension within the 30 day period.

Before initiating the Student Grievance process, a student may go to the college employee who originated the alleged problem and attempt to resolve the matter informally. In instances alleging discrimination or harassment, including sexual harassment and violence, the student is not required to initially try to resolve the matter with the person alleged to have committed the violation under this policy. Where applicable, if the student is not satisfied with the outcome of this meeting or if the student prefers to ignore this step, then the student may file a written complaint and initiate the grievance process. This written complaint should describe the decision or action that is being grieved, the date of the decision or action, and the college employee(s) involved in the decision or action.

1. Written complaints about alleged discrimination or harassment on the basis of age, gender, race, color, national origin, disability or veteran's status and written complaints about alleged sexual harassment or violence shall be submitted to the employee(s) designated in the college's Statement of Nondiscrimination to coordinate Section 504, Title II, and Title IX compliance.
2. Written complaints about decisions and actions not related to discrimination on the basis of age, gender, race, disability, veteran's status, or sexual harassment shall be submitted to the college's Chief Student Services Officer.
3. Any written complaint naming the college's President as the person whose alleged action or decision originated the problem shall be submitted to the President of the South Carolina Technical College System.

B. Pre-Hearing

The person receiving the student's written complaint will send a written acknowledgement to the student no later than two instructional weekdays after receiving the written complaint.

The person receiving the complaint will forward the complaint to the immediate supervisor of the employee named in the complaint no later than two instructional weekdays days after it has been received. When the President is named in the complaint, the South Carolina Technical College System's Vice President of Academic Affairs will be responsible for the pre-hearing.

As a part of the effort to resolve the matter, the supervisor, or the South Carolina Technical College System's Vice President for Academic Affairs, will consult, as needed, with the employee named in the complaint, the student filing the complaint, and Chief Administrative Officer of the division or component concerned.

The supervisor, or the South Carolina Technical College System's Vice President for Academic Affairs, shall respond in writing to the student within ten instructional weekdays of receipt of the complaint. The response, sent by certified mail, shall include a summary of the findings and, as needed propose the steps that shall be taken to resolve the complaint. If the student does not agree with the proposed resolution, the student may request to have the complaint heard by the Student Grievance Committee.

When the College's President is named in the complaint, the President of the South Carolina Technical College System will convene a three person ad hoc committee consisting of System Presidents or a three person ad hoc committee from within the System to hear the student's complaint.

C. Student Grievance Hearing

1. Requesting a Hearing
 - a) The student must submit a written request for a Grievance Hearing to the Chief Student Services Officer within five instructional weekdays after receiving the supervisor's written response and no later than fifteen instructional days after the supervisor sent the summary of findings. The request must include a copy of the student's original written complaint, a copy of the supervisor's response, and a statement describing why the supervisor's response was unsatisfactory.

- b) If the student does not submit the written request for a hearing within fifteen instructional weekdays, and the student can demonstrate that extenuating circumstances resulted in the failure to meet this deadline, the Chief Student Services Officer may allow the hearing to take place.
- c) Within two instructional days of receiving the request for a hearing, the Chief Student Services Officer shall notify the President or, as appropriate, the System President about the need to convene a Student Grievance Committee or an ad hoc committee of System Presidents. These committees shall be formed to hear specific complaints and a new committee may be formed each time a grievance covered by this procedure is filed.

2. Grievance Committees

- a) Student Grievance Committee--The President must approve all recommended members. The committee shall be composed of the following:
 - 1) Three students recommended by the governing body of the student body.
 - 2) Two faculty members recommended by the Chief Academic Officer.
 - 3) One Student Services staff member recommended by the Chief Student Services Officer.
 - 4) One administrator, other than the Chief Student Services Officer, to serve as the Committee's chairperson.
 - 5) The Chief Student Services Officer, or designee, who serves as an ex-officio, nonvoting member of the committee.
- b) Ad hoc Committee of Presidents—The President of the South Carolina Technical College System will select three System Presidents to serve on this committee and identify one of the three Presidents to serve as the chairperson for the hearing.
- c) The Chief Student Services Officer, or designee, will send copies of the student's request for a hearing to the committee members, the employee, and the employee's supervisor. The employee against whom the grievance was filed has an opportunity to submit his/her response to the request for a hearing to the Committee prior to the hearing.
- d) The Student Grievance Committee's meeting(s) shall be conducted within twenty-one instructional weekdays following the date of the request. The chairperson may grant a postponement if either party submits a written request no later than five instructional weekdays prior to the scheduled meeting. The chairperson of the Student Grievance Committee, in his/her discretion, may postpone the hearing due to circumstances beyond the control of the parties. The re-scheduled hearing must take place within ten instructional weekdays of the date of the previously scheduled hearing.

3. Hearing Procedures

- a) The Chief Student Services Officer, or designee, shall send a certified letter to the student filing the complaint and to the employee(s) named in the complaint at least five instructional weekdays before the scheduled hearing. This letter shall include:

- 1) a brief description of the complaint, including the name of the person filing the complaint;
- 2) the date, time, and location of the meeting;
- 3) the name of any person who might be called as a witness.
- 4) a list of the student's procedural rights. These rights follow:
 - a) The right to review all available evidence, documents or exhibits that each party may present at the meeting. This review must take place under the supervision of the Chief Student Services Officer, or designee.
 - b) The right to appear before the Hearing Committee and to present information and additional evidence, subject to the Committee's judgment that the evidence is relevant to the hearing.
 - c) The right to consult with consul. This person serving as consul may not address the committee, question the employee(s) named in the complaint, or any witnesses. The student will be responsible for paying any fees charged by the advisor.
 - d) The right to present witnesses who have information relating to the complaint. Witnesses will be dismissed after presenting the information and responding to questions posed by the Grievance Committee, the student filing the complaint, and the employee(s) named in the complaint.
 - b) At least ten (10) instructional weekdays before the scheduled hearing the parties must submit the names of persons that the parties anticipate calling as witnesses as well as any evidence that the parties intend to introduce at the hearing.
 - c) Hearings are closed to the public. When testimony is being given, only the committee members, the student and his/her advisor, the employee and his/her advisor, and the witness giving testimony may be present. During deliberations, only the members of the Committee may be present.
 - d) Hearings are informal and a tape recording of the testimony presented during the hearing may be made. The Committee's deliberations are not tape recorded. After resolution of the appeal, the tape recording will be kept for three months in the office of the Chief Student Services Officer, or designee. The student filing the complaint or the employee(s) named in the complaint may listen to this tape recording under the supervision of the Chief Student Services Officer, or designee.
 - e) The Committee may question the student and the employee(s). The Committee may also question the employee's (employees') supervisor(s) and any additional witnesses that it considers necessary to render a fair decision. Questions must be relevant to the issues of the grievance.
 - f) Both parties to the grievance may ask questions of the other during the hearing. These questions must be relevant to the issues stated in the written complaint. The Chairperson of the Committee will determine the appropriateness of the questions.
 - g) The Committee bears the burden of determining whether the allegations are supported by the information available through the hearing. The Committee will use a preponderance of the evidence standard in making this determination.

- h) The Committee shall decide the solution of the grievance by a majority vote. In case of a tie, the chairperson may vote.
- i) The chairperson shall forward a copy of the Committee's decision to the student filing the complaint and to the employee(s) named in the complaint within two instructional weekdays of the Committee's decision. This letter will include a rationale for the Committee's decision and inform the student and employee(s) that they have a right to appeal the Committee's decision.

D. Appeal Process

If either party is not satisfied with the Student Grievance Committee's decision, that person may submit a written appeal to the President of the College within ten instructional weekdays of the Committee's decision. The written appeal must include a statement indicating why the person was not satisfied with the committee's decision. The President shall review the Committee's findings, conduct whatever additional inquiries are deemed necessary and render a decision within ten instructional weekdays of receipt of the appeal. The President's decision is final and this decision cannot be the sole reason for filing a grievance against the President.

If either party is not satisfied with the System Office's ad hoc Committee of System Presidents' decision, that person may submit a written appeal to the President of the South Carolina Technical College System within ten instructional weekdays of the Committee's decision. The written appeal must include a statement indicating why the person was not satisfied with the Committee's decision. The System President shall review the Committee's findings, conduct whatever additional inquiries are deemed necessary and render a decision within ten instructional weekdays of receipt of the appeal. The System President's decision is final.

HORRY-GEORGETOWN TECHNICAL COLLEGE

PROCEDURE

Number: 9.3.7.3
 Related Policy: 9.3.7
 Title: Student Grievance Process for Concerns Related to Faculty English Fluency
 Responsibility: Associate Vice President for Student Affairs

Original Approval Date: 11-22-1995
 Last Cabinet Review: 07-09-2014
 Last Revision: 07-09-2014

President

I. Purpose

The purpose of the Student Grievance Process for Concerns Related to Faculty English Fluency is designed to provide a system to address student complaints regarding the proficiency of their faculty member(s) in both the written and spoken English language.

A. First Step

The student must file a written grievance with the Associate Vice President for Student Affairs. A grievance form shall be made available to the student by the Vice President for Student Affairs. The Dean will explain this grievance process to the student.

B. Second Step

The completed grievance process must be returned to the Associate Vice President for Student Affairs who shall give written acknowledgment of receipt of the grievance form to the student. This acknowledgment shall be given immediately or no later than two (2) working days after receipt of the grievance form from the student. The Associate Vice President for Student Affairs will then refer the grievance to the Senior Vice President who will convene the English Fluency Evaluation Committee for a proficiency evaluation using the procedures and methods described in Horry Georgetown Technical College Procedure 3.1.14.1 - English Fluency Requirements for Faculty Employment. The Committee will be provided with the written grievance form provided by the student.

Within thirty (30) days of the filing of the grievance the Committee will examine the faculty member for English fluency and will provide the Associate Vice President for Student Affairs with a written report of their determination.

C. Third Step

The Associate Vice President for Student Affairs will provide the report of the Committee to the student within five (5) working days of receipt of the report from the Committee.

D. Fourth Step

The student may appeal the Committee's decision to the President of the college within ten (10) working days of receipt of the Committee report from the Associate Vice President for Student Affairs.

The President shall review the Committee's findings, conduct whatever additional inquiries that are deemed necessary and will render a decision within ten (10) working days of receipt of the appeal. The decision of the President is final.

PROCEDURE

Number: 9.3.7.4
Related Policy: 9.3.7
Title: Student Code Procedures for Addressing Alleged Acts of Sexual Violence and Sexual Harassment
Responsibility: Associate Vice President for Student Affairs

Original Approval Date: 08-19-2015
Last Cabinet Review: 08-19-2015
Last Revision: 08-19-2015

President

This procedure is taken directly from the South Carolina Technical College System.

I. Procedural Overview

The South Carolina Technical College System does not discriminate on the basis of race, color, gender, national or ethnic origin, age, religion, disability, marital status, veteran status, sexual orientation, gender identity, or pregnancy in educational programs and activities as required by Title IX. Any questions regarding Title IX may be referred to the college's Title IX Coordinator or to the Office of Civil Rights.

The Student Code for the South Carolina Technical College System sets forth the rights and responsibilities of the individual student, identifies behaviors that are not consistent with the values of college communities, and describes the procedures that will be followed to adjudicate cases of alleged misconduct. This Code applies to behavior or complaints alleging acts of sexual violence or sexual harassment on college property, at college-sponsored activities and events, and to off-campus behavior that adversely affects the college and/or the college community and the Code applies to all students from the time of applying for admission through the awarding of a degree, diploma, or certificate.

Any student, or other member of the college community, who believes that he/she is or has been a victim of sexual harassment or sexual violence may file a report with the college's Chief Student Services Officer, campus law enforcement, or with the college's Title IX Coordinator, or designee. The Title IX Coordinator's office location, email address, and phone number are printed in the college's catalog and appear on the college's website. Students may also contact any Responsible Employee, who has an obligation to report any claim of sexual harassment or sexual assault to the Title IX Coordinator, or designee. The college will evaluate violations to their anti-bullying policy to determine if there is also a possible violation of Title IX.

The Title IX Coordinator, or designee will work with the student who filed a complaint ("Complainant") under this policy to mitigate, to the extent reasonably possible, the likelihood of additional injury during the pendency of the investigation and proceedings. After a complaint has been filed alleging a sex offense covered under this regulation that has occurred, the Title IX Coordinator, or designee will also accommodate Complainants'

reasonable requests to change academic schedules, housing assignments, or to make other reasonable accommodations.

Reports may also be filed by any other member of the college community at any time. The Complainant may also file a criminal report regarding the alleged conduct. Title IX investigations are separate from criminal investigations. However, colleges may need to temporarily delay the fact-finding portion of a Title IX investigation while law enforcement gathers evidence. During this delay, colleges will take interim measures to protect the complainant in the educational setting. Additionally, all parties involved will receive updates of the status of the investigation and receive notification once the college resumes its Title IX investigation. The State Board for Technical and Comprehensive Education (SBTCE) and its member colleges encourage the prompt reporting of sexual misconduct to campus law enforcement and local law enforcement. Information regarding law enforcement reporting procedures is available on the colleges' websites.

Due to the seriousness of these issues, the college will provide educational programs to promote the prevention and awareness of rape, acquaintance rape, sexual violence, and other forcible and non-forcible sex offenses, as well as sexual harassment awareness programs.

If the alleged violator named in the report is an employee or third party, the case will be adjudicated through SBTCE Student Grievance Procedure (SBTCE Procedure 3-2-106.3) and/or SBTCE Non-Discrimination, Anti-Harassment, and Sexual Misconduct Procedure (SBTCE 8-5-101.1).

If the alleged violator of this policy is a student, the case may be adjudicated through the Formal Resolution Process (Section IV) or the Informal Resolution Process/Mediation (Section V) as outlined in SBTCE Student Grievance Procedure (SBTCE Procedure 3-2-106.3).

II. Definitions

When used in this document, unless the context requires other meaning,

- A. A Complainant is an individual alleging conduct prohibited under this regulation.
- B. Conduct is considered "Unwelcome Conduct" if it is unrequested, uninvited, undesirable and/or offensive. Unwelcome conduct may take various forms, including, name-calling, graphic or written statements (including the use of cell phones or the Internet), or other conduct that may be physically threatening, harmful, or humiliating. Unwelcome conduct does not have to include intent to harm, be directed at a specific target, or involve repeated incidents. Participation in the conduct or the failure to complain does not always mean that the conduct was welcome. The fact that a student may have welcomed some conduct does not necessarily mean that a student welcomed other conduct. Also, the fact that a student requested or invited conduct on one occasion does not mean that the conduct is welcome on a subsequent occasion.
- C. Consent is explicit approval and permission to engage in sexual activity demonstrated by clear action, words, or writings. Consent must be informed, voluntary, and mutual, and can be withdrawn at any time. There is no consent when there is force, expressed or implied, or when coercion, intimidation, threats, or duress is used. Whether a person has taken advantage of a position of influence over another person may be a factor in determining consent. Silence or absence of resistance does not imply consent. Past

- consent to engage in sexual activity with another person does not imply ongoing future consent with that person or consent to engage in that same sexual activity with another person. If a person is mentally or physically incapacitated or impaired so that such person cannot understand the fact, nature, or extent of the sexual situation, there is no consent; this includes impairment or incapacitation due to alcohol or drug consumption that meets this standard, or being asleep or unconscious.
- D. A Hostile Environment exists when sex-based harassment is sufficiently serious to deny or limit the student's ability to participate in or benefit from the college's programs or activities. A hostile environment can be created by anyone involved in a college's program or activity (e.g., administrators, faculty members, students, and campus visitors).
 - E. Gender-Based Harassment is unwelcome conduct of a nonsexual nature based on a student's actual or perceived sex, including conduct based on gender identity, gender expression, and nonconformity with gender stereotypes.
 - F. Preponderance of Evidence is the standard used to evaluate the evidence for purposes of making findings and drawing conclusions for an investigation conducted under this regulation.
 - G. A Respondent is an individual accused of a violation under this regulation.
 - H. A Responsible Employee is any employee who has the authority to take action to redress sexual violence or any other misconduct by students to the Title IX Coordinator or other appropriate school designee; or who a student could reasonably believe has this authority or duty.
 - I. Retaliation is action taken by an accused individual or an action taken by a third party against any person that has opposed any practices forbidden under this policy or because that person has filed a complaint, testified, assisted, or participated in any manner in an investigation or proceeding under this policy. Action is generally deemed retaliatory if it would deter a reasonable person in the same circumstances from opposing practices prohibited by this policy.
 - J. Sex-Based Harassment includes sexual harassment and gender-based harassment.
 - K. Sexual Assault is actual or attempted sexual contact with another person without that person's consent. Sexual assault includes, but is not limited to: intentional touching of another person's intimate parts without that person's consent; or other intentional sexual contact with another person without that person's consent; or coercing, forcing, or attempting to coerce or force a person to touch another person's intimate parts without that person's consent; or rape, which is penetration, no matter how slight, of (1) the vagina or anus of a person by any body part of another person or by an object, or (2) the mouth of a person by a sex organ of another person, without that person's consent.
 - L. Sexual Exploitation occurs when a person takes sexual advantage of another person for the benefit of anyone other than that person without that person's consent. Examples of behavior that could rise to the level of sexual exploitation include: Prostituting another person; recording images (e.g., video, photograph, or audio) of another person's sexual activity, intimate body parts, or nakedness without that person's consent; distributing images (e.g., video, photograph, or audio) of another person's sexual activity, intimate body parts, or nakedness, if the individual distributing the images or audio knows or should have known that the person depicted in the images or audio did not consent to

such disclosure and objects to such disclosure; and viewing another person's sexual activity, intimate body parts, or nakedness in a place where that person would have a reasonable expectation of privacy, without that person's consent, and for the purpose of arousing or gratifying sexual desire.

- M. Sexual Harassment is unwelcome conduct of a sexual nature, including but not limited to unwelcome sexual advances; requests for sexual favors; or other verbal or nonverbal conduct of a sexual nature, including rape, sexual violence, sexual assault, and sexual exploitation. In addition, depending on the facts, dating violence, domestic violence, and stalking may be may also be forms of sexual harassment.
- N. Sexual Violence is a broader term than sexual assault. The term encompasses sexual homicide, rape, incest, molestation, fondling, stalking, intimate partner violence, and verbal harassment of a sexual nature. Sexual violence includes creating an environment that feels unsafe based on sexual messages or images. Sexual violence is a sexual act that is completed or attempted against a victim's will or when a victim is unable to consent due to age, illness, disability, or the influence of alcohol or other drugs. The act may involve actual or threatened physical force, use of weapons, coercion, intimidation or pressure.
- O. Stalking includes repeatedly following, harassing, threatening, or intimidating another by telephone, mail, electronic communication, social media, or any other action, device, or method that purposely or knowingly causes substantial emotional distress or reasonable fear of bodily injury or death to the targeted person or a member of their family.

III. Sanctions

Following an investigation by the Title IX Coordinator, or designee, and/or hearing before the Hearing Committee the following sanctions may be imposed, if the available information indicates that a violation has occurred:

- A. Reprimand--A written warning documenting that the student violated a student conduct regulation and indicating that subsequent violations could result in more serious disciplinary sanctions.
- B. Special Conditions—Completion of a variety of educational activities, relating to the nature of the offense may be imposed. Examples include, but are not limited to, the following: a formal apology, an essay or paper on a designated topic, or participation in a special project or activity.
- C. Disciplinary Probation--A written reprimand documenting that the student violated a student conduct regulation. Probation is for a specified period of time and it serves as a warning that subsequent violations could most likely result in more serious disciplinary sanctions.
- D. Loss of Privileges-- Suspension or termination of particular student privileges.
- E. Suspension from the college--Separation from the college for a specified period of time. Suspended students will not receive academic credit for the semester in which the suspension was imposed. During the suspension period, the student may not return to the campus unless prior permission by the Chief Student Services Officer, or designee, has been granted.

- F. Expulsion from the college--Permanent separation from the college. An expelled student may not return to the campus unless prior permission by the Chief Student Services Officer, or designee, has been granted. An expelled student will not receive academic credit for the semester in which the expulsion was imposed.
- G. Additional Measures – Minimizing contact between Complainant and Respondent; may include, but is not limited to: change in academic and extracurricular activities, living arrangements, transportation, dining, and college-related work assignments, as appropriate.
- H. Any combination of the above.

IV. Formal Resolution Process

A. Preliminary Investigation

Within five (5) instructional weekdays after the charge has been filed, the Title IX Coordinator, or designee, shall complete a preliminary investigation of the charge and schedule a meeting with the alleged violator (Respondent) and, if needed, the Complainant. During the pendency of the investigation, the college will take reasonable measures to ensure the requirements of any judicial no-contact, restraining, or protective orders are followed while the Complainant is engaged in school activities. After discussing the alleged infraction with the Respondent and reviewing available information, the Title IX Coordinator, or designee will decide whether the information presented during the meeting indicates that a violation occurred. When the Respondent cannot be reached to schedule an appointment or when the Complainant fails to attend the meeting, the Title IX Coordinator, or designee, will base the decision upon the available information.

B. Sanctioning

If the available information indicates that a violation has occurred, then one of the following sanctions outlined in Section III will be imposed.

C. Notification of Resolution

Within five (5) instructional weekdays of completion of the preliminary investigation, the Title IX Coordinator, or designee, will send a certified letter to the Respondent and to the Complainant. This letter will confirm the date of the preliminary hearing, identify the specific regulation(s) that the Respondent allegedly violated, identify the decision, summarize the rationale, and, if the Respondent violated the regulation(s), state the sanction that was imposed. This letter must also state that if the Respondent or the Complainant disagrees with the decision or the sanction, either party may request a hearing before the Hearing Committee, that the request must be submitted no later than two (2) instructional weekdays after receiving the decision letter unless a request is made and approved by the Title IX Coordinator, or designee, for an extension, and that any decision made and sanction imposed after the preliminary investigation may be held in abeyance pending the outcome of the Hearing Committee's meeting. Under exceptional circumstances, the Title IX coordinator, or designee may extend the timeframe of the investigation and hearing process.

D. Hearing

If it is determined by the Title IX Coordinator, or designee, that the alleged violation occurred and that a hearing is necessary or if a hearing is requested, the Title IX Coordinator, or designee, shall refer the matter to the Hearing Committee together with a report of the nature of the alleged misconduct, the name of the person(s) filing the complaint(s), the name of the student against whom the charge(s) has (have) been filed,

and a summary of the findings from the preliminary investigation. The Title IX coordinator, or designee, will also take steps, where necessary, to prevent the further harassment of or retaliation against the Complainant, the victim (if not the Complainant), or third parties, such as informing them about how to report subsequent problems, following up with them to ensure that there are no subsequent problems, providing trainings for the school community, and providing sexual harassment or sexual assault or other counseling to the Complainant. The Title IX Coordinator, or designee, where appropriate, will ensure the Complainant is aware of available resources such as victim advocacy, housing assistance, academic support, counseling, disability services, health and mental health services, and legal assistance. The Title IX Coordinator, or designee, where appropriate, will also take steps to prevent the harassment of the Respondent. Furthermore, the Title IX Coordinator, or designee will take prompt corrective action if the Complainant or the victim (if not the Complainant) experiences retaliation or is subjected to further sexual harassment or sexual assault or if the original sanctions imposed on the Respondent are ineffective to protect the safety and well-being of the Complainant, the victim (if not the Complainant), or other members of the Technical College community. In cases involving sexual harassment, the Title IX Coordinator, or designee, will also take reasonable steps to eliminate any hostile environment that has been created, such as conducting trainings and disseminating informational materials. In taking the above-outlined steps, the Title IX Coordinator, or designee, will make every reasonable effort to minimize the burden on the Complainant and/or alleged victim.

1. At least seven (7) instructional weekdays before the date set for the Hearing Committee's meeting, the Title IX Coordinator, or designee, shall send a certified letter to the Respondent's address of record and to the Complainant's address of record. The letter must contain the following information:
 - a) A statement of the charge(s).
 - b) A brief description of the incident that led to the charge (s).
 - c) The name of the person(s) submitting the incident report.
 - d) The date, time, and place of the scheduled hearing.
 - e) Identification of the members and chair of the Hearing Committee
 - f) A list of all witnesses who might be called to testify.
 - g) A statement of each party's procedural rights. These rights follow:
 - 1) The right to consult counsel. This role of the person acting as counsel is solely to advise the student. Counsel may not address the Hearing Committee or participate in any of the questioning. The student has the responsibility for paying any of the counsel's fees and any other of the counsel's charges.
 - 2) The right to present witnesses on one's behalf.
 - 3) The right to know the names of any witnesses who may be called to testify at the hearing.
 - 4) The right to review all available evidence, documents, exhibits, etc., that may be presented at the hearing.
 - 5) The right to present evidence; however, the Hearing Committee will determine what evidence is admissible.
 - 6) The right to know the identity of the person(s) bringing the charge(s).
 - 7) The right to hear witnesses on behalf of the person bringing the charges.
 - 8) The right to testify or to refuse to testify without such refusal being detrimental to the student.
 - 9) The right to challenge the participation of any member of the Hearing Panel by submitting a written objection to the assigned Title IX Coordinator within three (3) days of notification. Such an objection must state the specific reason(s) for the objection. The Title IX Coordinator will evaluate the

objection and determine whether to alter the composition. Any changes in the composition of the Hearing Panel will be provided in writing to both parties prior to the date of the first hearing.

10) The right to a fair and impartial decision.

11) The right to appeal the Hearing Committee's decision.

2. On written request of the Respondent or the Complainant, the hearing may be held prior to the expiration of the seven (7) day advance notification period if the Title IX Coordinator, or designee, concurs with this change.
3. The chairperson of the Hearing Committee, in his/her discretion, may postpone the hearing due to circumstances beyond the control of the parties.

E. Appeal

If either student disagrees with the decision or, only in the cases involving charges of sexual violence, the sanction, the student may submit a written appeal to the college's President. This letter must be submitted within ten (10) instructional weekdays of the date on which the Hearing Committee communicated its decision to the parties involved. The written appeal must include a statement indicating why the student disagrees with the Hearing Committee's findings.

The President, or designee, shall review the Hearing Committee's findings, conduct whatever additional inquiries as deemed necessary, and render a decision within ten (10) instructional weekdays of receiving the appeal. The President, whose decision is final, shall have the authority to approve, modify, or overturn the Hearing Committee's decisions and, if needed, void the process and reconvene another Hearing Committee.

The President, or designee, will inform each student about the outcome of the appeal in a certified letter sent to the student's address of record.

V. Informal Resolution/Mediation Process

At any time before the Hearing Committee provides notice of the Complainant's hearing, the Complainant may elect to resolve his or her Complaint through the informal resolution (mediation) process, provided that (1) the Respondent agrees to such resolution, (2) the Complainant and the Respondent are both students, (3) the Title IX Coordinator, or designee, determines that informal resolution is an appropriate mechanism for resolving the Complaint, and (4) the Complaint does not involve sexual assault, sexual exploitation, and sexual violence. Otherwise, a Complaint that is not closed pursuant to the Title IX Coordinator's, or designee's, evaluation of the Investigative Report will proceed to formal resolution.

At any time prior to the date of his or her designated hearing, the Respondent may elect to acknowledge his or her actions and take responsibility for the alleged sexual harassment or sexual assault, sexual exploitation, and sexual violence. In such a situation, the Title IX Coordinator will propose sanction(s). If the Complainant or the Respondent objects to such proposed sanction(s), then a Hearing Committee will convene for the exclusive purpose of determining a sanction, which determination may be subject to appeal.

Informal resolution may not be selected for less than all of the misconduct alleged in the Complaint. If the parties agree to informal resolution (and informal resolution is appropriate for all the claims at issue), then all of the claims must be resolved according to the informal resolution process.

The Complainant and Respondent both have the right to terminate the informal resolution process at any time and proceed with formal resolution. Furthermore, the Title IX Coordinator, or designee, may, where, appropriate, terminate or decline to initiate informal resolution, and proceed with formal resolution instead. In such cases, statements or disclosures made by the parties in the course of the informal resolution process may be considered in the subsequent formal resolution proceedings.

- A. The Title IX Coordinator, or designee, will appoint a Mediator to oversee the mediation process.
- B. Notice of the Mediation- Promptly after the Title IX Coordinator, or designee has appointed the Mediator; the Title IX Coordinator, or designee will provide concurrent written notice to the Complainant and the Respondent, setting forth 1.) the date, time, and location of the mediation; 2.) the name of the individual selected to serve as the Mediator.
- C. No Contact- Parties may not contact each other outside of the mediation, even to discuss the mediation.
- D. Attendance- Both the Complainant and the Respondent are expected to attend the mediation. If either party fails to appear at the mediation, and such party was provided proper notice of the mediation as set forth above, the Mediator may either direct that resolution of the Complaint to be determined according to the formal resolution process set forth above, or if the Complainant fails to appear without good cause, dismiss the Complaint.
- E. The Mediation
 1. The Complainant's Rights. During the mediation the Complainant may:
 - a) Confront the Respondent in the presence of, and facilitated by, the Mediator
 - b) Communicate his or her feelings and perceptions regarding the incident and the impact of the incident either by communicating directly with the Respondent or by communicating indirectly with the Respondent through the Presiding Officer and/or
 - c) Relay his or her wishes and expectations regarding protection in the future.
 2. Counsel and Advisors
 - a) Legal Counsel- Under no circumstances may legal counsel be present at the mediation on behalf of the alleged Complainant or Respondent. The College, however, may seek advice from legal counsel on questions of law and procedure through the mediation process.
 - b) Other Advisors- Absent accommodation for disability, the parties may not be accompanied by an advisor during the mediation.
 3. Resolution

During the mediation, the Presiding Officer will attempt to facilitate the parties' resolution of the Complaint. If the mediation results in a resolution between the parties and the Title IX Coordinator, or designee, finds the resolution to be appropriate under the circumstances (giving consideration to the extent to which the resolution will protect the safety of the Complainant and entire college community), the informal disciplinary procedure will be concluded, and the complaint will be closed. If such a resolution is reached, the terms of the resolution shall be committed to writing and signed by all parties. If the parties are unable to reach a resolution, the formal resolution process outlined above will promptly commence.

4. Revocation

Any party bound by a resolution reached during mediation shall have the right to revoke the written mediation agreement provided such revocation is in writing and received by the Title IX Coordinator, or designee, no later than the close of business on the fifth day after full execution of the agreement.

- F. Privacy and Disclosure. In order to comply with FERPA and Title IX and to provide an orderly process for the presentation and consideration of relevant information without undue intimidation or pressure, the informal resolution process is not open to the general public. Accordingly, documents prepared in anticipation of the mediation and other information introduced at the mediation may not be disclosed outside of the mediation, except as may be required or authorized by law.
- G. Documentation. The college will retain any documentation of the mediation for at least seven (7) years.

VI. Hearing Committee

The Hearing Committee shall be composed of the following:

- A. Five (5) faculty/and or staff members and one (1) Ex Officio nonvoting member appointed by the Title IX Coordinator, or designee.
- B. All cases are decided by a majority vote. In extenuating circumstances hearings may move forward with three (3) members.
- C. The Title IX Coordinator, or designee, will designate one (1) member of the Hearing Committee as the Chair.

The Hearing Committee shall perform the following functions:

- A. Hear cases of alleged violations of the Code of Student Conduct.
- B. Insure that the student's procedural rights are met.
- C. Make decisions based only on evidence and information presented at the hearing.
- D. Determine sanctions, giving consideration to whether a given sanction will (a) bring an end to the violation in question, (b) reasonably prevent a recurrence of a similar violation, and (c) remedy the effects of the violation.
- E. Provide the student with a statement of the committee's decision including findings of fact and, if applicable, impose one or more of the sanctions outlined in Section III.

Hearing Committee Meetings

- A. The chair shall be appointed by the Title IX Coordinator, or designee, from among the membership of the Committee. Ex officio members of the committee may not serve as the chair of the committee.
- B. Committee hearings shall be closed to all persons except the student, the person(s) initiating the charge(s), counsels for any student and for the college, witnesses who will be invited into the hearing and a person, mutually agreed upon by the Committee and the student(s), to serve as the recorder.
- C. The Committee may identify someone to take written notes and the committee will have the hearing, with the exception of deliberations, recorded. No other party in the hearing may record the proceedings, and no other party is entitled to a copy of the notes or the recording. The written notes and the recording will be maintained in the office of the Title IX Coordinator. The student may review the notes and listen to the recording under the supervision of the Title IX Coordinator or designee.
- D. Witnesses shall be called in one at a time to make a statement and to respond to questions.
- E. After hearing all of the information, the Hearing Committee will go begin its deliberations. Using the "preponderance of evidence" standard, which means that it is more likely than

not that the violation, occurred, the members will determine, by majority vote, whether the violation occurred. If it is determined that the violation occurred, by majority vote, the members will decide upon the appropriate sanction.

- F. The Chair of the Hearing Committee will send a certified letter to the Respondent's and to the Complainant's addresses of record within two (2) instructional weekdays of the Committee's decision. The letter shall inform the students about the Committee's decision, the date of the decision, and, if applicable the sanction(s) imposed. The letter will also inform each recipient about the appeal process.
1. When the case results in a finding that the student engaged in an act of sexual violence, the Chair's letter to the Complainant will also include the sanction imposed by the Hearing Committee.
 2. When the case results in a finding that the student engaged in an act of non-violent sexual harassment, the Chair's letter to the Complainant will only include the sanction imposed by the Hearing Committee if the sanction directly relates to the Complainant (e.g., the violator has been directed to stay away from the Complainant while on the college's campus).

VII. Confidentiality and Privacy

The college will protect Complainants' privacy to the extent possible under the law. In some situations, including those in which disciplinary action is a possible outcome, due process may require disclosure of information to persons accused.

The college will make every reasonable effort to abide by Complainants' wishes to remain anonymous; however, the college will balance requests for anonymity/confidentiality with the safety of other members of the community. Factors that will be considered in determining whether to disclose a complaint or report of misconduct to a respondent include: the seriousness of the alleged conduct; the Complainant's age; whether there have been other complaints about the same individual; and the alleged violator's rights to receive information about the allegations if the information is maintained by the school as an "education record" under the Family Educational Rights and Privacy Act (FERPA). All hearings closed to all persons except those referenced in hearing section (VI, "Hearing Committee Meetings").

VIII. Amnesty for Drug and Alcohol Possession and Consumption Violations

Students are encouraged to report instances of sex-based discrimination, sexual harassment, and sexual harassment or sexual assault involving students. Therefore, students who report information about sex-based discrimination, sexual harassment, or sexual harassment or sexual assault involving students will not be disciplined by the college for any violation of the college's drug or alcohol possession or consumption policies in which they might have engaged in connection with the report.

HORRY-GEORGETOWN TECHNICAL COLLEGE

POLICY

Number: 9.3.9
Title: Presence and Safety of Children on Campus
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: 07-08-1999
Last Cabinet Review: 09-19-2012
Last Revision: 09-19-2012

Chairperson

In order to promote an environment conducive to teaching and learning, it is the policy of Horry Georgetown Technical College (HGTC) to ensure that children are not left unattended on campus and that classes or services are not disrupted by children. The College assumes no responsibility or liability for children, nor for any accidents or injuries to children. For the purposes of this policy, a child is defined as any youth under the age of 16 who is not officially registered in an HGTC class or sponsored program.

PROCEDURE

Number: 9.3.9.1
Related Policy: 9.3.9
Title: Presence and Safety of Children on Campus
Responsibility: Associate Vice President for Student Affairs

Original Approval Date: 07-08-1999
Last Cabinet Review: 09-19-2012
Last Revision: 09-19-2012

President

I. General Guidelines

At all times, the parents/accompanying adults are solely responsible for children on campus. No employee, student, or visitor to the college shall leave a child unattended at the college, including in campus buildings, on campus grounds, or in a vehicle, nor shall a child be left with a college employee unless that child is enrolled in an authorized program of the college. The college does not supervise children outside of such officially sanctioned programs and neither the college nor its employees, agents, or students may accept responsibility to do so on behalf of the college. It is the responsibility of parents/accompanying adults to ensure that children do not disrupt the educational or work setting and to provide direct, active supervision of children in their care.

II. Presence of Children in Classrooms and Other Areas

Children are not permitted in classrooms except with the specific prior approval of the faculty member responsible for the class. If, however, the presence of the child creates a disruption of the learning environment, the faculty member may revoke the approval.

Children shall not be present at an employee's workplace (e.g., office, classroom, lab) in lieu of other childcare arrangements, during the employee's working hours. Exceptions may be granted on an emergency basis and for a specified and limited period of time by the appropriate Vice President or his/her designee.

Children are not allowed in areas where dangerous equipment is operated and/or where chemicals, cleaning products, solvents, or any hazardous products are stored or used, or where hazardous work may occur.

III. Notification Required for Unattended Children

If an unattended child is identified on campus, Public Safety should be notified. Public Safety will take custody of the child and will attempt to locate the unattended child's parent/guardian to inform them that this is a violation of college regulation. If the parent/guardian is not located, the appropriate authorities will be contacted and/or arrangements will be made to have the child placed in proper custody.

HORRY-GEORGETOWN TECHNICAL COLLEGE**POLICY**

Number: 9.4.0

Title: Criminal Background Checks on Selected Students, Faculty, and Staff

Authority: Title 44, Chapter 7, in compliance with Article 23, Sections 44-7-2910 of the 1976 Code of Laws of South Carolina, as Amended

Responsibility: Associate Vice President for Student Affairs

Original Approval Date: 12-11-2003

Last Cabinet Review: 11-07-2007

Last Revision:

Chairperson

Criminal background checks will be conducted on faculty, staff and students as required by law, and applicable policies and procedures of the College and other partnering facilities/agencies.

Criminal background check results for faculty, staff and students will be maintained in a confidential manner.

HORRY-GEORGETOWN TECHNICAL COLLEGE

PROCEDURE

Number: 9.4.0.1
 Related Policy: 9.4.0
 Title: Criminal Background Checks On Selected
 Students, Faculty and Staff
 Responsibility: Associate Vice President for Student Affairs
 Original Approval Date: 12-11-2004
 Last Cabinet Review: 11-07-2007
 Last Revision:

 President

Horry Georgetown Technical College receives criminal background check results on students and faculty who are participating in clinical studies at direct care or related facilities/agencies and on students, faculty and staff that have administrative responsibility for minors. These criminal background checks are used to improve the safety and security of individuals at direct care or related facilities and minors in the care of College personnel.

The following guidelines are utilized in conducting criminal background checks on selected faculty, staff, and students as required by law and applicable policies and procedures of the College and partnering facilities/agencies:

- (1) Upon employment, faculty and staff participating in clinical studies at direct care or related facilities/agencies or who have administrative responsibility for minors are required to complete applicable Federal and/or State Criminal Background Check Forms and return completed forms to the Office of Human Resources. Fees for faculty and staff criminal background checks are paid by Horry-Georgetown Technical College. Completed forms and required fees are then forwarded to appropriate agencies by the Office of Human Resources.
- (2) Upon acceptance to limited access or other academic programs where criminal background checks are required by law, College policy, or policies of partnering agencies, students are required to complete Federal and/or State Criminal Background Check Forms and return these forms to the Admissions Office or appropriate Academic Deans' Offices, with applicable fees. Completed forms and required fees are then forwarded to appropriate agencies.
- (3) Before a faculty member or student begins participating in clinical studies at a direct care or related facilities/agencies, Horry-Georgetown Technical College provides a copy of the Federal and/or State criminal background check results to the direct care or related facilities/agencies.
- (4) Criminal background checks received on faculty and staff are maintained in the Office of Human Resources as long as the faculty and staff members are employed at Horry-Georgetown Technical College and for five years after they are no longer employed with the College.

- (5) Criminal background checks received on students are maintained in appropriate academic departments as long as the students are enrolled in Horry-Georgetown Technical College and for five years after they are no longer enrolled at the College.
- (6) If a faculty or staff member has a break in employment or a student has a break in enrollment of 12 months or more, a new criminal background check must be initiated.

HORRY-GEORGETOWN TECHNICAL COLLEGE

POLICY

Number: 9.4.1

Title: Announcements

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

Chairperson

General announcements will be made by a College-wide e-mail, by announcement on WaveNet, or by posting on College bulletin boards. Emergency messages are delivered by Public Safety.

HORRY-GEORGETOWN TECHNICAL COLLEGE

POLICY

Number: 9.4.2
Title: Bulletin Boards
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

Chairperson

Posters, notices, or any information posted on bulletin boards must first be approved by the Associate Vice President for Student Affairs or designee on the Conway Campus, and the Coordinator of Student Affairs or his/her designee, on the Georgetown and Grand Strand campuses.

HORRY-GEORGETOWN TECHNICAL COLLEGE

POLICY

Number: 9.4.3
Title: Health Services for Illness and Injury
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

Chairperson

Horry-Georgetown Technical College seeks to provide a safe, secure learning environment.

As a nonresidential college, infirmary facilities are not provided. First aid kits are available in most departments. Major illness or injury will be referred to professionals.

Horry-Georgetown Technical College provides students with limited accident insurance. This insurance, included in costs of attendance, covers all students while on the premises when College is in session and during college sponsored supervised activities. For specific coverage information, contact the Office of the Associate Vice President of Student Affairs at the Conway Campus.

HORRY-GEORGETOWN TECHNICAL COLLEGE

PROCEDURE

Number: 9.4.3.1
Related Policy: 9.4.3
Title: Health Services for Illness and Injury
Responsibility: Associate Vice President for Student Affairs

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

President

A. Accidental Injury

Any student involved in an accident requiring professional medical treatment at an emergency center, hospital, or physician's office should take the following action:

1. Contact nearest faculty/staff member for assistance.
2. If possible, obtain an accident claim form from the Vice President of Business Affairs office or the Office of Student Affairs before going to hospital or physician's office.
3. Present claim form to emergency center, hospital, or physician.
4. If the student is incapacitated and immediate evacuation is necessary, a member of the faculty or staff should contact 911 for transport of the student to the nearest medical facility and notify the Associate Vice President for Student Affairs on the Conway campus or the Coordinator of Student Affairs or Provost on the Georgetown and Grand Strand campuses, and provide the name of the medical facility or physician to which student was taken.
5. Vice President for Student Affairs, or his/her designee, will immediately contact a family member for the Conway Campus. When the accident occurs on either the Grand Strand or Georgetown Campuses, the assigned Coordinator/Provost or designee of that Campus will notify a family member.
6. If accidental injury occurs during evening classes, Public Safety should be contacted immediately.
7. The Associate Vice President of Student Affairs will notify the President or Senior Vice President of all critical injuries.

B. Illness

Any student who is ill and needs immediate medical attention should take the following action:

1. Contact nearest faculty or staff member for assistance.

C. Students in Clinical Settings

1. Students who may be injured while completing a clinical experience should immediately report the incident to their clinical instructor.
2. The College will follow the procedures specified for the State Accident Fund. This process is administered through the Office of Human Resources.

HORRY-GEORGETOWN TECHNICAL COLLEGE

POLICY

Number: 9.4.4
Title: Career Development
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: 01-12-1995
Last Cabinet Review: 07-10-2013
Last Revision: 07-10-2013

Chairperson

Horry Georgetown Technical College is dedicated to providing career development opportunities to all students, prospective students, and alumni. The services are designed to assist these individuals in making informed career choices.

Career Development activities include assessment, interpretation, career exploration, job search skills seminars, career resource materials, and college transfer information.

In addition, the College through the Career Resource Center works closely with local and regional employers in providing students with current career opportunities.

HORRY-GEORGETOWN TECHNICAL COLLEGE

POLICY

Number: 9.4.5
Title: Student Telephone Messages
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: 07-10-2013
Last Revision: 07-10-2013

Chairperson

Due to the size of the student body of the college, the complexity of schedules, and room locations, the college has established the following telephone message policy:

Classes will be interrupted and messages delivered to students in cases of extreme emergencies only (i.e., severe family illness or death). All such calls will be screened by Public Safety, and the nature of the emergency must be stated before the student will be contacted.

HORRY-GEORGETOWN TECHNICAL COLLEGE

POLICY

Number: 9.4.6

Title: Services to Students with Disabilities

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: 02-12-2008

Last Cabinet Review: 08-13-2014

Last Revision:

Chairperson

Horry Georgetown Technical College believes all qualified students should have the opportunity to access and succeed in higher education. To that end, the College partners with students to provide reasonable accommodations and academic adjustments for students with documented disabilities who self-identify as having a need for such services.

All services to students with disabilities are provided in accordance with and are subject to the requirements and stipulations set forth in applicable State and Federal guidelines, regulations and laws.

HORRY-GEORGETOWN TECHNICAL COLLEGE

PROCEDURE

Number: 9.4.6.1
 Related Policy: 9.4.6
 Title: Services to Students with Disabilities
 Responsibility: Associate Vice President for Student Affairs

Original Approval Date: 02-12-2008
 Last Cabinet Approval: 08-13-2014
 Last Revision: 08-13-2014

President

Horry Georgetown Technical College partners with students to seek out and provide reasonable accommodations and academic adjustments for students with documented disabilities who self-identify as having a need for such services.

All services to students with disabilities are provided in accordance with and are subject to the requirements and stipulations set forth in applicable State and Federal guidelines, regulations and laws, and are provided according to the following procedure.

Establishing Accommodations/Adjustments

- 1) Before accommodations can be provided, students with a qualifying disability must first identify themselves as requiring special academic or physical accommodations each semester as follows:

Students, including distance learning/online students, should self-identify to the Counselor for Disability Services on any of the three campuses.

Note: Students who qualify for accommodations, but who self-identify after the beginning of the semester are not guaranteed uninterrupted services, nor are they guaranteed that grades earned prior to self-identification will be reviewed and/or modified in any way. Likewise, the provision of services in one semester does not guarantee the provision of services in subsequent semesters.

- 2) Students must provide current documentation, normally defined as acceptable documentation obtained within the most recent 3-5 years, from an appropriate professional identifying the disability and recommended accommodations, and must work with the counselor to develop a list of appropriate and applicable accommodations and educational adjustments. The College reserves the right, in compliance with existing laws and regulations, and interpretation of said laws and regulations, to determine what constitutes acceptable documentation.
- 3) Students will work with the appropriate coordinator, who will review documentation of the student's disability and, in a confidential setting with the student, develop an educational accommodation plan.

- 4) The student will be provided formal notification for each professor/class (as required) via a Faculty Notification Form so that the recommended accommodations and/or adjustments are communicated and understood by all involved parties. The professor will sign the Faculty Notification Form indicating whether accommodations and/or adjustments can be provided as outlined or whether he/she requires assistance in implementing said accommodations and/or adjustments. (Note: It is the responsibility of the student to provide the signed form back to the respective counselor.) It is the student's responsibility to discuss the implementation of recommended accommodations and/or adjustments with the professor. In the interest of student confidentiality, the student is under no obligation to share his/her disability with the professor, or any other information not specifically outlined in the Faculty Notification Form.

Service Animals

Service animals are guide dogs, signal dogs, or other animals individually trained to provide assistance to an individual with a disability. If they meet this definition, animals are considered service animals under the ADA. Service animals perform some of the functions and tasks that the individual with the disability cannot perform independently. In September 2010, the Department of Justice placed a limitation on the definition of service animals to include only guide and signal dogs, and miniature horses. These animals must be trained to perform specific work or tasks that are directly related to an individual's disability. "Seeing eye dogs" are one type of service animal used by some individuals who are blind. This is the type of service animal with which most people are familiar.

Horry Georgetown Technical College permits service animals on campus to assist individuals with disabilities.

Modifications

In the event that accommodations and/or adjustments are not proving effective, it is the student's responsibility to notify the respective counselor as soon as possible, so that conditions may be reviewed and modifications made, as appropriate.

Appeals

Students who wish to appeal the decision of the respective counselor concerning recommended accommodations and/or adjustments must file a petition with the Associate Vice President for Student Affairs.

If satisfactory resolution is not reached through this petition, the student may appeal by filing a petition with the regional Office of Civil Rights or through the Civil Court system.

HORRY-GEORGETOWN TECHNICAL COLLEGE

POLICY

Number: 9.5.1
Title: Athletic Programs
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:

Chairperson

Horry Georgetown Technical College, upon approval by the Commission, may establish programs and activities in intramural and inter-institutional athletics, with the exception of organized football. Tag or touch football is permissible as part of an intramural program.

Competition shall be limited to post-secondary institutions within South Carolina and those out-of-state institutions located in communities contiguous to the service area of the institution.

HORRY-GEORGETOWN TECHNICAL COLLEGE

PROCEDURE

Number: 9.5.1.1
Related Policy: 9.5.1
Title: Athletic Programs
Responsibility: Associate Vice President for Student Affairs

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

President

The adoption of an athletic program is of local option and the total cost of such activities shall be from funds budgeted specifically for student athletic activities and accounted for separately. Direct or indirect financial aid, including "grants-in-aid," shall not be given to students for athletic participation.

Institutional athletic programs and budgets are subject to periodic review by the President of the State Board and the State Board.

Each institution shall establish a procedure that will ensure active participation of students and faculty in the planning for athletic programs and activities. This plan must have the approval of the Area Commission prior to implementation.

HORRY-GEORGETOWN TECHNICAL COLLEGE

POLICY

Number: 9.5.2
 Title: Intercollegiate Athletics
 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: 09-22-1995
 Last Cabinet Review: 11-07-2007
 Last Revision: 08-29-2001

Chairperson

The primary purpose of the intercollegiate athletics program at Horry Georgetown Technical College is to provide an opportunity for students to participate in intercollegiate competition. Additionally, intercollegiate athletics embraces the concept that athletics contributes to student success by providing the knowledge, skills, and experiences which assist the student in achieving his/her career and educational goals. Athletics enhances the student's physical and emotional well-being, as well as, provides an opportunity for social and ethical development.

All intercollegiate athletic programs will be approved by the Commission. The ultimate responsibility for the athletic program rests with the President of the College. Horry Georgetown Technical College, with appropriate oversight by the Commission, and the President, with input from faculty and staff, establishes the purpose and goals of the intercollegiate athletic program, approves all financial activity, oversees the recruitment and admissions, and systematically evaluates the athletic program. The athletic program is required to adhere to the institution's regular planning, budgeting, accounting and auditing procedures.

Goals and Objectives

The College recognizes the following goals and objectives have been developed by the Athletic Advisory Committee, and approved by the administration:

1. To provide an opportunity for students to participate in intercollegiate competition.
2. To contribute to student success by providing the knowledge, skills, and experiences which assist the student in achieving his/her career and educational goals.
3. To enhance students' physical and emotional well-being through involvement in team sports.
4. To promote the development of personal and interpersonal skills.
5. To promote ethical development through an emphasis on good sportsmanship.

Eligibility of Student Athletes

In order to be eligible to participate in intercollegiate or intramural athletics a student must be a registered student carrying a minimum of six (6) credit hours during the term of competition with a cumulative grade point average of 2.50 or better.

Evaluation

An annual evaluation of the athletic program will take place during the summer semester and will encompass all aspects of the athletic program, including recruitment and admissions, and all fiscal operations.

HORRY-GEORGETOWN TECHNICAL COLLEGE

POLICY

Number: 9.5.4
 Title: Student Engagement
 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: 08-19-2015
 Last Revision: 08-19-2015

Chairperson

A variety of student activities are available for the students, faculty, and staff of Horry Georgetown Technical College. The college provides extracurricular and co-curricular activities, sports, and cultural activities. The college also sponsors many student organizations and clubs.

The student engagement program operates under the direct oversight of the Director of Student Services – Grand Strand, and is supervised by the Associate Vice President for Student Affairs.

HORRY-GEORGETOWN TECHNICAL COLLEGE

POLICY

Number: 9.5.5
Title: Registration of Student Club, Organization, and/or Affiliation
Authority: Title 59, Chapter 53, Sections 810 and following, Code of Laws of South Carolina, As Amended
Responsibility: Associate Vice President for Student Affairs

Original Approval Date: 10-12-1995
Last Cabinet Review: 08-19-2015
Last Revision: 08-19-2015

Chairperson

Horry Georgetown Technical College recognizes the importance of student clubs, organizations, and affiliations (herein referred to as "clubs"). The general purpose of these clubs is to provide the students with opportunities outside of the classroom to develop and grow. Therefore, students are encouraged to create new clubs and to join existing clubs. However, all student clubs must apply to register as a club or organization through the Director of Student Affairs – Grand Strand.

HORRY-GEORGETOWN TECHNICAL COLLEGE

PROCEDURE

Number: 9.5.5.1
Related Policy: 9.5.5
Title: Registration of Student Club, Organizations and/or Affiliations
Responsibility: Director of Student Affairs – Grand Strand

Original Approval Date: 08-16-1995
Last Cabinet Review: 08-19-2015
Last Revision: 08-19-2015

President

In order to become a club or organization of Horry Georgetown Technical College, the following must be accomplished:

1. a club registration form must be submitted to the Director of Student Affairs – Grand Strand;
2. the club's bylaws must be submitted to the Director of Student Affairs – Grand Strand (which includes the club's procedure for electing officers);
3. the advisor(s) shall be named. There must be at least one full-time employee of the College serving as an advisor to the club; and
4. the Director of Student Affairs – Grand Strand, the Assistant Vice President for Student Success, and the Associate Vice President for Student Affairs approval obtained.

HORRY-GEORGETOWN TECHNICAL COLLEGE

POLICY

Number: 9.5.6
 Title: Fundraising by Student Clubs, Organizations and/or Affiliations
 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: 10-12-1995
 Last Cabinet Review: 08-19-2015
 Last Revision: 08-19-2015

Chairperson

Horry Georgetown Technical College recognizes the need for student clubs, organizations, and/or affiliations to raise funds to underwrite the cost of their respective club's activities and events. Only officially recognized student organizations at Horry Georgetown Technical College have the privilege to raise funds on or off campus for this purpose. The Club's Advisor(s), Director of Student Affairs – Grand Strand, Associate Vice President for Student Affairs and the College President or his/her designee must be notified and approval sought for any external fundraising activities.

Also, Horry Georgetown Technical College recognizes the need for student clubs, organizations, and/or affiliations to solicit donations from businesses and individuals to support their respective club's activities and events. Only officially recognized student clubs or organizations at Horry Georgetown Technical College have the privilege to solicit donations on or off campus for this purpose. The Club's Advisor(s), Director of Student Affairs – Grand Strand, Associate Vice President for Student Affairs, the Vice President for Business Affairs, and the College President or his/her designee must be notified and approval sought prior to any donation solicitation activity.

HORRY-GEORGETOWN TECHNICAL COLLEGE

PROCEDURE

Number: 9.5.6.1
Related Policy: 9.5.6
Title: Fundraising by Student Clubs, Organizations, and/or Affiliations
Responsibility: Director of Student Affairs – Grand Strand

Original Approval Date: 08-16-1995
Last Cabinet Review: 08-19-2015
Last Revision: 08-19-2015

President

Only officially recognized organizations at Horry Georgetown Technical College have the privilege to raise funds on or off campus. In order to do so, all student organizations must complete a Fundraising Request Form and obtain approval at least two weeks prior to the fundraising initiative.

There must be a specific purpose for the fundraising initiative and the purpose must be clearly stated on the form.

All fundraising efforts must be approved by the Club's Advisor(s), Director of Student Affairs - Grand Strand, Associate Vice President for Student Affairs, and the College President or his/her designee.

Only officially recognized student organizations at Horry Georgetown Technical College have the privilege to solicit donations on or off campus for the purpose of underwriting the cost of their respective club's activities and events. In order to do so, all student organizations must complete a Donation Solicitation Form and obtain prior approval at least two weeks before the donation solicitation activity.

There must be a specific purpose for the donation solicitation and the purpose must be clearly stated on the form.

The Club's Advisor(s), Director of Student Affairs – Grand Strand, Associate Vice President for Student Affairs, the Vice President for Business Affairs, and the College President or his/her designee must be notified and approval sought prior to any donation solicitation activity.

It is the responsibility of the authorized Club Advisor to ensure compliance with Policies and Procedures; (to include but not limited to) the Student Code of Conduct, Alcohol and Drug, and Dress Code during the fundraising activities.

HORRY-GEORGETOWN TECHNICAL COLLEGE

POLICY

Number: 9.5.8
Title: Commencement Exercises
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: 04-08-1993
Last Cabinet Review: 04-17-2013
Last Revision: 04-17-2013

Chairperson

Horry Georgetown Technical College will hold the Commencement Ceremony (graduation exercises) for graduates annually in May. All students completing their academic requirements during the Fall or Spring Semester are invited to participate in the graduation exercises.

Additionally, students who will complete their degree requirements by the end of the summer term of that current academic year may participate in the graduation exercises. The same requirements apply to these students as stated in Policy 8.6.12.

HORRY-GEORGETOWN TECHNICAL COLLEGE

PROCEDURE

Number: 9.5.8.1
Related Policy: 9.5.8
Title: Commencement Exercises
Responsibility: Associate Vice President for Student Affairs

Original Approval Date: 02-26-1997
Last Cabinet Review: 04-17-2013
Last Revision: 04-17-2013

President

To implement the annual Commencement Exercises, a number of tasks must be accomplished in a timely manner.

The Director of Campus and Student Services:

1. Reserves space and coordinates the associated logistics.
2. Confirms public safety and emergency responders.
3. Coordinates the printing of appropriate materials for graduates, guests and faculty.
4. Communicates in a timely manner with involved parties regarding roles, expectations and responsibilities.
5. Obtains a list of certified graduates from the Registrar's Office.
6. Ensures platform party and faculty have regalia.
7. Ensures compliance with the Americans with Disabilities Act for the event.
8. Coordinates supplemental services including, but not limited to, décor, and musical accompaniment.
9. Collaborates with key College leaders and other personnel to ensure all aspects of the program are implemented.

HORRY-GEORGETOWN TECHNICAL COLLEGE**POLICY**

Number: 9.5.9
Title: Student Engagement Hour
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: 08-14-1997
Last Cabinet Review: 06-10-2015
Last Revision: 06-10-2015

Chairperson

During the academic year, each fall and each spring semester, Horry Georgetown Technical College will provide three (3) student engagement hours.

HORRY-GEORGETOWN TECHNICAL COLLEGE

PROCEDURE

Number: 9.5.9.1
Related Policy: 9.5.9
Title: Student Engagement Hour
Responsibility: Director of Student Affairs – Grand Strand

Original Approval Date: 04-23-1997
Last Cabinet Review: 08-19-2015
Last Revision: 08-19-2015

President

The Director of Student Affairs – Grand Strand will schedule three student engagement hours each semester. Student engagement hours will be communicated to the college community from the Office of Student Affairs annually in July.

Student Affairs staff will coordinate co-curricular programming for these time periods that will provide opportunities for student development. Additionally, student clubs may use the student engagement hour as time to meet.

HORRY-GEORGETOWN TECHNICAL COLLEGE

POLICY

Number: 9.5.10
Title: Student Publications
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: 08-14-1997
Last Cabinet Review: 07-10-2013
Last Revision: 11-07-2007

Chairperson

The College is supportive of the development of student publications. Students or student organizations interested in developing a student publication should present to the Associate Vice President for Student Affairs, a statement of intent to develop such a publication. This statement will include the proposed publication name, purpose, editorial staff, editorial process, and publication timetable.

The College will exercise due editorial diligence over student publications according to established procedures.

HORRY-GEORGETOWN TECHNICAL COLLEGE

PROCEDURE

Number: 9.5.10.1
 Related Policy: 9.5.10
 Title: Student Publication Editorial Board
 Responsibility: Associate Vice President for Student Affairs

Original Approval Date: 08-01-1994
 Last Cabinet Review: 07-10-2013
 Last Revision: 07-10-2013

President

Purpose

Should students or a student organization receive approval to develop a publication, an Editorial Board shall be established to protect the press, to exercise editorial control to avoid offensive, abusive or inaccurate materials, protect against libel, and to safeguard editorial policies.

- A. Membership on the Editorial Board shall consist of the following member, each to serve a one-year term.
 1. One Student member to be selected by the Student Engagement Fee Allocation Committee or Associate Vice President for Student Affairs.
 2. Two representatives from existing publication staff selected by the faculty advisor.
 3. One faculty representative will serve as advisor. The President will appoint the faculty advisor on the recommendation of the Associate Vice President for Student Affairs and approval of the Senior Vice President.
 4. One administrator nominated by the Senior Vice President and appointed by the President.
- B. The Editorial Board will select its own chairperson and other officers as deemed necessary by the Board.
- C. The Editorial Board will establish rules and regulations that are consistent with existing College policies and procedures to govern the following areas.
 1. Solicitation, fundraising, advertising or other activities.
 2. Approval of material for publication.
 3. Disposition of matters brought to Board's attention by publication staff or by the administration.
- D. Decisions of Editorial Board may be appealed to the President for review and resolution.

HORRY-GEORGETOWN TECHNICAL COLLEGE

Policy

Number:	9.6.1
Title:	Institutional Scholarships
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:	09-09-1993
Last Cabinet Review:	01-23-2013
Last Revision:	05-14-2003

Chairperson

External funds contributed to the College as institutional scholarship monies can be received and awarded by the College. Scholarship funds received by the institution may or may not be awarded within the same fiscal year received.

The state allows up to 7% of tuition revenue to be expended for tuition scholarships at the discretion of the President. These scholarships have been named the Presidential Scholarships.

If, for any reason, the College questions the appropriateness of any award, it reserves the right not to participate in the process.

HORRY-GEORGETOWN TECHNICAL COLLEGE

PROCEDURE

Number: 9.6.1.1
Related Policy: 9.6.1
Title: Institutional Scholarships
Responsibility: Vice President for Business Affairs

Original Approval Date: 08-01-1994
Last Cabinet Review: 01-23-2013
Last Revision: 01-23-2013

President

I. Scholarship Committee:

The President and/or designee annually appoints a Scholarship Committee, consisting of a:

Chairperson, and

At least one (1) representative from each of the following areas:

- HGTC Foundation
- Academics
- Student Support Services

The Committee is responsible for determining scholarship recipients, in accordance with the guidelines established by the granting Agency or the College. The Committee meets at the call of the Chairperson. A quorum must be present at all meetings.

II. Presidential Scholarships

Presidential Scholarships are awarded to one (1) student from each high school in the service area at the recommendation of the high school. Additional scholarships may be awarded from the Presidential Scholarship monies within the approved guidelines at the discretion of both the appropriate Vice President and the Director of Financial Aid and Veterans Affairs.

HORRY-GEORGETOWN TECHNICAL COLLEGE

POLICY

Number: 9.6.2
Title: Academic Satisfactory Progress for Title IV Student Aid Recipient
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: 09-09-1993
Last Cabinet Review: 01-23-2013
Last Revision:

Chairperson

Students receiving the financial assistance from the federal government through the Pell Grant, Supplemental Grant (SEOG), Direct Loan, Lottery Tuition Assistance (LTA) and/or College Work-Study (CWS) program must be making satisfactory academic progress toward a degree, diploma or certificate and are otherwise eligible for aid as stipulated by the respective funding source.

HORRY-GEORGETOWN TECHNICAL COLLEGE

PROCEDURE

Number: 9.6.2.1
 Related Policy: 9.6.2
 Title: Academic Satisfactory Progress for Title IV Student Aid Recipient
 Responsibility: Vice President for Business Affairs

Original Approval Date: 08-01-1994
 Last Cabinet Review: 01-23-2013
 Last Revision: 01-23-2013

President

I. The standards by which satisfactory academic progress is measured are as indicated in the policy outlined below. Financial aid awards depend on the maintenance of satisfactory progress while attending Horry-Georgetown Technical College.

II. Purpose

The Education Amendments of 1976 provide that students shall be entitled to receive financial aid from the Federal government only if they maintain satisfactory progress in the course of study they are pursuing. Subsequent regulations have directed colleges to establish, publicize and uniformly enforce reasonable standards of satisfactory academic progress in order to be eligible to participate in Title IV Federal Aid Program.

III. Duration of Eligibility

- A. The Department of Education regulations direct that students receiving Title IV aid must complete their degree, diploma or certificate program within established time frames. The maximum number of hours a student can take in a degree, diploma, or certificate program is 150% of the number of credit hours required to complete a major.
- B. Title IV financial aid programs also require that colleges establish increments that indicate whether students successfully complete a minimum percentage of work within the increment that counts toward a degree, diploma, or certificate. Quality hours are those hours for which a student receives a grade that computes in the student's grade point average.

IV. Statement of Satisfactory Progress

In addition to the requirements of Paragraph I above, students receiving federal financial aid also must maintain the following academic standards.

1. Financial Aid Probation/Suspension

- a. Students receiving financial aid who are placed on academic warning by the College will be placed on financial aid probation. They will remain eligible for financial aid as long as they continue to meet the College's standards of progress for academic warning students, and minimum quality hours requirements indicated in Table II of this policy.

- b. Students who are receiving financial aid will be excluded from further payment if they are placed on academic probation from the College or fail to complete the minimum quality hours required as indicated in Table II. Upon continuance on financial aid following suspension, students on financial aid must achieve a minimum current semester GPA of 2.0 in six or more credit hours within their program of study and establish minimum quality hours before reinstatement of benefits will be authorized.

V. If a student who has not previously received federal financial aid becomes eligible in later semesters, before receiving aid, he/she must meet the same standards as required by a student who has been receiving aid since his/her first semester (i.e., the student must be progressing satisfactorily toward a degree, diploma, or certificate).

- a. Students who need preparatory courses will be allowed a maximum of two (2) semesters (30 credit hours) in the Developmental Studies courses prior to entering their program of study. This time will not count toward maximum completion times except when curriculum courses are taken in conjunction with Developmental Studies courses.
- b. Students may not receive financial aid for courses that have already been attempted twice.
- c. Students on financial aid will be permitted to change their program two (2) times only without possible loss of aid. A second change will be allowed only upon recommendation of a college counselor and approval of the Director of Financial Aid. In each case, aid can be available only if the student has not been terminated from aid in a prior program.
- d. Students receiving financial aid must be taking those courses approved for the curriculum for which he/she has been accepted. Any substitutions must be documented by the student's advisor/department head. An exception may be made for the last semester prior to graduation to allow ½ time status.
- e. Students entering with advanced standing (transfer students, students changing curriculums, students entering all curriculum courses from combination Developmental Studies/curriculum) will have these credits used in determining minimum incremental requirements. (Example: If a student has from 20-39 semester credits, he/she will be placed at the end of the fourth semester, etc.)

IV. Appeals Process

- a. Any student may appeal any decision regarding financial assistance and satisfactory progress to the Financial Aid Appeals Committee. Students who wish to file an appeal should complete a Financial Aid Appeals Form which is available online via the College webpage. In addition, students may pick up the form from the Financial Aid Office on any Campus. Group information sessions are scheduled for each Campus prior to the beginning of each term. The schedule for the sessions is advertised via the College website and WaveNet. Students may turn in their completed Financial Aid Appeals Form at any of these sessions. Students will be notified of the Committee's decision via their WaveNet Financial Aid Account.

TABLE I

TITLE IV MAXIMUM COMPLETION TIMES FOR ACADEMIC PROGRAMS

STUDENT STATUS	MAXIMUM DEGREE COMPLETION TIME	MAXIMUM DIPLOMA COMPLETION TIME	MAXIMUM CERT. COMP. TIME
Full Time (12 credit hrs or more)	7 Semesters	5 Semesters	3 Semesters
3/4 time (9-11 credit hrs)	10 Semesters	7 Semesters	4 Semesters
1/2 time (6-8 credit hrs)	14 Semesters	10 Semesters	6 Semesters

TABLE II

MINIMUM QUALITY HOURS COMPLETION RATES
FOR CONTINUATION OF FINANCIAL AID

	2 SEM	4 SEM	6 SEM	8 SEM	10 SEM
Full-time	20 QH	40 QH	60 QH	84 QH	108 QH
3/4 time	15 QH	30 QH	45 QH	63 QH	81 QH
1/2 time	10 QH	20 QH	30 QH	42 QH	54 QH

Quality hours are those that count toward a GPA or graduation. Students in Developmental Studies must complete these hours with an "S" or "SC." A maximum of two semesters is allowed for Developmental Studies courses.

HORRY-GEORGETOWN TECHNICAL COLLEGE

POLICY

Number: 9.6.3
 Title: Financial Aid: Guiding Philosophy
 Authority: Title 59, Chapter 53, Sections 810-860 of the 1976 Code of Laws of South Carolina, as Amended
 Responsibility: Financial Aid Director

Original Approval Date: 09-09-1993
 Last Cabinet Review: 01-23-2013
 Last Revision:

Chairperson

The primary goal of the Student Financial Aid Office at Horry Georgetown Technical College is service to the student, the college, and the communities served by the college. The Financial Aid Office is committed to assist students in obtaining the financial means by which to pursue their education.

Listed below are the guiding principles of the Horry Georgetown Financial Aid Program:

1. The primary purpose of the Horry Georgetown Technical College Financial Aid Program is to provide financial assistance to students who, without such aid, would be unable to attend post-secondary school. The family of a student, however, is expected to make a maximum effort to assist the student with school expenses. Financial assistance should be viewed only as supplementary to the efforts of the family.
2. In selecting students to receive financial assistance, other than the Pell Grant, the College places primary emphasis upon need, academic achievement, and future promise.
3. The College is further dedicated to seeing that no qualified student should be denied access to a higher education because of lack of financial resources. Therefore, the Director of Financial Aid will be knowledgeable concerning other possible aid for students and share this information with the students.
4. The Financial Aid Office provides counseling for students and their parents when these students need help in completing the financial planning required to meet their educational expenses. This service is not limited to Horry-Georgetown Technical College students or potential students.
5. The College, believing that every student is a person of worth regardless of financial status, will staff the Financial Aid Office with personnel who will handle each with concern and respect for the student's feelings and situation.
6. The Financial Aid Office will be responsible for implementation of all federal, state, and local regulations to insure that aid is awarded in the spirit of the law and to insure a valid financial aid audit trail.

HORRY-GEORGETOWN TECHNICAL COLLEGE

PROCEDURE

Number: 9.6.3.1
 Related Policy: 9.6.3
 Title: Veterans' Administration Office: Statement
 Responsibility: Director of Financial Aid

Original Approval Date: 08-01-1994
 Last Cabinet Review: 01-23-2013
 Last Revision: 01-23-2013

President

Horry Georgetown Technical College is approved for training under Public Law 16-634, 815, 894, and 88-36. The College is approved for both day and evening programs. The College maintains a full-time Veterans' Coordinator in the Student Financial Aid Office.

Veterans and war orphans planning to attend the College should contact the Veterans' Affairs Office at the school well in advance of the registration date.

It is suggested the prospective veteran students contact the nearest VA Office and/or the local county service officer well in advance to make sure that all paper work is in order. Veterans and war orphans are subject to the regular admission requirements at Horry Georgetown Technical College.

Under procedures established by the VA, a veteran with established eligibility who applies for advance payments will have his first VA check awaiting him at the College when he registers. This should assist in making financial obligations easier for the veteran. The veteran must request advance payment (at least 45 days) prior to the beginning of the semester by signing the necessary form in the Veterans Coordinator's Office.

Veteran students with academic deficiencies who require remedial work may enroll in remedial courses designed to meet entrance requirements of a specific curriculum. Students enrolled in remedial courses who carry a total number of instructional hours required for full-time students are classified as full-time students with the VA. A veteran enrolled in a remedial program at the College qualifies for a full-time stipend if he or she takes a total of at least 12 credit hours.

Regulations set forth by the Veterans' Administration have necessitated limiting entrance into any curriculum that has an 85 percent (85%) veteran enrollment. If any curriculum is found to have more than 85 percent (85%) veterans, no new veteran student can be admitted into that curriculum until that percentage drops to the acceptable level.

For additional information on veterans' benefits having to do with education, contact the Veterans' Coordinator in the Financial Aid Office at Horry Georgetown Technical College.

HORRY-GEORGETOWN TECHNICAL COLLEGE

PROCEDURE

Number: 9.6.3.2
Related Policy: 9.6.3
Title: Auditing Veteran Students' Academic Records
Responsibility: Veterans Administration Office

Original Approval Date: 08-01-1994
Last Cabinet Review: 01-23-2013
Last Revision: 01-23-2013

President

- I. The policy of Horry Georgetown Technical College is to conduct a 100 percent (100%) audit each semester of the academic records of all veteran students.
- II. Procedures
 - A. A semester course breakdown (curriculum guide sheet) showing approved courses, including electives, for the selected program of study will be secured from the Senior Vice President for Academic Affairs and attached to the veteran student's file folder.
 - B. The grades of each course previously taken, as well as all transfer credits awarded, will be maintained in the student record.
 - C. The veteran student, after completing the registration process, must notify the Veterans Affairs Coordinator to certify the enrollment. Students enrolled in the Associate in Occupational Technology (AOT) programs will also be required to provide the Veterans Affairs Coordinator with the name and contact information of his/her academic advisor, along with a copy of their academic plan.
 - D. The VA Coordinator will then determine:
 1. That all courses registered for, are approved program courses, including approved electives.
 2. That there is no course being repeated for which passing grades have been received.
 3. That credit hours taken qualifies the veteran student for full-time, three-quarter time, one-half time, or quarter-time status.

- a. Any veteran student attempting to register for courses, including electives, which are not approved for his/her program will be immediately returned to his/her academic advisor for adjustments or advised that such courses cannot be certified for payment of VA educational benefits.
- E. After the completion of the academic records audit, veteran students will continue through the registration process.
- F. Veteran students registering late will follow the same procedures as listed above.

HORRY-GEORGETOWN TECHNICAL COLLEGE

POLICY

Number: 9.6.4
Title: 4% Educational Fee Waiver
Authority: Title 59, Chapter 53, Sections 810-860 of the 1976 Code of Laws of South Carolina, as Amended
Responsibility: Financial Aid Office

Original Approval Date: 07-13-2000
Last Cabinet Review: 01-23-2013
Last Revision:

Chairperson

Horry Georgetown Technical College may provide scholarships through Educational Fee Waivers to qualified students. Scholarships will be consistent with the State Board for Technical and Comprehensive Education's (SBTCE) Educational Fee Waiver Policy Number 3-2-205 and Procedure Number 3-2-205.1, and up to the total four percent (4%) waiver total.

The Commission shall authorize the College President to determine the areas of scholarship for application of this fee waiver provision, consistent with State Board Policy and Procedures.

The President shall provide an annual report to the Area Commission on the allocations of these fee waivers for qualified students, and the Area Commission may choose to advise the President on alternative or additional areas of scholarship.

HORRY-GEORGETOWN TECHNICAL COLLEGE

PROCEDURE

Number:	9.6.4.1
Related Policy:	9.6.4
Title:	Presidential Scholarships
Responsibility:	Financial Aid Office
Original Approval Date:	06-01-2000
Last Cabinet Review:	01-23-2013
Last Revision:	

 President

Horry Georgetown Technical College will provide scholarships to deserving students through the use of educational fee waivers which are consistent with the College and SBTCE policy. Scholarships will be provided for qualified students in the following areas: academic scholarships, special programs and minority/special needs/non-traditional career students. Educational fee waivers may also be available to support a President's scholarship fund.

Scholarship Qualifications:

Academic: Horry Georgetown Technical College will select one student to receive a scholarship from each high school and vocational school in the College's service area. The scholarship will be based on established criteria and procedures. Student selection will be made during the spring semester and will be determined by the student's class rank, extracurricular activities, and an interest in attending Horry-Georgetown Technical College.

Special Programs: Horry Georgetown Technical College will allocate educational fee waivers as scholarships to enhance special programs at the College. These scholarships will be awarded to qualified students desiring to enroll in selected curricula. Determination of the scholarship will be based on the student's interest in a special field, academic preparation and financial need.

Minority, Special Needs and Non-Traditional Student Scholarships: Horry Georgetown Technical College will make available educational fee waivers for minority, special needs and/or non-traditional students. The purpose of these scholarships will be to provide assistance for deserving students to attend the College. Selection criteria will be based on academic readiness, financial need, and the student's desire to enroll in a program. Criteria for each category will be published before applications can be accepted.

Presidential Scholarships: Educational fee waivers will be available at the discretion of the President for awarding scholarships.

Scholarship Duration: Scholarships are normally awarded for one academic year (nine months). Students remaining in their original curriculum and who meet the required GPA may qualify for an additional academic year.

Scholarship Amount: An educational fee waiver may pay for up to the full tuition amount for both in-county and out-of-county students for the duration of the scholarship.

Program Management: The Financial Aid Office is responsible for program management and will develop all procedures and documentation necessary for the operation of the program. The coordination of all services with other College departments and staff will assure effective program management.

HORRY-GEORGETOWN TECHNICAL COLLEGE

POLICY

Number: 9.6.5
 Title: Professional Judgment
 Authority: Title 59, Chapter 53, Sections 810-860 of the 1976 Code of Laws of South Carolina, as Amended
 Responsibility: Financial Aid Director
 Original Approval Date: 09-09-1993
 Last Cabinet Review: 01-23-2013
 Last Revision:

Chairperson

Authority to exercise professional judgment is found in the federal financial aid regulations. Both current regulations and law recognize that the Student Financial Aid Office may sometimes need to make adjustments to the costs of attendance and/or to the expected family contribution to allow for special circumstances.

For the current award year, the financial aid office may use professional judgment to either increase or decrease one or more of the data elements used to calculate the EFC. The reason must be documented in the student's file and it must relate to that student's special circumstances. Special circumstances are described as those that differentiate an individual student, not conditions that exist for a whole class of students. Thus, adjustments may only be made on a "case-by-case" basis.

The FAFSA does not collect information on special circumstances, but a notice in Section 1 tells applicants to notify the financial aid administrator if they have special circumstances. The FAFSA gives examples of elementary or secondary school tuition, unusual medical or dental expenses, a family member who is a dislocated worker, or other unusual circumstances. Professional judgment is not limited to the situations mentioned, and could include those circumstances that were considered to be "special conditions" in previous school years, such as divorce, separation, or the death of a parent or spouse after the application was filed.

In exercising professional judgment the financial aid office may no longer make a direct change to the EFC figure, assessment rates, or allowances; they may only adjust an actual data item. The data item that is changed should reflect the student's special circumstances.

HORRY-GEORGETOWN TECHNICAL COLLEGE

POLICY

Number: 9.6.6
Title: Financial Aid Refund Policy
Authority: Title 59, Chapter 53, Sections 810-860 of the 1976 Code of Laws of South Carolina, as Amended
Responsibility: Financial Aid Director

Original Approval Date: 09-09-1993
Last Cabinet Review: 01-23-2013
Last Revision: 12-08-1994

Chairperson

Refunds for Title IV (Financial Aid) students must be refunded in accordance with the Department of Education's Student Assistance General Provisions (Interim Final Rule, April 29, 1994).

HORRY-GEORGETOWN TECHNICAL COLLEGE

POLICY

Number: 9.6.7
 Title: Verification of Title IV Recipients
 Authority: Title 59, Chapter 53, Sections 810-860 of the 1976 Code of Laws of South Carolina, as Amended
 Responsibility: Financial Aid Director

Original Approval Date: 09-09-1993
 Last Cabinet Review: 01-23-2013
 Last Revision:

Chairperson

Horry Georgetown Technical College adheres to the following verification principles developed by the National Association of Student Financial Aid Administrators (NASFAA).

To ensure that limited financial aid funds are awarded to eligible students in an equitable and consistent manner, all institutions must develop policies for verification of family reported information.

Requirements for verification of family-reported information for purposes of qualifying for financial aid must be cost effective, flexible, and based upon acceptance of a reasonable tolerance range for error applied to award amounts.

While institutions vary widely by type, students served, and mission, minimum standards for verification must exist for all institutions.

Established institutional policies which outline required forms and procedures to fulfill verification standards shall be written and made available to applicants for financial aid.

Verification procedures must be uniformly applied to all financial aid programs which require a demonstrated financial need as eligibility criterion.

Verification procedures used by institutions should as a minimum based on an accurate representation of the applicant pool and may include the use of single or multiple edit checks used to establish error-prone criteria.

HORRY-GEORGETOWN TECHNICAL COLLEGE

POLICY

Number: 9.7.1
Title: Bookstore
Authority: Title 59, Chapter 53, Sections 810-860 of the 1976 Code of Laws of South Carolina, as Amended
Responsibility: Bookstore Manager

Original Approval Date: 09-09-1993
Last Cabinet Review: 03-28-2012
Last Revision:

Chairperson

It is the policy of the Horry Georgetown Technical College Bookstore to provide textbooks, supplies and other teaching aids to faculty, staff students and the general public.

HORRY-GEORGETOWN TECHNICAL COLLEGE

PROCEDURE

Number: 9.7.1.1
Related Policy: 9.7.1
Title: Bookstore Operational Hours
Responsibility: Bookstore Manager

Original Approval Date: 09-09-1993
Last Cabinet Review: 03-28-2012
Last Revision: 03-28-2012

President

The Bookstore operational hours are as follows:

Monday	7:30 a.m. – 6:00 p.m.
Tuesday	7:30 a.m. – 6:00 p.m.
Wednesday	7:30 a.m. – 6:00 p.m.
Thursday	7:30 a.m. – 6:00 p.m.
Friday	7:30 a.m. – 2:00 p.m.

HORRY-GEORGETOWN TECHNICAL COLLEGE

POLICY

Number: 9.8.1
Title: Campus Safety
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: 08-12-2014
Last Cabinet Review: 08-12-2014
Last Revision:

Chairperson

Horry Georgetown Technical College is committed to maintaining a safe, secure campus environment for the college community. As such, the College provides campus public safety services, and cooperates with all appropriate federal, state and local law enforcement and safety organizations and agencies, as necessary. The College is committed to the enforcement of all applicable federal, state and local laws and regulations, and to the timely, accurate reporting of safety information and statistics as required by applicable law, regulations and policies.

HORRY-GEORGETOWN TECHNICAL COLLEGE

PROCEDURE

Number: 9.8.1.1
 Related Policy: 9.8.1
 Title: Campus Safety
 Responsibility: Vice President for Business Affairs and Associate Vice President
 For Student Affairs

Original Approval Date: 09-24-2014
 Last Cabinet Review: 02-03-2016
 Last Revision: 02-03-2016

 President

Horry Georgetown Technical College is committed to providing a safe and secure environment for all members of the college community. The Vice President of Business Affairs shall be primarily responsible for accomplishment of this objective, but may work with other divisions within the college to ensure attainment of this goal. The College will employ a Public Safety Department to provide services or assistance, within guidelines established by the College and pursuant to state and federal regulations, to maintain a safe and secure environment for faculty, staff, students and the general community. The College will also establish programs, procedures, rules, regulations and guidelines designed to provide a safe and secure environment, and to otherwise ensure compliance with state, federal and other requirements.

Timely Warning

In the event that a situation arises, either on or off campus, that, in the judgment of the College President or the Emergency Management Team, constitutes an ongoing or continuing threat, a “timely warning” notification will be issued. The warning may be issued through the college e-mail system to students, faculty, and staff and/or through the VoIP telephone system known as TechAlert.

Depending on the particular circumstances, a notice may be posted on the public website and/or the College intranet, WaveNet. A copy of the notice may also be posted in each building on the affected campus(es). Anyone with information warranting a timely warning should report the circumstances to:

Conway Campus:

	<u>Calling from on-campus</u>	<u>Calling from off-campus/cell</u>
HGTC Public Safety (PS)	Ext. 7806	(843) 251-6111
When PS cannot be reached	Ext. 9-911	911

Also, individuals should know the locations of the Emergency Call Boxes and use them in the event of an emergency.

Grand Strand Campus:

	<u>Calling from on-campus</u>	<u>Calling from off-campus/cell</u>
HGTC Public Safety (PS)	Ext. 2115	(843) 251-9405
When PS cannot be reached	Ext. 9-911	911

Also, individuals should know the locations of the Emergency Call Boxes and use them in the event of an emergency.

Georgetown Campus:

	<u>Calling from on-campus</u>	<u>Calling from off-campus/cell</u>
HGTC Public Safety (PS)	Ext. 1405/1406	(843) 446-1869
When PS cannot be reached	Ext. 9-911	911

Emergency Notification

This procedure is to advise how Horry Georgetown Technical College confirms a significant emergency or dangerous situation involving an immediate threat to the health or safety of students or employees occurring on HGTC property. It is provided to you to communicate the procedure for an emergency response and/or evacuation.

Should you become aware of an emergency or other dangerous situation, you should report it immediately as follows:

Conway Campus:

	<u>Calling from on-campus</u>	<u>Calling from off-campus/cell</u>
HGTC Public Safety (PS)	Ext. 7806	(843) 251-6111
When PS cannot be reached	Ext. 9-911	911

Also, individuals should know the locations of the Emergency Call Boxes and use them in the event of an emergency.

Grand Strand Campus:

	<u>Calling from on-campus</u>	<u>Calling from off-campus/cell</u>
HGTC Public Safety (PS)	Ext. 2115	(843) 251-9405
When PS cannot be reached	Ext. 9-911	911

Also, individuals should know the locations of the Emergency Call Boxes and use them in the event of an emergency.

Georgetown Campus:

	<u>Calling from on-campus</u>	<u>Calling from off-campus/cell</u>
HGTC Public Safety (PS)	Ext. 1405/1406	(843) 446-1869
When PS cannot be reached	Ext. 9-911	911

Public Safety will respond to the scene and determine the kind, severity, and appropriate response to the situation. If an immediate threat to health or safety exists, Public Safety will respond accordingly and will initiate communication with the Emergency Response Team, which will communicate with the college community to provide information. Here are those notification steps:

- Determine which community segment(s) will receive the notification
- Determine the content of the notification
- Initiate the notification

The Emergency Response Team, guided by the provisions of the *Safety and Emergency Response Manual* is responsible for initiating the emergency notification. The notification will be instituted without delay but taking into account their professional judgment if the notification would compromise efforts to assist a victim or to contain, respond to, or otherwise mitigate the emergency.

Each event will be evaluated to determine the notification method. They may include:

- Email
- TechAlert (VoIP phone system notification)

The College will routinely test emergency response systems throughout the year.

Reporting the Annual Disclosure of Crime Statistics

The Horry Georgetown Technical College Department of Student Affairs prepares this report to comply with the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act and the Violence Against Women Act (VAWA). The full text of this report can be located online at www.hgtc.edu/righttoknow. This report is prepared in cooperation with the local law enforcement agencies surrounding our campuses. Campus crime, arrest and referral statistics include those reported to Public Safety and local law enforcement agencies per Clery Act procedures. Each year, notification is distributed to all applicants, enrolled students, faculty, and staff providing the web address to access this report. Printed copies will be made available upon request from the Office of Student Affairs.

Reporting of Criminal Offenses

HGTC encourages anyone who is the victim of or witness to any crime to promptly report the incident to Public Safety. Report crimes as follows:

Conway Campus:

	<u>Calling from on-campus</u>	<u>Calling from off-campus/cell</u>
HGTC Public Safety (PS)	Ext. 7806	(843) 251-6111
When PS cannot be reached	Ext. 9-911	911

Also, individuals should know the locations of the Emergency Call Boxes and use them in the event of an emergency.

Grand Strand Campus:

	<u>Calling from on-campus</u>	<u>Calling from off-campus/cell</u>
HGTC Public Safety (PS)	Ext. 2115	(843) 251-9405
When PS cannot be reached	Ext. 9-911	911

Also, individuals should know the locations of the Emergency Call Boxes and use them in the event of an emergency.

Georgetown Campus:

	<u>Calling from on-campus</u>	<u>Calling from off-campus/cell</u>
HGTC Public Safety (PS)	Ext. 1405/1406	(843) 446-1869
When PS cannot be reached	Ext. 9-911	911

HGTC seeks to maintain confidentiality of student records and other records, when required. However, crime reports are considered public records under State law and are subject to release and Freedom of Information Act requests.

Crime Log

A daily crime log for the most recent 60-day period is available for public inspection, upon request, during normal business hours by contacting Public Safety. The daily crime log includes the nature of the alleged crime, the date the incident was reported, the date and time the incident occurred, the general location of the incident, and the disposition of the complaint if known.

Security and Access

During business hours, the College will be open to students, employees, contractors, guests, and invitees. During non-business hours there is no access to College facilities, except as previously approved by contractual agreement or express College permission. CCU Public Safety Dispatch is available 24 hours at (843) 349-2177. The College has no residential facilities.

Emergencies may necessitate changes or alterations to any posted schedules. Local media outlets will be notified and other notification made pursuant to the guidelines of the *Safety and Emergency Response Manual*.

Campus Police Authority and Jurisdiction

HGTC is partnered through contractual agreement with Coastal Carolina University to provide Public Safety, including licensed law enforcement officers and security officers, across all three campuses. Police officers are sworn and certified officers with comprehensive arrest powers in the state of South Carolina. These officers have graduated from the South Carolina Criminal Justice Academy and are tasked with law enforcement activities including patrolling campus and monitoring activity, responding to calls for service and investigating criminal activity. Within their jurisdiction, which includes all College-owned, leased or controlled property as well as the adjacent streets and sidewalks, Public Safety officers have the authority to enforce all applicable federal laws, state laws, county and city ordinances, and College regulations. These law enforcement powers are granted to the officers who are appointed by the Governor and commissioned by the South Carolina Law Enforcement Division (SLED) as state constables under Title 23, Chapter 1, Article 60, Code of Laws of South Carolina, 1976, as amended. Public Safety officers work closely with the Conway, Myrtle Beach and Georgetown police departments, the Horry County and Georgetown County Police Department, and the local contingent of the State Law Enforcement Division to handle any incidents that occur off campus. The Department of Public Safety and the College ensure that safety and security policies and procedures are uniformly executed and conveyed in a clear and consistent manner to the student body.

Security Awareness and Crime Prevention

During orientation, and through special programs and events, students and employees are informed of services offered by Public Safety. Flyers are posted in all classrooms providing safety tips and the Public Safety web site provides additional crime prevention suggestions. A common theme of all awareness and crime prevention programs is to encourage students and employees to be aware of their responsibility for their own security and the security of others. Information is also presented to students and employees through security alert posters, emergency response plans, training sessions and email notices.

While the college makes considerable effort to ensure the safety and security of all students, employees and visitors, it is the individual's responsibility to take precautions to protect himself/herself. In addition, Public Safety is available to speak to concerned students or other groups upon request. Safety information is also distributed via WaveNet announcements, email, and during all new student orientation sessions.

Campus Safety Tips

1. Walk with friends (especially at night). There's safety in numbers!
2. Don't carry large amounts of cash.
3. Don't leave your belongings (books, coat, purse) unattended.
4. Keep your car doors locked.
5. Have your keys in hand as you leave the building and check the back seat before getting into your car.
6. Park in well-lighted areas.
7. Lock valuables in your trunk. Valuable items in plain view in your car encourage theft and vandalism.
8. Be aware and concerned about the use and abuse of alcohol and other drugs. Sexual abuse, date rape and other violent acts occur more often when people are under the influence of alcohol and drugs. (HGTC complies fully with the Drug Free Schools and Communities Act in specifically discouraging violations of alcohol and drug laws)
9. Don't let yourself be a threat to safety and always seek effective, nonviolent ways to resolve disagreements

Off-Campus Criminal Activity

Public Safety maintains a cooperative relationship with all law enforcement agencies with jurisdiction for all areas adjacent to our campuses. Should Public Safety become aware of activity that may impact the College, the incident may be investigated and/or, when appropriate, the campus community notified. The College has no residential facilities or off-campus student organizations.

Illegal Drugs and Alcohol

HGTC enforces a zero-tolerance practice concerning the possession, sale or use on campus or at College-sponsored events illegal drugs and alcohol. Policy 9.3.3, *Alcohol and Drugs*, affirms the College's commitment to enforce discipline for any student violation and to cooperate fully with law enforcement in the detection, prevention and punishment of individuals who violate laws governing illegal drug and/or alcohol use. The possession, sale, manufacture or distribution of any controlled substance is illegal under both state and federal laws. Such laws are strictly enforced by Public Safety. Violators are subject to College disciplinary action and criminal prosecution.

The possession, sale and/or furnishing of alcohol is governed by state and local laws. It is unlawful to sell, furnish, or provide alcohol to anyone under 21 years of age. Only under certain circumstances is the consumption of alcohol permitted, as outlined in Policy 4.1.11, *Alcohol Use by External Groups*.

View more information about alcohol and drug effects and abuse prevention at www.hgtc.edu/righttoknow.

Drug or Alcohol Abuse Education Programs

The HGTC Office of Student Engagement provides educational programming pertaining to drug and alcohol use through guest speakers and lecture series, among other means. The College offers an employee assistance program for covered individuals affected by drug or alcohol abuse. Please see the Human Resources Department for details.

Skateboarding, Skating and Bicycling

Horry Georgetown Technical College (HGTC) recognizes that students use a variety of means of transportation on campus. Although personal choice of transportation is important, HGTC is obligated to consider the safety and well-being of the campus community, our visitors, and College property. To balance our concern for community safety and the ability to use various means of transportation, the College is providing the following guidelines regarding the use of bicycles, skates, skateboards, hover boards and similar equipment on campus.

All individuals using bicycles, skates, skateboards, hover boards and similar vehicles are expected to use the equipment in a manner which is appropriate, considerate of others, and respectful of College property. Individuals who use the equipment recklessly or without care of others and College property will be confronted, documented, and addressed through the College's and/or State's disciplinary system.

Individuals are prohibited from cycling, skating or skateboarding on steps, railings, benches, loading docks, disability ramps, parking curbs, raised surfaces, and at building entrances. The use of bicycles, skates, skateboards, and hover boards inside of campus buildings is strictly prohibited. Bicycles should be stored in bicycle racks and are not allowed in College buildings. Skateboards must be picked up and carried when inside campus buildings. Skates must be removed before entering campus buildings.

Our goal is to ensure campuses are maintained as a safe and inviting environment for everyone. Reckless behavior which endangers individuals and property should not be undertaken. It should be noted that the use of the various transportation items above, in themselves, involves an assumption of personal risk. Under South Carolina Law, persons who use such items are personally liable for their own actions.

Enforcement

Individuals who use bicycles, skateboards, skates or hover boards may be subject to disciplinary action for failure to stop at the scene of an accident in which they have been involved that results in property damage and/or injury. Should an accident occur, identification must be presented to the other party and the accident reported to the Campus Public Safety Office.

The College will seek restitution if HGTC property is damaged or destroyed. Public Safety officers are authorized to take possession of transportation equipment from users who act without caution or do not comply with these guidelines. Students who violate this procedure may be referred to the Office of Student Services for disciplinary action in accordance with the College's Student Code of Conduct. In advance, we thank you for your attention to and compliance with these measures.

HORRY-GEORGETOWN TECHNICAL COLLEGE

PROCEDURE

Number: 9.8.1.2
 Related Policy: 9.8.1
 Title: HGTC Students: Sexual Assault and Relationship Violence
 Responsibility: Vice President for Business Affairs and Associate Vice President
 For Student Affairs

Original Approval Date: 11-13-2013
 Last Cabinet Review: 10-01-2014
 Last Revision: 10-01-2014

President

Overview:

Horry Georgetown Technical College is committed to providing an institutional environment where all people may pursue their studies, careers, duties, and activities in an atmosphere free of threat of unwelcomed and unwanted sexual actions. It strongly condemns all sexual offenses and will not tolerate sexual offenses occurring on campus or off-campus. The College complies with the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act and the Violence Against Women Act (VAWA).

Definitions of Sexual Assault and Relationship Violence*In South Carolina:*

- **Consent** may be defined as an affirmative agreement to engage in mutually acceptable sexual activity. Consent is given by clear words or actions and may not be inferred from silence, passivity, or lack of active resistance alone. Consent to one form of sexual activity does not imply consent to other forms of sexual activity. A current or previous dating or sexual relationship is not sufficient to constitute consent. Conduct will be considered “without consent” if there is no clear consent, verbal or non-verbal. In some situations, an individuals’ consent to sexual activity may be invalidated because of circumstances or the behavior of another. Examples of such situations include, but are not limited to, incompetence, impairment from alcohol and/or drugs, fear, unconsciousness, intimidation, coercion, confinement, isolation, age, and mental or physical impairment.

As defined by the Higher Education Act:

- **Sexual assault** is defined as rape, or any actual or attempted nonconsensual or forcible sexual touching, including fondling, kissing, groping, attempted intercourse (whether oral, anal or vaginal), penetration or attempted penetration with a digit or any other object. Nonconsensual sexual assault includes those situations in which the victim is unable to consent.
- **Rape** is defined as vaginal, anal, or oral intercourse without consent, whether the victim is overcome by force, fear, intimidation resulting from threat or force, or by drugs administered without consent, or when the victim is otherwise unable to consent. Consent requires

speech or conduct indicating a freely given agreement to have intercourse or participate in sexual activities. Previous sexual relationships, current relationships with the perpetrator or the use of alcohol and/or drugs may not be taken as an indication of consent. Use of alcohol and/or drugs by the perpetrator is not an excuse for violation of the sexual policy.

- **Domestic violence** includes violent misdemeanor or felony offenses committed by the victim's current or former spouse or intimate partner, a person with whom the victim shares a child in common, a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner, a person similarly situated to a spouse of the victim under domestic or family violence law of the jurisdiction receiving grant monies [under VAWA], or any other person against an adult or youth victim who is protected from that person's acts under domestic or family violence law of the jurisdiction.
- **Dating violence** is defined as violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim where the existence of such a relationship shall be determined based on a consideration of the following factors: the length of the relationship; type of relationship; and frequency of interaction between the persons involved in the relationship.
- **Stalking** is defined as a course of conduct directed at a specific person that is unwelcome and that would cause a reasonable person to fear for her/his or other's safety, or to suffer substantial emotional distress.

Support for Sexual Assault and Relationship Violence Victims

The Division of Student Affairs provides free and confidential counseling services for students who have been victims of sexual assault or relationship violence (Occurring on or off-campus). Licensed counselors and/or social workers provide both crisis intervention and referrals to community resources. In addition, the division maintains a partner relationship with numerous informational and referral organizations, including the Rape Crisis Center of Horry and Georgetown Counties, accessible online at www.victimtosurvivor.org or by phone 24-hours-a-day at (843) 448-7273.

Details concerning College support services for victims of sexual assault relationship violence, recommended courses of action for victims and bystanders, and community resources can be found at www.hgtc.edu/counseling and in the College Catalog and Student Handbook.

College Educational Programs to Prevent Sexual Assault and Relationship Violence

The Division of Student Affairs also provides education and information on issues of Sexual Assault and Relationship Violence through pamphlets, lecture series and other programming.

The Office of Human Resources provides training to new and current employees on how to respond to student complaints regarding sexual harassment, sexual assault and/or relationship violence.

College's Procedure for Responding to Reports of Sexual Assault or Relationship Violence

While activities covered by the South Carolina Code of Laws and those covered by HGTC's Student Code of Conduct may overlap, the criminal code and College rules operate independently and do not substitute for each other. The College may pursue enforcement of its own rules whether or not legal proceedings are underway. However, HGTC may use information from law enforcement agencies and the court to determine if College rules have been violated and to implement appropriate corrective and/or disciplinary actions.

Full details of the disciplinary process are outlined in the *Student Code of Conduct for the South Carolina Technical College System*. (3-2-106.1)

The College will respond promptly to any report of sexual assault or relationship violence. This would include domestic violence, dating violence, sexual assault, or stalking that occurs on any HGTC Campus or at any HGTC-sponsored event involving students.

Any student who has been subjected to any form of violence, including domestic violence, dating violence, sexual assault, or stalking, on campus or at a College-sponsored event should report the incident to the Department of Public Safety or any trusted member of the College faculty or staff immediately. Any College employee who receives a report of an alleged violence of any kind should immediately notify Public Safety.

College disciplinary procedures for allegations of student sexual assault and relationship violence occurring on any HGTC Campus or at any HGTC-sponsored event involving students are initiated through the Associate Vice President for Student Affairs. The accuser and the accused are entitled to the same opportunities to have others present during an institutional disciplinary proceeding, including the opportunity to be accompanied to any related meeting or proceeding by an advisor of their choice. Both the accuser and the accused shall simultaneously be informed, in writing, of the following: (i) the outcome of any institutional disciplinary proceeding that arises from an allegation of domestic violence, dating violence, sexual assault, or stalking; (ii) the institution's procedures for the accused and the victim to appeal the results of the institutional disciplinary proceeding; (iii) any change to the results that occurs prior to the time that such results become final, and (iv) when such results become final.

Standard of Evidence/Burden of Proof: Domestic Violence, Dating Violence, Sexual Assault, or Stalking occurring on any HGTC Campus or at any HGTC-sponsored event involving students

In any proceeding arising from a report based on domestic violence, dating violence, sexual assault, or stalking occurring on any HGTC Campus or at any HGTC-sponsored event involving students, the standard of evidence known as the "preponderance of the evidence" will be utilized by a tribunal authorized to consider allegations brought under the Violence Against Woman Act, and as outlined in the *Student Code of Conduct for the South Carolina Technical College System*. Under such standard, action must be taken where the evidence indicates one of the above-referenced incidents has more likely than not to have occurred.

The victim may request options for, and available assistance in, changing academic, living, transportation, and working situation, and if such accommodations are reasonably available, the college will comply with the request, regardless of whether the victim chooses to report the crime to campus police or local law enforcement.

Further, any allegation of sexual assault or relationship violence occurring on any HGTC Campus or at any HGTC-sponsored event involving students may require a report to Public Safety and/or local law enforcement for criminal investigation. College disciplinary sanctions for sexual assault may range up to and include suspension or expulsion. Criminal prosecution for sexual assault, domestic violence, dating violence, and harassment or stalking is initiated by contacting DPS Public Safety or local law enforcement authorities.

Registered Sex Offenders

The federal Campus Sex Crimes Prevention Act of 2000, enacted on October 28, 2000 and effective on October 28, 2002 requires institutions of higher education to issue a statement advising the campus community where law enforcement agency information provided by a state concerning registered sex offenders may be obtained. The South Carolina State Law Enforcement Division provides a searchable database of registered sex offenders in the State at this site: http://www.communitynotification.com/cap_main.php?office=54575.