

HORRY-GEORGETOWN TECHNICAL COLLEGE

PROCEDURE

Number: 4.1.5.1
Related Policy: 4.1.5
Title: College Equipment and Technology
Responsibility: Superintendent of Building & Grounds

Original Approval Date: 08-01-1994
Last Cabinet Review: 11-01-2017
Last Revision: 11-01-2017

President

Each department chair shall develop a specific set of guidelines for use of equipment and technology for the department. Departmental guidelines must be submitted to the division dean for approval. All students and College personnel shall abide by approved departmental guidelines.

Students who have been assigned equipment and technology and subsequently lose the assigned item shall be required to reimburse the College for the actual replacement cost. The College may, at its discretion, implement additional measures to ensure the physical safeguarding and control of equipment and technology. Payment shall be made to Student Accounts and a receipt presented to the Registrar before semester grades are awarded and/or the student enrolls for the next semester.