



INSTRUCTIONAL PACKAGE

CRJ 115
Criminal Law I

Effective Term
Fall 2023/Spring 2024/Summer 2024

INSTRUCTIONAL PACKAGE

Part I: Course Information

Effective Term: Fall 2023/Spring 2024/Summer 2024

COURSE PREFIX: CRJ-115

COURSE TITLE: Criminal Law I

CONTACT HOURS: 3.0

CREDIT HOURS: 3.0

RATIONALE FOR THE COURSE:

The purpose of this course is to provide a survey or overview of the common law and statutory criminal law, focusing primarily on South Carolina statutory and common law. The student will be exposed to the definitions of terms used in criminal justice when dealing with criminal law. The course introduces the student to the process of interpreting and applying the criminal law as a criminal justice practitioner.

COURSE DESCRIPTION:

This course covers the development of criminal law in America. The basic elements of specific criminal offenses, criminal defenses, and various legal principles upon which criminal law is established are reviewed. The course is designed to familiarize the criminal justice student with the criminal law in general and South Carolina in particular.

PREREQUISITES/CO-REQUISITES:

***Online/Hybrid** courses require students to complete the [DLi Orientation Video](#) prior to enrolling in an online course.

REQUIRED MATERIALS:

Please visit the [BOOKSTORE](#) online site for most current textbook information.

Enter the semester, course prefix, number and section when prompted and you will be linked to the correct textbook.

ADDITIONAL REQUIREMENTS:

CRJ 115 –Criminal Law I does ***not*** have additional costs other than tuition and fees.

TECHNICAL REQUIREMENTS:

Access to Desire2Learn (D2L), HGTC's learning management system (LMS) used for course materials.
Access to myHGTC portal for student self-services.
College email access – this is the college's primary official form of communication.

Whether traditional, hybrid, or online, all criminal justice courses require students to access the course

in D2L through a personal computer. Therefore, students should have reliable access to a computer with a dependable Internet connection to succeed in this course or any criminal justice course. Students will be required to access, download, or print material from the course in D2L, which is accessible through MyCourses and the student's myHGTC account. Students should pay particular attention to the course outline under Content as well as the course calendar. Students will be able to monitor grades and attendance through the course in D2L. Whether traditional, hybrid or online, criminal justice courses **require** students to complete some, if not all, course work – assignments, exams, and other activities - through an online environment in D2L. Traditional and hybrid require students to complete a portion of the required work online. The amount of online activity depends on the course format; therefore, students should pay particular attention to the course information and documents. Courses with an online component move very rapidly, with graded requirements typically due each week. Students **must** be aware of the calendar and mindful of updates and announcements; therefore, a student **must** have access to a reliable computer and a dependable Internet connection. Criminal justice courses use D2L as a platform for course activities.

When having technology problems find another computer. Computers are open to students at numerous locations on all three campuses of Horry-Georgetown Technical College, including open computer labs and libraries. There are computers available for use in other public locations, including public libraries. A final option would be to contact a friend or relative to borrow a computer. When technology issues are related to the system (i.e., D2L and myHGTC) and not the result of a broken computer, you should contact TECH Central at (843) 349-8324 or https://www.hgtc.edu/admissions/student_information/index.html. Technology issues or technical problems are **not** an acceptable excuse should a course requirement be completed through D2L. When having difficulty with accessing the course or its components, or email function, it is a good idea to notify the course professor about the problem or difficulty.

STUDENT IDENTIFICATION VERIFICATION:

Students enrolled in online courses will be required to participate in a minimum of one (1) proctored assignment and/or one (1) virtual event to support student identification verification. Please refer to your Instructor Information Sheet for information regarding this requirement.

CLASSROOM ETIQUETTE:

As a matter of courtesy to other students and your professor, please turn off cell phones and other communication/entertainment devices before class begins. If you are monitoring for an emergency, please notify your professor prior to class and switch cell phone ringers to vibrate.

According to the Student Code for the South Carolina Technical College System (3-2-106.1), there are numerous forms of academic misconduct, including but not limited to cheating on tests, plagiarism, collusion, and fabrication of information (HGTC Catalog, 2020, p. 35).

Furthermore, as described under Section III, Student Conduct Regulations, inappropriate behavior can include but is not limited to (1) abuse of the privilege of freedom of speech or assembly, (2) falsification of information and other acts intended to deceive, (3) actions which endanger students and the college community, (4) infringement of rights of others, and (5) other acts which call for discipline (HGTC Catalog, 2020, p. 35).

All criminal justice students are expected to conduct themselves in a **professional and ethical** manner at all times in word or action. The standards of professional and ethical behavior will be enforced. Any violation associated with inappropriate behavior, including but not limited to statements or remarks made in class, during internships, or through emails, postings including Facebook or social media sites, text messages, or other communications, will **not** be tolerated. At the discretion of the professor of record, academic misconduct or inappropriate behavior may be reported in writing as a violation of the Student Code under Section IV, which could result in disciplinary action (HGTC Catalog, 2020, p. 37).

All alleged acts of sexual violence or sexual harassment **must** be reported to the Title IX Coordinator or designee. Per the South Carolina Technical System Student Code Procedures for Addressing Alleged Acts of Sexual Violence and Sexual Harassment (3-2-106.2), "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" (HGTC Catalog, 2020, p.

NETIQUETTE: is the term commonly used to refer to conventions adopted by Internet users on the web, mailing lists, public forums, and in live chat focused on online communications etiquette. For more information regarding Netiquette expectations for distance learning courses, please visit [Online Netiquette](#).

Part II: Student Learning Outcomes

COURSE LEARNING OUTCOMES and ASSESSMENTS*:

Week #1	<p>UNIT I – CLASSIFICATIONS; OFFENSES AGAINST PERSON*</p> <p>TITLE 16 - CHAPTER 1 - FELONIES AND MISDEMEANORS; ACCESSORIES TITLE 16 - CHAPTER 3 - OFFENSES AGAINST THE PERSON TITLE 44 - CHAPTER 48 - SEXUALLY VIOLENT PREDATOR ACT</p> <ul style="list-style-type: none"> • Learning Outcome: Describe a misdemeanor and felony in South Carolina • Learning Outcome: Describe the crimes of accessory and attempt. • Learning Outcome: Identify the elements of the types of criminal homicides in South Carolina. • Learning Outcome: Describe the degrees of assault and battery • Learning Outcome: Compare and contrast the crimes of kidnapping, attempted kidnapping, and custodial interference. • Learning Outcome: Describe the crimes based on sexual battery, including the degrees of criminal sexual conduct (CSC). • Learning Outcome: Describe the types of CSC with a minor child. • Assessment: Discussion Assignment #1
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<p>Week #2</p>	<p>UNIT I – CLASSIFICATIONS; OFFENSES AGAINST PERSON*</p> <p>TITLE 16 - CHAPTER 1 - FELONIES AND MISDEMEANORS; ACCESSORIES TITLE 16 - CHAPTER 3 - OFFENSES AGAINST THE PERSON TITLE 44 - CHAPTER 48 - SEXUALLY VIOLENT PREDATOR ACT</p> <ul style="list-style-type: none"> • Learning Outcome: Describe a misdemeanor and felony in South Carolina • Learning Outcome: Describe the crimes of accessory and attempt. • Learning Outcome: Identify the elements of the types of criminal homicides in South Carolina. • Learning Outcome: Describe the degrees of assault and battery • Learning Outcome: Compare and contrast the crimes of kidnapping, attempted kidnapping, and custodial interference. • Learning Outcome: Describe the crimes based on sexual battery, including the degrees of criminal sexual conduct (CSC). • Learning Outcome: Describe the types of CSC with a minor child. • Assessment: Discussion Assignment #2
<p>Week #3</p>	<p>UNIT II – OFFENSES RIGHTS, PEACE, JUSTICE, AND PUBLIC POLICY*</p> <p>TITLE 16 - CHAPTER 5 - OFFENSES AGAINST CIVIL RIGHTS TITLE 16 - CHAPTER 7 - OFFENSES AGAINST THE PEACE TITLE 16 - CHAPTER 8 – OFFENSES PROMOTING CIVIL DISORDER TITLE 16 - CHAPTER 9 - OFFENSES AGAINST PUBLIC JUSTICE TITLE 16 - CHAPTER 17 - OFFENSES AGAINST PUBLIC POLICY</p> <ul style="list-style-type: none"> • Learning Outcome: Describe the crimes tending to breach the peace and public disorderly conduct, including entering a public building to destroy records or property. • Learning Outcome: Describe how the crime of the burning of a cross is under the breach of the peace statute but also could fall under unlawful burning. • Learning Outcome: Compare and contrast the crimes of slander and libel. • Learning Outcome: Compare and contrast perjury and false swearing. • Learning Outcome: Describe crimes associated with the bribery of officials and corruption of jurors. • Learning Outcome: Describe the crime of disturbing schools in South Carolina.

	<ul style="list-style-type: none"> • Learning Outcome: Compare and contrast eavesdropping, peeping, and voyeurism. • Assessment: Discussion Assignment # 3
Week #4	<p>UNIT II – OFFENSES RIGHTS, PEACE, JUSTICE, AND PUBLIC POLICY*</p> <p>TITLE 16 - CHAPTER 5 - OFFENSES AGAINST CIVIL RIGHTS</p> <p>TITLE 16 - CHAPTER 7 - OFFENSES AGAINST THE PEACE</p> <p>TITLE 16 - CHAPTER 8 – OFFENSES PROMOTING CIVIL DISORDER</p> <p>TITLE 16 - CHAPTER 9 - OFFENSES AGAINST PUBLIC JUSTICE</p> <p>TITLE 16 - CHAPTER 17 - OFFENSES AGAINST PUBLIC POLICY</p> <ul style="list-style-type: none"> • Learning Outcome: Describe the crimes tending to breach the peace and public disorderly conduct, including entering a public building to destroy records or property. • Learning Outcome: Describe how the crime of the burning of a cross is under the breach of the peace statute but also could fall under unlawful burning. • Learning Outcome: Compare and contrast the crimes of slander and libel. • Learning Outcome: Compare and contrast perjury and false swearing. • Learning Outcome: Describe crimes associated with the bribery of officials and corruption of jurors. • Learning Outcome: Describe the crime of disturbing schools in South Carolina. • Learning Outcome: Compare and contrast eavesdropping, peeping, and voyeurism. • Assessment: Exam #1
Week #5	<p>UNIT III – OFFENSES AGAINST PROPERTY, LARCENY, AND FINANCIAL-RELATED CRIMES*</p> <p>TITLE 16 - CHAPTER 11 - OFFENSES AGAINST PROPERTY AND LARCENCIES</p> <p>TITLE 16 - CHAPTER 13 - FORGERY, LARCENY, EMBEZZLEMENT, FALSE PRETENSES, CHEATS</p> <p>TITLE 16 - CHAPTER 14 - FINANCIAL TRANSACTION CARD CRIME ACT</p> <p>TITLE 16 - CHAPTER 16 - COMPUTER CRIME ACT</p>

	<ul style="list-style-type: none">• Learning Outcome: Describe a building for the purposes of crimes involving property.• Learning Outcome: Describe the different classifications of arson.• Learning Outcome: Identify and describe the degrees of burglary.• Learning Outcome: Compare and contrast common robbery with armed robbery.• Learning Outcome: Describe the types of robbery involving banks, depositories, loan associations, and ATM users• Learning Outcome: Describe the elements of trespass.• Learning Outcome: Describe the elements of forgery.• Learning Outcome: Describe the crime of receiving stolen goods and describe why the charge is not the possession of stolen goods.• Learning Outcome: Describe the elements of embezzlement in South Carolina.• Learning Outcome: Describe the crimes involving fraudulent statements, misrepresentations, false identification, or driver’s licenses.• Learning Outcome: Describe fraudulent activities associated with stealing utilities, including cable. • Assessment: Discussion Assignment #4
<p>Week # 6</p>	<p>UNIT III – OFFENSES AGAINST PROPERTY, LARCENY, AND FINANCIAL-RELATED CRIMES*</p> <p>TITLE 16 - CHAPTER 11 - OFFENSES AGAINST PROPERTY AND LARCENCIES TITLE 16 - CHAPTER 13 - FORGERY, LARCENY, EMBEZZLEMENT, FALSE PRETENSES, CHEATS TITLE 16 - CHAPTER 14 - FINANCIAL TRANSACTION CARD CRIME ACT TITLE 16 - CHAPTER 16 - COMPUTER CRIME ACT</p> <ul style="list-style-type: none">• Learning Outcome: Describe a building for the purposes of crimes involving property.• Learning Outcome: Describe the different classifications of arson.• Learning Outcome: Identify and describe the degrees of burglary.• Learning Outcome: Compare and contrast common robbery with armed robbery.• Learning Outcome: Describe the types of robbery involving banks, depositories, loan associations, and ATM users• Learning Outcome: Describe the elements of trespass.• Learning Outcome: Describe the elements of forgery.• Learning Outcome: Describe the crime of receiving stolen goods and describe why the charge is not the possession of stolen goods.

	<ul style="list-style-type: none"> • Learning Outcome: Describe the elements of embezzlement in South Carolina. • Learning Outcome: Describe the crimes involving fraudulent statements, misrepresentations, false identification, or driver’s licenses. • Learning Outcome: Describe fraudulent activities associated with stealing utilities, including cable. • Assessment: Discussion Assignment #5
<p>Week #7</p>	<p>UNIT IV – OFFENSES AGAINST MORALITY AND DECENCY; VIOLATIONS ASSOCIATED WITH GAMBLING*</p> <p>TITLE 16 - CHAPTER 15 - OFFENSES AGAINST MORALITY AND DECENCY TITLE 16 - CHAPTER 19 - GAMBLING AND LOTTERIES TITLE 16 - CHAPTER 27 - ANIMAL FIGHTING AND BAITING ACT TITLE 57 – CHAPTER 25 - OUTDOOR ADVERTISING</p> <ul style="list-style-type: none"> • Learning Outcome: Compare and contrast bigamy, adultery, and fornication. • Learning Outcome: Describe the crime of incest, including the applicable relations identified in the statute. • Learning Outcome: Describe the crimes of seduction, prostitution, and child exploitation, and prostitution. • Learning Outcome: Describe the crimes of buggery. • Learning Outcome: Describe the crime of indecent exposure. • Learning Outcome: Describe the laws regarding communicating an obscene message. • Learning Outcome: Describe the laws associated with obscenity and materials harmful to minors. • Learning Outcome: Describe the laws regarding advertising sexually oriented businesses. • Assessment: Discussion Assignment #6
<p>Week #8</p>	<p>UNIT IV – OFFENSES AGAINST MORALITY AND DECENCY; VIOLATIONS ASSOCIATED WITH GAMBLING*</p> <p>TITLE 16 - CHAPTER 15 - OFFENSES AGAINST MORALITY AND DECENCY TITLE 16 - CHAPTER 19 - GAMBLING AND LOTTERIES TITLE 16 - CHAPTER 27 - ANIMAL FIGHTING AND BAITING ACT TITLE 57 – CHAPTER 25 - OUTDOOR ADVERTISING</p>

	<ul style="list-style-type: none"> • Learning Outcome: Compare and contrast bigamy, adultery, and fornication. • Learning Outcome: Describe the crime of incest, including the applicable relations identified in the statute. • Learning Outcome: Describe the crimes of seduction, prostitution, and child exploitation, and prostitution. • Learning Outcome: Describe the crimes of buggery. • Learning Outcome: Describe the crime of indecent exposure. • Learning Outcome: Describe the laws regarding communicating an obscene message. • Learning Outcome: Describe the laws associated with obscenity and materials harmful to minors. • Learning Outcome: Describe the laws regarding advertising sexually oriented businesses. • Assessment: Exam #2
<p>Week #9</p>	<p>UNIT V – OFFENSES INVOLVING WEAPONS AND DOMESTIC VIOLENCE*</p> <p>TITLE 16 - CHAPTER 23 - OFFENSES INVOLVING WEAPONS TITLE 16 - CHAPTER 25 - DOMESTIC VIOLENCE</p> <ul style="list-style-type: none"> • Learning Outcome: Describe a weapon under South Carolina law. • Learning Outcome: Describe the unlawful carrying of a handgun, the concealment of a weapon, and the crime of unlawful pointing of a firearm at a person. • Learning Outcome: Describe the crimes associated with explosive and other destructive devices. • Learning Outcome: Describe the crime of harassment and stalking. • Learning Outcome: Under criminal domestic violence in the South Carolina Code, identify and describe terms and definitions used in the provisions. • Learning Outcome: Describe the prohibitive acts under criminal domestic violence in South Carolina, including high and aggravated nature. • Learning Outcome: Describe the warrantless arrest and search based on an act of criminal domestic violence. • Learning Outcome: Describe the order of protection. • Assessment: Discussion Assignment #7
<p>Week #10</p>	<p>UNIT V – OFFENSES INVOLVING WEAPONS AND DOMESTIC VIOLENCE*</p>

	<p>TITLE 16 - CHAPTER 23 - OFFENSES INVOLVING WEAPONS TITLE 16 - CHAPTER 25 - DOMESTIC VIOLENCE</p> <ul style="list-style-type: none"> • Learning Outcome: Describe a weapon under South Carolina law. • Learning Outcome: Describe the unlawful carrying of a handgun, the concealment of a weapon, and the crime of unlawful pointing of a firearm at a person. • Learning Outcome: Describe the crimes associated with explosive and other destructive devices. • Learning Outcome: Describe the crime of harassment and stalking. • Learning Outcome: Under criminal domestic violence in the South Carolina Code, identify and describe terms and definitions used in the provisions. • Learning Outcome: Describe the prohibitive acts under criminal domestic violence in South Carolina, including high and aggravated nature. • Learning Outcome: Describe the warrantless arrest and search based on an act of criminal domestic violence. • Learning Outcome: Describe the order of protection. • Assessment: Discussion Assignment #8
<p>Week #11</p>	<p>UNIT VI – OFFENSES INVOLVING MOTOR VEHICLES*</p> <p>TITLE 16 - CHAPTER 21 - OFFENSES INVOLVING MOTOR VEHICLE TITLES TITLE 56 - CHAPTER 3 - MOTOR VEHICLE REGISTRATION AND LICENSING TITLE 56 - CHAPTER 5 - UNIFORM ACT REGULATING TRAFFIC ON HIGHWAYS TITLE 56 - CHAPTER 7 - TRAFFIC TICKETS</p> <ul style="list-style-type: none"> • Learning Outcome: Identify the elements of Reckless Driving. • Learning Outcome: Identify the elements of Reckless Homicide. • Learning Outcome: Compare and contrast Driving under the Influence with Driving with an Unlawful Alcohol Concentration. • Learning Outcome: Identify the elements of Reckless Operation of a Water Device. • Learning Outcome: Identify and describe the elements of Operation of Moving Motorized or Sail Device under the Influence of Drugs and/or Alcohol. • Learning Outcome: Identify and describe the crimes associated with altering, forging/counterfeiting titles, registrations, or license plates.

	<ul style="list-style-type: none"> • Learning Outcome: Identify the title and section of the South Carolina Code, which covers traffic violations based on the Rules of the Road. • Assessment: Discussion Assignment #9
Week #12	<p>UNIT VI – OFFENSES INVOLVING MOTOR VEHICLES*</p> <p>TITLE 16 - CHAPTER 21 - OFFENSES INVOLVING MOTOR VEHICLE TITLES</p> <p>TITLE 56 - CHAPTER 3 - MOTOR VEHICLE REGISTRATION AND LICENSING</p> <p>TITLE 56 - CHAPTER 5 - UNIFORM ACT REGULATING TRAFFIC ON HIGHWAYS</p> <p>TITLE 56 - CHAPTER 7 - TRAFFIC TICKETS</p> <ul style="list-style-type: none"> • Learning Outcome: Identify the elements of Reckless Driving. • Learning Outcome: Identify the elements of Reckless Homicide. • Learning Outcome: Compare and contrast Driving under the Influence with Driving with an Unlawful Alcohol Concentration. • Learning Outcome: Identify the elements of Reckless Operation of a Water Device. • Learning Outcome: Identify and describe the elements of Operation of Moving Motorized or Sail Device under the Influence of Drugs and/or Alcohol. • Learning Outcome: Identify and describe the crimes associated with altering, forging/counterfeiting titles, registrations, or license plates. • Learning Outcome: Identify the title and section of the South Carolina Code, which covers traffic violations based on the Rules of the Road. • Assessment: Court Observation Paper Due
Week #13	<p>UNIT VII - OFFENSES INVOLVING CONTROLLED SUBSTANCES AND ALCOHOLIC BEVERAGES*</p> <p>TITLE 44 - CHAPTER 53 - POISONS, DRUGS, AND OTHER CONTROLLED SUBSTANCES</p> <p>TITLE 61 - CHAPTER 6 - ALCOHOLIC BEVERAGE CONTROL ACT</p> <p>TITLE 15 - CHAPTER 43 - ABATEMENT OF NUISANCES</p> <ul style="list-style-type: none"> • Learning Outcome: Under Narcotics and Controlled Substances in the South Carolina Code, identify schedules and describe the tests used to classify controlled substances. • Learning Outcome: Under Narcotics and Controlled Substances in the South Carolina Code, identify and describe the prohibited acts A-C.

	<ul style="list-style-type: none"> • Learning Outcome: Under Narcotics and Controlled Substances in the South Carolina Code, identify and describe the prohibited acts associated with the products to manufacture or produce methamphetamine. • Learning Outcome: Describe violations based on underage alcohol consumption and the exception based on the location and parents. • Learning Outcome: Describe violations based on false identification for purchase. • Learning Outcome: Describe the prohibited acts under permits for sales of beer and wine. • Learning Outcome: Describe how the abatement of nuisances can be used for public safety. • Assessment: Discussion Assignment #10
Week #14	<p style="text-align: center;">UNIT VII - OFFENSES INVOLVING CONTROLLED SUBSTANCES AND ALCOHOLIC BEVERAGES*</p> <p>TITLE 44 - CHAPTER 53 - POISONS, DRUGS, AND OTHER CONTROLLED SUBSTANCES</p> <p>TITLE 61 - CHAPTER 6 - ALCOHOLIC BEVERAGE CONTROL ACT</p> <p>TITLE 15 - CHAPTER 43 - ABATEMENT OF NUISANCES</p> <ul style="list-style-type: none"> • Learning Outcome: Under Narcotics and Controlled Substances in the South Carolina Code, identify schedules and describe the tests used to classify controlled substances. • Learning Outcome: Under Narcotics and Controlled Substances in the South Carolina Code, identify and describe the prohibited acts A-C. • Learning Outcome: Under Narcotics and Controlled Substances in the South Carolina Code, identify and describe the prohibited acts associated with the products to manufacture or produce methamphetamine. • Learning Outcome: Describe violations based on underage alcohol consumption and the exception based on the location and parents. • Learning Outcome: Describe violations based on false identification for purchase. • Learning Outcome: Describe the prohibited acts under permits for sales of beer and wine. • Learning Outcome: Describe how the abatement of nuisances can be used for public safety. • Assessment: None- Thanksgiving Break
Week #15	UNIT VII - OFFENSES INVOLVING CONTROLLED SUBSTANCES AND ALCOHOLIC

	<p style="text-align: center;">BEVERAGES*</p> <p>TITLE 44 - CHAPTER 53 - POISONS, DRUGS, AND OTHER CONTROLLED SUBSTANCES</p> <p>TITLE 61 - CHAPTER 6 - ALCOHOLIC BEVERAGE CONTROL ACT</p> <p>TITLE 15 - CHAPTER 43 - ABATEMENT OF NUISANCES</p> <ul style="list-style-type: none"> • Learning Outcome: Under Narcotics and Controlled Substances in the South Carolina Code, identify schedules and describe the tests used to classify controlled substances. • Learning Outcome: Under Narcotics and Controlled Substances in the South Carolina Code, identify and describe the prohibited acts A-C. • Learning Outcome: Under Narcotics and Controlled Substances in the South Carolina Code, identify and describe the prohibited acts associated with the products to manufacture or produce methamphetamine. • Learning Outcome: Describe violations based on underage alcohol consumption and the exception based on the location and parents. • Learning Outcome: Describe violations based on false identification for purchase. • Learning Outcome: Describe the prohibited acts under permits for sales of beer and wine. • Learning Outcome: Describe how the abatement of nuisances can be used for public safety. • Assessment: Exam #3 (Final)
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****Students – please refer to the Instructor’s Course Information sheet for specific information on assessments and due dates.***

Part III: Grading and Assessment

EVALUATION OF REQUIRED COURSE MEASURES/ARTIFACTS*:

Students’ performance will be assessed, and the weight associated with the various measures/artifacts are listed below.

EVALUATION*

Tests	45%
Discussion Assignments	30%
Court Observation Paper	<u>25%</u>
Total	100%

****Students, for the specific number and type of evaluations, please refer to the Instructor’s Course Information Sheet.***

GRADING SYSTEM:

Please note the College adheres to a 10-point grading scale A = 100 – 90, B = 89- 80, C = 79 – 70, D = 69 – 60, F = 59 and below. You must have your Dean’s approval if changes in the scale are made.

Grades earned in courses impact academic progression and financial aid status. Before withdrawing from a course, be sure to talk with your instructor and financial aid counselor about the implications of that course of action. Ds, Fs, Ws, WFs and Is also negatively impact academic progression and financial aid status.

The Add/Drop Period is the first 5 days of the semester for **full term** classes. Add/Drop periods are shorter for accelerated format courses. Please refer to the [academic calendar](#) for deadlines for add/drop. You must attend at least one meeting of all of your classes during that period. If you do not, you will be dropped from the course(s) and your Financial Aid will be reduced accordingly.

Part IV: Attendance

Horry-Georgetown Technical College maintains a general attendance policy requiring students to be present for a minimum of 80 percent (80%) of their classes in order to receive credit for any course. Due to the varied nature of courses taught at the college, some faculty may require up to 90 percent (90%) attendance. Pursuant to 34 Code of Federal Regulations 228.22 - Return to Title IV Funds, once a student has missed over 20% of the course or has missed two (2) consecutive weeks, the faculty is obligated to withdraw the student and a student may not be permitted to reenroll. **Instructors define absentee limits for their class at the beginning of each term; please refer to the Instructor Course Information Sheet.**

For online and hybrid courses, check your Instructor’s Course Information Sheet for any required on-site meeting times. Please note, instructors may require tests to be taken at approved testing sites, and if you use a testing center other than those provided by HGTC, the center may charge a fee for its services.

Part V: Student Resources



THE STUDENT SUCCESS AND TUTORING CENTER (SSTC):

The SSTC offers to all students the following **free** resources:

1. **Academic tutors** for most subject areas, **Writing Center support**, and **college success skills**.
2. Online **tutoring** and academic support resources.
3. Professional and interpersonal communication **coaching** in the EPIC Labs.

Visit the [Student Success & Tutoring Center](#) website for more information. To schedule tutoring, contact the SSTC at sstc@hgtc.edu or self-schedule in the Penji iOS/Android app or at www.penjiapp.com. Email sstc@hgtc.edu or call SSTC Conway, 349-7872; SSTC Grand Strand, 477-2113; and SSTC Georgetown, 520-1455, or go to the [Online Resource Center](#) to access on-demand resources.



STUDENT INFORMATION CENTER: TECH Central

TECH Central offers to all students the following free resources:

1. **Getting around HGTC:** General information and guidance for enrollment, financial aid, registration, and payment plan support!
2. Use the [Online Resource Center \(ORC\)](#) including Office 365 support, password resets, and username information.
3. **In-person workshops, online tutorials and more services** are available in Desire2Learn, Student Portal, Degree Works, and Office 365.
4. **Chat with our staff on TECH Talk**, our live chat service. TECH Talk can be accessed on the student portal and on TECH Central's website, or by texting questions to (843) 375-8552.

Visit the [Tech Central](#) website for more information. Live Chat and Center locations are posted on the website. Or please call (843) 349 – TECH (8324), Option #1.



HGTC LIBRARY:

Each campus location has a library where HGTC students, faculty, and staff may check out materials with their HGTC ID. All three HGTC campus libraries are equipped with computers to support academic research and related schoolwork; printing is available as well. Visit the [Library](#) website for more information or call (843) 349-5268.

STUDENT TESTING:

Testing in an **online/hybrid** course and in **make-up exam** situations may be accomplished in a variety of ways:

- Test administered within D2L
- Test administered in writing on paper
- Test administered through Publisher Platforms (which may have a fee associated with the usage)

Furthermore, tests may have time limits and/or require a proctor.

Proctoring can be accomplished either face-to-face at an approved site or online through our online proctoring service. To find out more about proctoring services, please visit the [Online Testing](#) section of the HGTC's Testing Center webpage.

The **Instructor Information Sheet** will have more details on test requirements for your course.

DISABILITY SERVICES:

HGTC is committed to providing an accessible environment for students with disabilities. Inquiries may be directed to HGTC's [Accessibility and Disability Service webpage](#). The Accessibility and Disability staff will review documentation of the student's disability and, in a confidential setting with the student, develop an educational accommodation plan.

Note: It is the student's responsibility to self-identify as needing accommodations and to provide acceptable documentation. After a student has self-identified and submitted documentation of a disability, accommodations may be determined, accepted, and provided.

STATEMENT OF EQUAL OPPORTUNITY/NON-DISCRIMINATION STATEMENT:

Horry-Georgetown Technical College prohibits discrimination and harassment, including sexual harassment and abuse, on the basis of race, color, sex, national or ethnic origin, age, religion, disability, marital or family status, veteran status, political ideas, sexual orientation, gender identity, or pregnancy, childbirth, or related medical conditions, including, but not limited to, lactation in educational programs and/or activities.

TITLE IX REQUIREMENTS:

All students (as well as other persons) at Horry-Georgetown Technical College are protected by Title IX—regardless of their sex, sexual orientation, gender identity, part- or full-time status, disability, race, or national origin—in all aspects of educational programs and activities. 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.

*Faculty and Staff are required to report incidents to the Title IX Coordinators when involving students. The only HGTC employees exempt from mandatory reporting are licensed mental health professionals (only as part of their job description such as counseling services).

INQUIRIES REGARDING THE NON-DISCRIMINATION/TITLE IX POLICIES:

Student and prospective student inquiries concerning Section 504, Title II, Title VII, and Title IX and their application to the College or any student decision may be directed to the Vice President for Student Affairs.

Dr. Melissa Batten, VP Student Affairs

Title IX, Section 504, and Title II Coordinator

Building 1100, Room 107A, Conway Campus

PO Box 261966, Conway, SC 29528-6066

843-349-5228

Melissa.Batten@hgtc.edu

Employee and applicant inquiries concerning Section 504, Title II, and Title IX and their application to the College may be directed to the Vice President for Human Resources.

Jacquelyne Snyder, VP Human Resources

Affirmative Action/Equal Opportunity Officer and Title IX Coordinator

Building 200, Room 205B, Conway Campus

PO Box 261966, Conway, SC 29528-6066

843-349-5212

Jacquelyne.Snyder@hgtc.edu