HORRY GEORGETOWN TECHNICAL COLLEGE

INSTRUCTIONAL PACKAGE

CRJ-201
Hybrid Format

FINGERPRINT SCIENCE

Spring

2018

May 10, 2017 ADA Compliant

INSTRUCTIONAL PACKAGE

PART I: COURSE INFORMATION

Effective Term: Spring 2018 (2017-20)

COURSE PREFIX: CRJ 201 COURSE TITLE: Fingerprint Science

CONTACT HOURS: 5 hours (2 lecture hours and 3 lab hours per week) CREDIT HOURS: 3

RATIONALE FOR THE COURSE:
Fingerprint Science is designed to introduce the student to the accepted practices and procedures for equipping officers and investigators as it pertains to evidence collection, interpretation of such evidence, and the preparation of credible reports. Fingerprint Science is designed to introduce the students to acceptable practices and procedures for searching, developing, and collecting latent fingerprints, palm prints, and footprint impressions within crime scenes and on items of evidence. The student will also be exposed to the capability of the criminal laboratory services, and a variety of development techniques, both chemical and powder for porous and nonporous items of evidence and how to interpret latent print evidence, and to prepare credible reports. The student will be exposed to the ACE-V method of identification and analysis of latent prints and palms. The student will be introduced to identification and analysis of latent prints through the use of test batteries of known and unknown prints. This class will implement the use of AFIS and RUVIS technology in processing and analysis.

COURSE DESCRIPTION:
This course includes a basic, practical approach to fingerprint classification, identification, and filing system for the police officer, investigator, or beginning fingerprint technician. This course includes an introduction to the value of latent fingerprint evidence, the various conditions that affect the development and recovery of latent fingerprints and the optimum methods of processing items of evidence found in crime scenes.

PREREQUISITES/CO-REQUISITES:
None

REQUIRED MATERIALS:
Please visit the Bookstore online site for most current textbook information. Use the direct link below to find textbooks.
. BOOKSTORE.

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

Daluz, H. (2015). Fundamentals of Fingerprint Analysis. Boca Raton, Florida: CRC Press.

Daluz, H. (2015). Fundamentals of Fingerprint Analysis Laboratory Workbook. Boca Raton, Florida: CRC Press.

SWGFAST. (2011). The fingerprint source book. Washington: National Institute of Justice. Retrieved from http://www.nij.gov/pubs-sum/225320.htm

Required for the Criminal Justice Program:

American Psychological Association. (2001). *Publication manual of the American Psychological Association*. Washington, DC: Author.

ADDITIONAL REQUIREMENTS:

TECHNICAL REQUIREMENTS:
All criminal justice courses whether traditional on-the-ground, hybrid or online, require students to access the course in D2L through a personal computer. Therefore, students should have a reliable access to a computer with a dependable Internet connection to be successful in this course or any criminal justice course. Students will be required to access, download, and/or print material from the course in D2L, which is accessible through My Courses and the student's WaveNet 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.

Criminal justice courses, whether traditional, hybrid, or online ***require*** students to complete some, if not all, course work – assignments, exams, and other activities - through an online environment in D2L. Traditional on-the-ground and hybrid require students to complete a portion of the required work online. The amount of online activity depends on the format of the course; 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 including open computer labs and the libraries. There are computers available for use in other public locations including the 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 WaveNet), and not the result of a broken computer, you should contact Student Online Support OIT Help Desk at (843) 349-5340 or through their link on the WaveNet homepage. Technology issues or technical problems are not an acceptable excuse should there be a

course requirement that ***must*** be completed through D2L. When having difficulty with accessing the course or its components, or e-mail function, it is a good idea to notify your professor about the problem or difficulty.

HYBRID FORMAT

This is a hybrid version of CRJ 201 – Fingerprint Science. A hybrid format requires students to attend a percentage of the classes on-the-ground in a traditional environment, and the remaining percentage through an online environment. This course, CRJ 201 – Fingerprint Science, requires the student to complete 50% of the course time attending sessions in a traditional classroom and the other 50% of the course time online through a personal computer. Students will meet each week in a traditional classroom during a typical time period assigned to a course, but will only meet one of the two days assigned each week. For example, a traditional course meeting is Tuesday and Thursday from 11:00 pm – 12:20 pm; however, with a hybrid such as CRJ 202 – Fingerprint Science, the class will only meet on Tuesday from 11:00 pm – 2:00 pm. The Thursday meeting will be online and accomplished through an activity. Hybrid style classes typically use additional assignments, discussions, and quizzes based on readings to substitute for the traditional classroom interaction.

CLASSROOM ETIQUETTE:
All students are expected to conduct themselves in a ***professional and courteous*** manner at all times, and toward all members of the class. The standards of professional behavior will be enforced. Any violation associated with inappropriate behavior including statements or remarks in class or an e-mails as well as postings or other communications will ***not*** be tolerated. At the discretion of the professor of record, inappropriate behavior may be reported in writing as a violation of the Student Code of Conduct under Proscribed Conduct, which could result in disciplinary action as described in College Catalog and Student Handbook (HGTC, 2014-2015, pp. 31-37).

PART II: STUDENT LEARNING OUTCOMES

COURSE LEARNING OUTCOMES and ASSESSMENTS*:

Unit I- Introduction Finger Print Science

Materials Covered: Introduction Finger Print Science (Chapter 1)

Student Outcome: Define the key terms
Student Outcome: Identify the Evolutionary Development of Friction Ridges
Student Outcome: Introduction to Forensic Science
Student Outcome: Describe and Explain Fingerprints as Forensic Evidence
Student Outcome: Explain what Fingerprint Analysis is
Student Outcome: Describe Uniqueness and Permanence

The Fingerprint Source Book

Student Outcome: Examine the History of Fingerprints

Assessment(s):
Week 1- Complete the following online assignments by 1/15/2016 by 11:00pm
Part I: Class and Individual Characteristics
Part II: Individualizing Characteristics – Fingerprint Minutiae
Post-Lab Questions: answer completely

Unit II– History of Friction Ridge Identification

Materials Covered: History of Friction Ridge Identification (Chapters 2-3)

Student Outcome: Define the key terms
Student Outcome: Identify the Ancient History of Fingerprint Identification
Student Outcome: Examine the Early Pioneers of Fingerprint Science: Seventeenth-Nineteenth Centuries
Student Outcome: Describe Criminal Record Classification
Student Outcome: Examine Fingerprint Science in the Twentieth Century
Student Outcome: Examine and Describe the Application of Fingerprint Technology

Assessment(s):

Week 2- Complete the following online assignments by 1/22/2016 by 11:00pm
Anthropometry – Bertillonage Cards
Part II: Historical Figures
Part III: Fingerprint Certification Tests
Post-Lab Questions- answer completely

Unit III- Friction Ridge Physiology and Embryology

Materials Covered: Friction Ridge Physiology and Embryology (Chapters 3-4)

Student Outcome: Define the key terms
Student Outcome: Examine Biological Uniqueness
Student Outcome: Examine Layers of Skin
Student Outcome: Identify and Describe Embryological Development of Friction Ridge
Student Outcome: Identify and Describe Embryological Development of Minutiae
Student Outcome: Identify and Describe Permanence

The Fingerprint Source Book

Student Outcome: Examine Anatomy and Physiology of Adult Friction Ridge Skin
Student Outcome: Examine Embryology and Morphology of Friction Ridge Skin

Assessment(s):

Week 3- Complete the following online assignments by 1/29/2016 by 11:00pm
Embryological Development of Friction Ridges
Post-Lab Questions- answer completely

Unit IV – Friction Ridge Pattern Identification and Classification Process

Materials Covered: Friction Ridge Pattern Identification and Classification Process (Chapters 4-5)

Student Outcome: Define the key terms
Student Outcome: Examine and Define Fingerprint Patterns
Student Outcome: Describe Loop, Whorl, and Arch Identification
Student Outcome: Define Fingerprint Classification

Known Fingerprints

Student Outcome: Examine and Define Known Fingerprints
Student Outcome: Examine and Define Inked Fingerprint Records
Student Outcome: Examine and Define Powdered Fingerprint Records
Student Outcome: Examine and Define Digital Fingerprint Records
Student Outcome: Examine and Identify Fingerprints from Deceased Individuals

The Fingerprint Source Book
Student Outcome: Examine Recording Living and Postmortem Friction Ridge Exemplars

Assessment(s):

Week 4- Complete the following online assignments by 2/5/2016 by 11:00pm
Part I: Fingerprint Patterns
Part II: Primary Henry Classification
Part III: NCIC Classification 2. Using Table 4.1, determine the NCIC classification for the ten print cards pictured in Figures 4.3, 4.4 and 4.5.Post-Lab Questions- answer completely

Unit V –Nature of Latent Fingerprints and Biometrics

Materials Covered: Nature of Latent Fingerprints and Biometrics (Chapters 6-7)

Student Outcome: Define the key terms

Student Outcome: Examine, Describe, and Identify Latent Fingerprints
Student Outcome: Examine, Identify, and Describe Matrix, Substrate, and Aging Latent Prints
Student Outcome: Examine and Describe DNA from Fingerprints

Biometrics: Livescan and AFIS

Student Outcome: Describe what Biometrics is and how it is used
Student Outcome: Describe what Livescan is and how it is used
Student Outcome: Examine the History of AFIS
Student Outcome: Examine and Describe Ten Print & Latent Print Searches
Student Outcome: Examine the Future of AFIS

The Fingerprint Source Book

Student Outcome: Examine the Systems of Friction Ridge Classification
Student Outcome: Examine Latent Print Development
Student Outcome: Examine the Preservation of Friction Ridges
Student Outcome: Examine and Describe Documentation of Friction Ridge Impressions: From the Scene to the Conclusion

Assessment(s):

Week 5- Complete the following online assignments by 2/12/2016 by 11:00pm

Part I: Inked Fingerprints

Part II: Powdered fingerprints

Post-Lab Questions- answer completely

CRJ 201 Exam I Quiz

Week 6- Complete the following online assignments by 2/19/2016 by 11:00pm
Part I: The Structure of a Latent Fingerprint
Part II: Latent Fingerprint Minutiae
Post-Lab Questions-answer completely

Week 7- Complete the following online assignments by 2/26/2016 by 11:00pm
Feature Extraction – What does the computer see?
Post-Lab Questions- answer completely

Unit VI – Fingerprint Processing Methods

Materials Covered: Fingerprint Processing Methods (Chapters 8-9)

Student Outcome: Define the key terms
Student Outcome: Describe how fingerprint residue reacts with porous, nonporous, and semi porous substrates
Student Outcome: Explain the physical and chemical processing methods
Student Outcome: Examine how to handle evidence properly
Student Outcome: Explain health and safety issues and how to avoid exposure
Student Outcome: Define what Matrices and Substrates are
Student Outcome: Examine Fingerprint Development
Student Outcome: Describe the General Approach to Evidence Processing
Student Outcome: Examine how finger print reagents affect DNA

Forensic Light Sources

Student Outcome: Define the key terms
Student Outcome: Describe the importance of visually examining evidence
Student Outcome: Examine the Physics of Light and how it interacts with matter
Student Outcome: Distinguish between and understand the applications of alternate light sources, lasers, and Reflective Ultraviolet Imaging System

The Fingerprint Source Book

Student Outcome: Describe the Automated Fingerprint Identification System (AFIS)
Student Outcome: Identify the different Examination Processes

Assessment(s):

Week 8- Complete the following online assignments by 3/4/2016 by 11:00pm
Persistence of Latent Prints
Post-Lab Questions- answer completely

CRJ 201 Exam II Quiz

Week 9- Complete the following online assignments by 3/11/2016 by 11:00pm
Part I: Fluorescent Fingerprint Powder
Part II: Observing Fluorescence
Post-Lab Questions- answer completely

Unit VII – Physical Processing Methods

Materials Covered: Physical Processing Methods (Chapter 10)

Student Outcome: Define the terms
Student Outcome: Describe the components of fingerprint powders

Student Outcome: Describe the four main types of fingerprinting powders and their applications
Student Outcome: Describe the procedure for processing dry, nonporous surfaces at crime scenes.

Assessment(s):

Week 10- Complete the following online assignments by 3/18/2016 by 11:00pm
Part I: Black and Bichromatic Fingerprint Powders
Part II: Magnetic Fingerprint Powder and Silicone Rubber Casting Material
Post-Lab Questions-answer completely

Unit VIII – Chemical Processing Methods
Chemical Processing Porous Substrates

Materials Covered: Chemical Processing Porous, Non-Porous Substrates, and Other Substrates and Matrices (Chapters 11, 12, 13)

Chemical Processing Porous Substrates

Student Outcome: Define the key terms
Student Outcome: Define and recognize porous substrates
Student Outcome: Describe how fingerprint residues react when deposited on a porous substrate
Student Outcome: Describe the sequential processing method for porous substrates
Student Outcome: Describe the reaction mechanisms and development results of treating porous items with ninhydrin, (DFO), indanedione and physical developer (PD)

Chemical Processing Non-Porous Substrates

Student Outcome: Define the key terms
Student Outcome: Describe what nonporous and semi-porous items are
Student Outcome: Describe the sequential processes for non-porous substrates
Student Outcome: Describe vaporization and polymerization of cyanoacrylates
Student Outcome: Describe the two most common methods of superglue fuming
Student Outcome: Describe the most common dye stains and their reactions with cyanoacrylate
Student Outcome: Describe the vacuum metal deposition (VMD) process
Student Outcome: Describe the sequential processing methods for semi porous substrates

Chemical Processing Other Substrates and Matrices

Student Outcome: Define the key terms

Student Outcome: Describe the various methods for processing greasy and bloody fingerprints, fingerprints on adhesive surfaces, fingerprints on skin, and fingerprints on metal surfaces
Student Outcome: Describe the challenges of processing each type of matrix
Student Outcome: List the types of chemical reagents most effective on each substrate color and type
Student Outcome: Examine the safety concerns associated with processing bloody fingerprints, fingerprints on skin, and fingerprints on weapons.

Assessment(s):

Week 11- Complete the following online assignments by 3/25/2016 by 11:00pm
Part I: DFO
Part II: Ninhydrin
Post-Lab Questions- answer completely

CRJ 201 Exam III

Week 12- Complete the following online assignments by 4/8/2016 by 11:00pm
Part I: Cyanoacrylate fuming
Part II: Dye staining Post-Lab Questions- answer completely

Week 13- Complete the following online assignments by 4/15/2016 by 11:00pmPart II: Bloody Fingerprints on Dark Nonporous Surfaces
Part III: Bloody Fingerprints on Light Colored Nonporous Surfaces
Part IV: Fingerprints on Adhesive Surfaces
Post-Lab Questions- answer completely

Unit IX –Fingerprint Analysis Documentation

Materials Covered: Documentation and Crime Scene Processing (Chapters 14 & 15)

Student Outcome: Define the key terms
Student Outcome: Describe the types of documentation complete by fingerprint analysis
Student Outcome: Describe the importance of maintaining a chain of custody
Student Outcome: Name the types of lenses and filters used by fingerprint analysts
Student Outcome: Describe the four common photographic techniques for recording fingerprints on evidentiary items, and which development technique is best captured by each method

Crime Scene Processing

Student Outcome: Define the key terms
Student Outcome: Examine the peculiarities of crime scene processing

Student Outcome: Describe the areas of interest for fingerprints as it pertains to burglaries, commercial and vehicle scenes
Student Outcome: Examine how DNA analysis and fingerprint analysis can both aid in the investigation of violent and non-violent crimes

Assessment(s):

Week 14- Complete the following online assignments by 4/22/2016 by 11:00pm
Part I: Documentation of Evidence
Part II: Documentation of Fingerprints
Part III: Final Report
Post-Lab Questions- answer completely

Unit X- Fingerprint Comparison

Materials Covered: Fingerprint Comparison, Palm Print Comparison, and Courtroom Testimony

Fingerprint Comparison

Student Outcome: Define the key terms
Student Outcome: Explain the purpose of fingerprint comparison
Student Outcome: Explain the three possible conclusions to a fingerprint comparison
Student Outcome: Explain the three levels of detail and their role in the comparison process
Student Outcome: Describe ACE-V methodology
Student Outcome: Explain why there is no minimum point standard for fingerprint comparison

Palm Print Comparison

Student Outcome: Define the key terms
Student Outcome: Name the three major areas of the palm
Student Outcome: Name the three major creases of the palm

Student Outcome: Describe the ridge flow in the palm an finger joints
Student Outcome: Describe the minor creases found in each area of the palm
Student Outcome: Describe how to orient a latent palm print, and determine where to look in the palm exemplars

Courtroom Testimony

Student Outcome: Define the key terms
Student Outcome: Describe the basic structure of the judicial system
Student Outcome: Describe the role of the expert witness in the criminal justice system

Student Outcome: give examples of how to be an effective teacher on the witness stand
Student Outcome: Explain the three main phases of expert testimony and how the fingerprint analyst prepares for each

Assessment(s):

Week 15- Online Exercise: Complete the following online assignments by 4/29/2016 by 11:00pm

Part I: Fingerprint matching
Part II: Fingerprint Grid
Part III: Fingerprint Comparisons
Post-Lab Questions- answer completely

Part 2
Part I: Palm Print Creases and Ridge Flow
Part II: Palm Print Location and Orientation
Post-Lab Questions- answer completely

Final Exam Week

COURSE LEARNING ASSESSMENTS:

EVALUATION OF REQUIRED COURSE MEASURES/ARTIFACTS

Test

Students will exhibit knowledge gained from each unit through written exams based on chapter material through the lectures, handouts, and textbook. Tests may include material from the lecture notes, study sheets, textbook, handouts, or any material provided by the professor. Tests will consist of true/false, multiple choice and/or short answer questions requiring discussion, description, identification and/or listing. Any additional assignments will be announced in advance. Participation in class and attendance may be used as an evaluation method. No course artifacts will be collected for this course.

Assignments

There are assignments every week with this semester course, except during College holidays or breaks. These assignments are designed to encourage students to use Internet as a research tool. For each assignment, students will be assigned topics to investigate and research. Students will then analyze information collected and report on their findings. The assignments are based on the

process typically used in criminal justice of investigating, collecting, analyzing and reporting. Assignments will be announced online through the course on D2L under course Content link. Assignments will only be accepted for credit in MS Word. All assignments must be submitted to the "Course Drop Box." Assignments sent through an e-mail or as an e-mail attachment will not be accepted for credit, unless the course drop box option is not available and the professor has given you permission.

Lab Projects

There is one (1) four hour session (3 hr.) of lab each week in this course, and as a result, students will be required to complete lab assignments. These lab assignments will include applying techniques acquired and/or learned in previous crime scene investigations classes successfully completed, coupled with the techniques and methods introduced in this course. These lab assignments will be at the discretion of the assigned professor. Therefore, students will be required to complete assigned projects deemed appropriate for the assigned subject matter, and are required to complete any and all homework assignments. Such assignments will be announced in advance. Failure to complete a homework assignment will result in a ½ absence for the assignment due date.

WARNING:

Some activities in the CSI classes can cause the student to get dirty during the performance of required practical exercises. Students should take appropriate precautions to insure that clothing and/or shoes are not soiled, damaged, and/or permanently affected. The college is not responsible for any soiled clothing as a result of this class.

There are activities in the CSI classes that involve viewing trauma, injury, blood, and other disturbing images. Furthermore, CSI students will be required to handle evidence involving simulated blood during required practical crime scene and lab applications. The activities simulate circumstances required for employment in the field of law enforcement including crime scene processing and crime lab analyses; therefore, students who cannot perform such activities because of the materials involved should consider another field of employment. Additionally, the inability to participate in such class/lab activities involving biological evidence as required in a CSI course will prevent the student from successfully completing the course with a passing grade.

Non-class related photography is not permitted in the CSI facilities. Cell phones and other devices that can be used as a camera must remain in a pocket or purse. Photographing the classroom, students, instructors or equipment will result in the violator being asked to leave the class.

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.

COURSE GRADING SUMMARY:

Test One ……	10%
Test Two ……	10%
Test Three ……	10%
Test Four ……	10%
Practical Examination Exercises	20%
Practical Processing Assignments	30%
Practical Processing Project …	10%
Total……	100 %

***COLLEGE GRADING SYSTEM*:**

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

Course Instructional Package:

EVALUATION*

Tests (4)	40%
Practical Examination Exercises (10)	20%
Practical Processing Assignments (15)	30%
Practical Processing Project	10%
	100%

GRADING SYSTEM:
EARNED GRADES IMPACT ON ACADEMIC PROGRESSION AND FINANCIAL AID:

Students with perfect attendance, without tardiness, and who participate in class regularly through taking notes, and playing attention will receive an additional 5% of their final numeric score calculated into their final point total, ***not*** added to the final grade. Again, points are only awarded for perfect attendance, which includes arriving on time and active involvement in the class **(*No sleeping*)**. There is no extra credit available for this course. Any questions regarding the course requirements should be directed toward the professor teaching the course section.

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. D's, F's, W's, WF's and I's 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. The following week of the semester is Financial Aid Attendance Verification period. 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.

STUDENT RESPONSIBILITY, ACADEMIC MISCONDUCT, AND ONLINE INTEGRITY

Students ***must*** complete their ***own*** work whether online or in a traditional classroom. Any act of misconduct described by *Horry-Georgetown Technical College Catalog & Student Handbook* (2014-2015) (pp. 33-34) that is committed, including plagiarism or the act of using or presenting another person's work as your own, will be investigated and should the evidence be found that student is in violation of the student code, the incident may be formally reported to the Chief Student Services Officer.

The possible disciplinary actions that a professor may take for a finding of misconduct are set forth in the Horry-Georgetown Technical College Catalog & Student Handbook (2014-2015) on page 34. These actions can include an "F" for the assignment or test or an "F" for the course. The student with questions and/or concerns should consult the Student Code published in the Horry-Georgetown Technical College Catalog & Student Handbook (2014-2015), pages 32-36 and/or course professor of record.

To avoid the question of plagiarism, all information and material used as reference for any paper or project ***must*** have a citation in the text identifying the source of that knowledge as well as that source listed on the reference page as required by the *Publication Manual of the American Psychological Association* (2010). Please remember, students ***must*** complete the work in this course on their own, including testing.

PART IV: ATTENDANCE

ATTENDANCE POLICY

The Horry-Georgetown Technical College (HGTC) 2015-2016 Catalog states "Students are responsible for all course work and class assignments; so, they are expected to regularly and promptly attend all meetings of classes in which they are enrolled. Students should limit absences to those that are unavoidable and, with professor's consent, should make up all missed work, if permitted. Per SC Technical College Policy, HGTC maintains a general attendance policy requiring students to be present for a minimum of 80% of classes to be eligible to receive credit for any course. However, a more rigid attendance policy may be required by the program of study. At a minimum, a student may be withdrawn from a course after he/she has been absent in more than 10% of the total contact hours for a course. Professors define absentee limits for their classes at the beginning of each term. Students withdrawn from a course due to excessive absences will receive a grade of Withdraw ("W") up to the 2/3 point of the semester. Thereafter, a Withdraw ("W") or Withdraw Failure ("WF") will be assigned, depending upon his/her academic status at the time of last date attended. Students may be required to repay source of financial assistance for non-attendance, excessive absences or withdrawals (HGTC, 2015-2016, pp. 44-45). Attendance records begin the first day of class for ALL students, regardless of registration date. Online and hybrid classes also require attendance and each instructor defines the method for students to indicate class attendance by logging onto class, participating in chats and/or submitting documents. Each student

is responsible for awareness of the attendance requirements for each class (HGTC, 2015-2016, pp. 44-45). Online and hybrid classes also require attendance and each instructor defines the method for students to indicate class attendance by logging onto class, participating in chats and/or submitting documents." Each student is responsible for his(her) being aware of the attendance requirements for each class on his(her) schedule (HGTC, 2015-2016, pp. 44-45).

> ***Student must attend minimum of 80% of his(her) classes to be eligible to receive credit for any course at Horry-Georgetown Technical College regardless of format (i.e., traditional, hybrid, or online).*** The number of class meetings usually determined by the number of weeks that a course requires to achieve the 3 semester hours, determines the number of allowable student absences.
>
> ***The attendance for online and hybrid courses will be determined through student participation within the course in D2L as well as any required in-the-classroom meetings. Online attendance is demonstrated through the student completing the graded requirements and activities for the particular week, which include posting an assignment to the Dropbox, responding to a question in the discussion forum, or completing an exam, test, or quiz. However, an e-mail cannot also be counted as attendance for an online course***.
>
> ***Generally, but depending on the number of course meetings, after a stated period of time without participating in a weekly graded requirement (online/hybrid) or attending (traditional on-the-ground/hybrid) as required, the student will be withdrawn by the professor for excessive absences without further notice.***

Attendance requirements for each course is published in the course Instructional Package (IP) as well as in the course in D2L.

Again, should a student ***not*** follow the announced attendance guidelines, which is in compliance with the College Attendance Policy, he(she) will be withdrawn from the course. A grade of "W" or "WF" will be assigned in accordance with course withdrawal procedures of Horry-Georgetown Technical College" (HGTC, 2015-2016, pp. 44-45). Again, students withdrawn due to excessive absences will ***not*** be readmitted to the course regardless of reason or excuse. ***Please be advised that simply logging into the course does*** not ***constitute participating for the purposes of attendance.***

Since the College maintains an attendance policy for all courses, including program offerings through an online format, technology issues are ***not*** an excuse for ***not*** participating or missing a deadline for a graded requirement. Therefore, if for some reason access to the course or its functions are ***not*** available, immediately notify the Help Desk via the Live Help at http://www.hgtc.edu/, e-mail to HelpDesk@hgtc.edu, or telephone at (843) 349-5340. The Help Desk hours of operation are post on WaveNet. Also, notify your course professor; so, he(she) is aware of the technology problems. Nevertheless, please be aware that technology issues or problems are ***not*** an acceptable excuse for ***not*** participating as ***required*** for attendance, ***not*** completing an exam during the required time period (testing window), or failing to respond to a

discussion assignment before the required due date.

PART V: STUDENT RESOURCES

The Student Success and Tutoring Center (SSTC)

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

1. **Academic coaches** for most subject areas, **Writing Center Support**, and **college success skills.**
2. **On-line student success and academic support resources.**

Visit the SSTC website: www.hgtc.edu/sstc and visit the student services tab in your WaveNet account to schedule appointments using TutorTrac. For more information, call: SSTC Conway, 349-7872; SSTC Grand Strand, 477-2113; and SSTC Georgetown, 520-1455. Room locations and Live Chat is available on the SSTC website.

Student Information Center: WaveNet Central (WNC)

WNC offers to all students the following **free** resources:

1. **Getting around HGTC**: General information and guidance for enrollment!
2. Use the **Online Resource Center (ORC)** for COMPASS support, technology education, and online tools.
3. **Drop-in technology support or scheduled training** in the Center or in class.
4. **In-person workshops, online tutorials and more services** are available.

Visit the WNC website: www.hgtc.edu/wavenetcentral. Live Chat and Center locations are posted on the website. Or please call one of the following locations: WNC Conway, 349-5182; WNC Grand Strand, 477-2076; and WNC Georgetown, 520-1473.

Disability Services:

HGTC is committed to providing an accessible environment for students with disabilities. Inquiries may be directed to Jocelyn Williams, Director of Student Development on the Conway Campus Jaime Davis, Counselor/Advisor on the Georgetown Campus or Kristin Griffin, Counselor on the Grand Strand Campus. These individuals 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.

Title IX Requirements

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. As outlined in the Violence Against Women Act, Horry Georgetown Technical College prohibits the offenses of domestic violence, dating violence, sexual assault, and stalking. Students who believe he or she has experienced or witnessed discrimination including sexual harassment, domestic violence, dating violence, sexual assault or stalking are encouraged to report such incidents to the Title IX Coordinators:

Dr. Melissa Batten, AVP of Student Affairs
Building 1100, Room 107A, Conway Campus
843-349-5228
Melissa.Batten@hgtc.edu

Jacquelyne Snyder, AVP of Human Resources
Building 200, Room 212A, Conway Campus
843-349-5212
Jacquelyne.Barrett@hgtc.edu

*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).