



Horry-Georgetown
Technical College

COURSE INSTRUCTIONAL PACKAGE

CRJ 201

Fingerprint Science

Effective Term

Fall 2026/Spring 2027/Summer 2027

Part I: Course Information

Effective Term: Fall 2026/Spring 2027/Summer 2027

COURSE PREFIX: CRJ 201

COURSE TITLE: Fingerprint Science

CONTACT HOURS: 2 Lecture Hours

CREDIT HOURS: 3.0

3 Lab Hours

5 Hours

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 and identification for the police officer and investigator. 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. Enter the semester, course prefix, number and section when prompted and you will be linked to the correct textbook.

ADDITIONAL REQUIREMENTS:

None

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.

ATTENDANCE VERIFICATION:

The Add/Drop Period is the first 7 days of the semester for **full term** classes. Add/Drop periods are shorter for accelerated format classes. Please refer to the [academic calendar](#) for deadlines for add/drop. You must attend at least one meeting of all 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

IDENTIFICATION VERIFICATION:

Students enrolled in online courses will be required to complete identity verification. Please refer to your Instructor's Course Information Sheet for information regarding this requirement.

STUDENT COURSE EVALUATIONS:

Each semester, students are provided with an opportunity to participate in course evaluation surveys. These evaluations offer crucial feedback to instructors and the College, leading to enhancement of educational quality. By completing these surveys, you play a key role in the ongoing improvement of teaching methods and course content, ensuring future students enjoy a better learning experience. Students are encouraged to complete these surveys as your active participation in this process reflects your dedication to your education and drives positive change.

CLASSROOM ETIQUETTE AND STUDENT RIGHTS AND RESPONSIBILITIES:

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 an emergency, please notify your professor prior to class and switch cell phone ringers to vibrate.

To ensure a positive College experience, guidelines exist in numerous areas of campus life. The Student Code for The South Carolina Technical College System "The Student Code" (3-2-106.1) applies to all HGTC students. The Student Code sets forth 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. Students are expected to conduct themselves in a civil manner, that is respectful of the rights of others, and that is compatible with the college's educational mission. 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. 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. For more information, login to your myHGTC account under "Student Rights and Responsibilities" card then select "Student Code of Conduct" or the "Student Catalog and Handbook."

Originality Score:

All writing, including but not limited to discussion responses, exam or test answers, and term papers, has an originality score. Therefore, any part of writing turned in for a graded requirement that is copied, cut and pasted, or quoted, whether correctly cited or NOT, or created whole or in part by an AI-writing generator will be subtracted from the overall word count, and a reduction in the overall points awarded. Any egregious, blatant, or continued submission of written work containing copied or cut and pasted passages will be considered plagiarism and reported as academic misconduct per the HGTC Catalog (2024-2025) p. 39.

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*:

Unit I- Introduction Fingerprint Science

Materials Covered: Introduction Fingerprint Science

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 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

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

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

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

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

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 Part I:

Fingerprint Patterns

Part II: Primary Henry Classification

Part III: NCIC Classification-Determine the NCIC classification for the ten print cards presented.

Post-Lab Questions- answer completely

Unit V –Nature of Latent Fingerprints and Biometrics

Materials Covered: Nature of Latent Fingerprints and Biometrics

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 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 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 Feature

Extraction – What does the computer see?

Post-Lab Questions- answer completely

Unit VI – Fingerprint Processing Methods

Materials Covered: Fingerprint Processing Methods

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 fingerprint 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

Persistence of Latent Prints

Post-Lab Questions– answer completely

CRJ 201 Exam II Quiz

Week 9– Complete the following online assignments Part I:

Fluorescent Fingerprint Powder

Part II: Observing Fluorescence

Post-Lab Questions– answer completely

Unit VII – Physical Processing Methods

Materials Covered: Physical Processing Methods 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 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

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 Part I:

DFO

Part II: Ninhydrin

Post-Lab Questions- answer completely

CRJ 201 Exam III

Week 12- Complete the following online assignments Part I:

Cyanoacrylate fuming

Part II: Dye staining Post-Lab Questions- answer completely

Week 13- Complete the following online assignments 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

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 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 and 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 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

****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*

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.

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%

Course Instructional Package:

EVALUATION*

Test (4)	40%
Practical Examination Exercises (10)	20%
Practical Processing Assignments (15)	30%
Practical Processing Project	10%
	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.

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, and Is also negatively impact academic progression and financial aid status.

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 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, refer to your Instructor's Course Information Sheet for any required on-site meeting times. In online courses, attendance is fulfilled through the submission of academic work. Please be aware that instructors may require exams to be proctored either online or at an approved testing site. If you choose to use a testing center other than those provided by HGTC, that center may charge a fee for its services.

Part V: Student Resources

THE STUDENT SUCCESS AND TUTORING CENTER (SSTC):

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

1. Academic tutors for most subject areas, Writing Center support, and Academic Coaching for college success skills.
2. Online tutoring and academic support resources.



3. Professional and interpersonal communication coaching.

Visit the [Student Success & Tutoring Center](#) website for more information. To schedule tutoring or coaching, 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 SSTC [Online Resource Center](#) to access on-demand resources.

STUDENT INFORMATION CENTER – TECH Central:

TECH Central offers all students the following free resources:

1. Getting around HGTC: General information and guidance for enrollment, financial aid, registration, and payment plan support!
2. In-person and remote assistance are available for Desire2Learn, Student Portal, Degree Works, and Office 365.
3. 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. You may also call (843) 349-5199.



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 have librarians and staff who can aid with research, computers to support academic research and related school-work, and individual/group study rooms. Printing is available as well at each location. Visit the [Library](#) website for more information or call (843) 349-5268.



STUDENT TESTING:

Testing in HGTC courses may occur during regularly scheduled class time or online, with or without proctoring. Tests may be delivered in the following formats:

- Digitally through D2L
- In writing on paper

- Through a publisher platform (note: some publisher platforms carry an associated fee)

Tests may include time limits and may require proctoring depending on the course.

When proctoring is required and is not provided by the course instructor in the classroom, students may complete their test face-to-face at an [HGTC Testing Center](#) or another approved testing site, or online using HGTC's online proctoring provider. For more information about available proctoring options, visit the [Online Testing](#) section of the HGTC Testing Center webpage.

Students testing at an HGTC Testing Center should note the following:

- **Appointments must be scheduled at least 24 hours in advance.**
- **A physical, government-issued photo ID is required to test.**

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. Students seeking accommodations are encouraged to visit HGTC's [Accessibility and Disability Service webpage](#) for detailed information.

It is the student's responsibility to self-identify as needing accommodations and to provide appropriate documentation. Once documentation is submitted, the student will participate in an interactive process with Accessibility and Disability Services staff to determine reasonable accommodations. Students may begin the accommodations process at any time; however, accommodations are **not retroactive** and will only be applied from the point at which they are approved. Students must contact the office **each semester** to renew their accommodations.

For assistance, please contact the Accessibility and Disability Services team at disabilityservices@hgtc.edu or 843-796-8818 (call or text).

COUNSELING SERVICES:

HGTC Counseling Services strives to optimize student success through managing personal and academic concerns that may interfere with achieving educational goals. Staff are available to every student for assistance and guidance on personal matters, academic concerns and other areas of concern. HGTC offers free in-person and telehealth counseling services to students. For more information about counseling services, please reach out to counseling@hgtc.edu or visit the website the [Counseling Services webpage](#).

STATEMENT OF EQUAL OPPORTUNITY/NON-DISCRIMINATION STATEMENT:

Our sincere commitment to both effective business management and equitable treatment of our employees requires that we present this Policy Statement as an embodiment of that commitment to the fullest.

Discrimination is conduct that includes unjust or prejudicial treatment based upon an individual's age, race, color, sex, religion, national origin, disability, and genetic information or any other protected classes deemed unlawful under State or Federal law that excludes an individual from participation in, denies the individual the benefits of, treats the individual differently, or otherwise adversely affects a term or condition of a person's working or learning environment. This includes failing to provide reasonable accommodation, consistent with state and federal law, to persons with disabilities.

All inquiries regarding the federal laws as they relate to discrimination on the basis of sex may be directed to Jen Riddei, Title IX Coordinator, Horry-Georgetown Technical College, Building 1100C, Room 107B, 2050 HWY 501 E, PO Box 261966, 843-349-5218, Jenifer.Riddei@hgtc.edu.

Student and prospective student inquiries concerning the federal laws and their application to the College or any student decision may be directed to Dr. Melissa Batten, Vice President, Student Affairs, and Section 504 & Title II Coordinator, Horry-Georgetown Technical College, Building 1100C, Room 107A, 2050 HWY 501 E, PO Box 261966-6066, 843-349-5228, Melissa.Batten@hgtc.edu.

Employee and applicant inquiries concerning the federal laws and their application to the College may be directed to Jacquelyne Synder, Vice President, Human Resources and Employee Relations and the College's Affirmative

Action/Equal Opportunity Officer, Horry-Georgetown Technical College, Building 200C, Room 205B, 2050 HWY 501 E, PO Box 261966, Conway, SC 29528-6066, 843-349-5212, Jacquelyne.Snyder@hgtc.edu.

TITLE IX REQUIREMENTS:

Title IX of the Education Amendments of 1972 protects students, employees, applicants for admission and employment, and other persons from all forms of sex discrimination.

HGTC prohibits the offenses of sexual harassment, domestic violence, dating violence, sexual assault, and stalking and will provide students, faculty, and staff with necessary information regarding prevention, policies, procedures, and resources.

Any student, or other member of the college community, who believes that they have been a victim of sexual harassment, domestic violence, dating violence, sexual assault, or stalking may file a report with the college's Title IX Coordinator or campus law enforcement*.

*Faculty and Staff are required to report these incidents to the Title IX Coordinator 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).

All inquiries regarding the federal laws as they relate to discrimination on the basis of sex may be directed to Jen Riddei, Title IX Coordinator, Horry-Georgetown Technical College, Building 1100C, Room 107B, 2050 HWY 501 E, PO Box 261966, 843-349-5218, Jenifer.Riddei@hgtc.edu.

PREGNANCY ACCOMMODATIONS

Under Title IX, colleges must not exclude a pregnant student from participating in any part of an educational program. Horry-Georgetown Technical College is committed to ensuring that pregnant students receive reasonable accommodations to ensure access to our educational programs.

Students should advise the Title IX Coordinator of a potential need for accommodations as soon as they know they are pregnant. It is extremely

important that communication between student, instructors, and the Title IX Coordinator begin as soon as possible. Each situation is unique and will be addressed individually.

Title IX accommodations DO NOT apply to Financial Aid. Financial Aid regulations do not give the College any discretion in terms of Financial Aid eligibility.

Certain educational programs may have strict certification requirements or requirements mandated by outside regulatory agencies. Therefore, in some programs, the application of Title IX accommodations may be limited.

To request pregnancy accommodations, please complete the *Pregnancy Intake Form* that can be found [here](#).