



INSTRUCTIONAL PACKAGE

CRJ 202

Criminalistics

Effective Term
2019/2020

INSTRUCTIONAL PACKAGE

Part I: Course Information

Effective Term: Fall 2019

COURSE PREFIX: CRJ 202

COURSE TITLE: Criminalistics

CONTACT HOURS: 3 Semester Hours

CREDIT HOURS: 3 Semester Hours

RATIONALE FOR THE COURSE: Criminalistics is designed to provide the student with an understanding of the processes available to the criminal investigator based on evidence found at the crime scene. A basic exposure to the forensic techniques currently available in American law enforcement will be addressed to provide a foundation for later crime scene investigation courses. This course is an appropriate exposure to Criminalistics for the student interested in any arena of criminal justice.

COURSE DESCRIPTION: This course covers an introduction to investigative techniques which stress the examination of questioned documents, fingerprint techniques, polygraph examinations, firearms' identifications, pathology, toxicology, ballistics, and clandestine operations.

PREREQUISITES/CO-REQUISITES: None

***Online/Hybrid** courses require students to complete the DLI Online Student Orientation prior to completing an online course. The DLI Online Student Orientation can be found in WaveNet, under the My Student tab.

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.

James, S., Nordby, J., Bell, S. (2014). *Forensic Science An Introduction to Scientific and Investigative Techniques*. (4th ed.). Boca Raton, FL: Taylor & Francis Group.

Erickson, E. (2014). *Criminalistics lab manual: The basics of forensic investigation*. Waltham, MA: Elsevier Inc.

ADDITIONAL REQUIREMENTS:

American Psychological Association. (2010). *Publication manual of the American Psychological Association*. Washington, DC: Author

TECHNICAL REQUIREMENTS:

Access to Desire2Learn (D2L), HGTC's student portal for course materials.
WaveNet and D2L email access.

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 202 – Criminalistics. 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 202 – Criminalistics, 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 - Criminalistics, the class will only meet on Tuesday from 11:00 pm – 12:20 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.

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:

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.

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*:

****Students – please refer to the Instructor’s Course Information sheet for specific information on assessments and due dates.***

COURSE SCHEDULE

Unit I – Introduction; Setting the Stage; Evidence

Materials Covered: Justice and Science & Evidence

Week 1

Read Chapter 1, pages 1- 23 of Forensic Science an Introduction to Scientific and Investigative Techniques by James, Nordby, & Bell.

Review The Introduction Case and Chapter 1, pages 1-29 Criminalistics Lab Manual

Review MS Power Point Presentations - Chapter 1.

Review all Photograph Slides for Chapter 1.

Chapter 1

Student Outcome: Explain the history of forensic science

Student Outcome: Examine the key figures in the history of forensic science

Student Outcome: Examine forensic science and the law

Student Outcome: Examine and describe the modern forensic science practices

Student Outcome: Describe the different types of legal proceedings

Student Outcome: Examine and describe ethics and forensic science

Assessment(s): Week 1 Chapter 1 Exercise Due

Criminalistics Week 1 Lab Exercise Due

Week 2

Read Chapter 2 pages 27-72 Forensic Science an Introduction to Scientific and Investigative Techniques by James, Nordby, & Bell.

Review The Introduction Case & Chapter 2, pages 27-41 Criminalistics Lab Manual.

Review MS Power Point Presentations - Chapter 2.

Review all Photograph Slides for Chapter 2.

Chapter 2

Student Outcome: Describe the rules of evidence

Student Outcome: Describe the admissibility of evidence

Student Outcome: Examine and describe the categories of evidence

Assessment(s): Week 2 Chapter 2 Exercise Due

Criminalistics Week 2 Lab Exercise Due

Unit II – The Crime Scene & Bloodstain Patterns

Week 3

Materials Covered: Crime Scene Investigation & Bloodstain Patterns

Read Chapter 3-4, pages 41-107 of Forensic Science an Introduction to Scientific and Investigative Techniques by James, Nordby, & Bell.

Review The Introduction Case & Chapter 3, pages 43-57 Criminalistics Lab Manual.

Review MS Power Point Presentations - Chapter 3-4.

Review all Photograph Slides for Chapter 3.

Chapter 3

Student Outcome: Define the crime scene

Student Outcome: Examine and describe the different types of uses and information derived from physical evidence in crime scene investigations

Student Outcome: Describe the general crime scene procedures

Student Outcome: Examine and describe crime scene documentation and forensic photography

Student Outcome: Describe the processes for the collection and the preservation of evidence

Student Outcome: Describe what crime scene reconstruction is and how it is used

Chapter 4

Student Outcome: Describe bloodstain patterns evidence

Student Outcome: Examine the history of bloodstain pattern analysis

Student Outcome: Examine and describe the properties of human blood

Student Outcome: Describe the formation of bloodstains and bloodstain patterns

Student Outcome: Describe altered bloodstains

Student Outcome: Examine the analysis of bloodstains on clothing and footwear

Student Outcome: Describe the documentation process of bloodstain evidence

Student Outcome: Describe the scientific working group on bloodstain pattern analysis

Assessment(s): Week 3 Chapter Exercise Due

Criminalistics Week 3 Lab Exercise Due

Unit III – Forensic Death Investigation

Week 4

Materials Covered: Death Investigation, Forensic Anthropology, & Forensic Entomology

Read Chapter 5-7, pages 145-201 Forensic Science an Introduction to Scientific and Investigative Techniques by James, Nordby, & Bell.

Review The Introduction Case & Chapter 4, pages 59-65 Criminalistics Lab Manual.

Review MS Power Point Presentations - Chapter 5-7.

Review all Photograph Slides for Chapter 4.

Chapter 5

Student Outcome: Examine and describe the system of death investigation

Student Outcome: Describe the death investigation process

Student Outcome: Describe the tools of death investigation

Student Outcome: Describe the autopsy process

Student Outcome: Examine and describe the investigation of traumatic death investigation

Chapter 6

Student Outcome: Define forensic anthropology

Student Outcome: Examine and define forensic anthropology as a profession

Student Outcome: Describe the process of locating and recovery of human remains

Student Outcome: Describe the taphonomic assessment of a body in its environment

Student Outcome: Examine and describe soft tissue processing, examination, add biological profiles

Student Outcome: Describe the identification process

Student Outcome: Examine and describe the issues of trauma

Student Outcome: Describe the documentation and testimony process

Chapter 7

Student Outcome: Describe the process of estimating the minimum elapsed time since death associated with forensic entomology

Student Outcome: Describe the other uses of insects in death investigations

Student Outcome: Describe how insects are used in pet animal and wildlife crimes

Student Outcome: Describe the challenges associated with forensic entomology

Assessment(s): Week 4 Chapter Exercise due

Criminalistics Week 4 Lab Exercise due

Examination 1 Week 4 Chapters 1-7

Unit IV – Forensic Biology

Week 5

Materials Covered: Identification of Blood and Body Fluids & DNA Typing

Read Chapter 8-9, pages 201-251 Forensic Science An Introduction to Scientific and Investigative Techniques by James, Nordby, & Bell.

Review The Introduction Case & Chapter 5, pages 71-83 Criminalistics Lab Manual.

Review MS Power Point Presentations - Chapter 8-9.

Review all Photograph Slides for Chapter 5.

Chapter 8

Student Outcome: Describe what forensic serology is

Student Outcome: Describe what blood is and how it is used in forensic investigation process

Student Outcome: Describe what seminal fluid is and how it is used in forensic investigations

Student Outcome: Describe what saliva is and how it is used in forensic investigations

Student Outcome: Examine and describe what other types of fluids can be used in forensic investigations

Chapter 9

Student Outcome: Describe inheritance of DNA characteristics

Student Outcome: Describe how DNA is used in court

Student Outcome: Describe what DNA typing is and how it is used

Student Outcome: Examine and describe short tandem repeats, mitochondrial DNA, and Y-chromosome short tandem repeats

Assessment(s): Week 5 Chapter Exercises Due
Criminalistics Week 5 Lab Exercise Due

Unit V – Forensic Chemistry

Week 6

Materials Covered: Forensic Toxicology, Drug Analysis, & Arson, Fire, and Explosives

Read Chapter 10-12, pages 255-323 of Forensic Science an Introduction to Scientific and Investigative Techniques by James, Nordby, & Bell.

Review The Introduction Case & Chapter 6, pages 85-91 Criminalistics Lab Manual.

Review MS Power Point Presentations - Chapter 10-12.

Review all Photograph Slides for Chapter 6.

Chapter 10

Student Outcome: Drugs and poisons as biological evidence

Student Outcome: Describe how forensic toxicology is applied

Student Outcome: Examine the effects of drugs in the body

Student Outcome: Examine and describe the different drug and poison classes

Student Outcome: Describe the nonmedical agents in forensic toxicology

Student Outcome: Describe the analytical methods in forensic toxicology

Student Outcome: Describe metal analysis

Student Outcome: Define what the different drug findings are

Chapter 11

Student Outcome: Examine and define the drug and controlled substance act

Student Outcome: Describe the analytical methods and standards of analysis

Student Outcome: Describe plant matter analysis

Student Outcome: Describe the chemical examination process

Student Outcome: Describe instrument examinations and IR spectroscopy

Chapter 12

Student Outcome: Examine and describe what clandestine drug laboratories are

Student Outcome: Describe the chemistry of fire and explosion

Student Outcome: Examine and describe the behavior of fire

Student Outcome: Describe what origin and cause analysis is as it pertains to fire investigations

Student Outcome: Describe what accelerants are

Student Outcome: Describe what fatal fire investigations is

Student Outcome: Describe the process of collecting and analyzing fire and explosive debris evidence

Assessment(s): Week 6 Chapter Exercise Due

Criminalistics Week 6 Lab Exercise Due

Unit VI – Pattern Impression Evidence

Materials Covered: Fingerprint Science, Firearms and Tool Marks & Tread Impressions

Week 7

Read Chapter 13-14, pages 327-382 of Forensic Science an Introduction to Scientific and Investigative Techniques by James, Nordby, & Bell.

Review The Introduction Case & Chapter 7, pages 93-105 Criminalistics Lab Manual. Review MS Power Point Presentations - Chapter 12-13.

Review all Photograph Slides for Chapter 7.

Week 8

Read Chapter 15, pages 383-417 of Forensic Science An Introduction to Scientific and Investigative Techniques by James, Nordby, & Bell.

Review The Introduction Case & Chapter 8, pages 107-121 Criminalistics Lab Manual.

Review MS Power Point Presentations - Chapter 14-15.

Review all Photograph Slides for Chapter 8.

Chapter 13

Student Outcome: Identify and describe fingerprints as a means of identification

Student Outcome: Identify what fingerprints are

Student Outcome: Examine and describe what fingerprint patterns are

Student Outcome: Examine the history of fingerprints

Student Outcome: Describe the fingerprint classification process

Student Outcome: Describe what computer based finger print files are

Student Outcome: Describe the types of evidentiary fingerprints

Student Outcome: Describe the different types of fingerprint development processes

Student Outcome: Describe the recognition, collection, and preservation process as it pertains to fingerprint evidence

Chapter 14

Student Outcome: Examine and describe the different types of firearms and firearm categories

Student Outcome: Describe the firearm manufacture process

Student Outcome: Describe firearm ammunition

Student Outcome: Describe what firearm propellants and powders are

Student Outcome: Describe the collection process for firearms and firearm related evidence

Student Outcome: Describe the forensic analysis and examination process for firearm evidence

Student Outcome: Examine and describe tool mark analysis

Student Outcome: Describe the challenges of firearms and tool mark examinations

Chapter 15

Student Outcome: Describe footwear evidence

Student Outcome: Describe tire impression evidence

Assessment(s): Week 7 Chapter Exercise Due

Criminalistics Week 7 Lab Exercise Due

Week 8 Chapter Exercise Due

Criminalistics Week 8 Lab Exercise Due

Examination 2 Week 8 Chapters 8-15

Unit VII – Cross-Cutting Forensic Disciplines

Week 9

Materials Covered: Trace Evidence & Questioned Documents

Read Chapter 16, pages 421-450 of Forensic Science an Introduction to Scientific and Investigative Techniques by James, Nordby, & Bell.

Review The Introduction Case & Chapter 9, pages 123-131 Criminalistics Lab Manual.

Review MS Power Point Presentations - Chapter 16.

Review all Photograph Slides for Chapter 9.

Week 10

Read Chapter 17, pages 453-473 of Forensic Science an Introduction to Scientific and Investigative Techniques by James, Nordby, & Bell.

Review The Introduction Case & Chapter 10, pages 133-139 Criminalistics Lab Manual.

Review MS Power Point Presentations - Chapter 16.

Review all Photograph Slides for Chapter 10.

Chapter 16

Student Outcome: Describe the instruments used in microanalysis and sample types

Student Outcome: Describe micro spectrophotometry: microscopes combined

Student Outcome: Describe what a scanning electron microscope is and how it is used in forensic science

Student Outcome: Describe what microscopic evidence analysis is

Chapter 17

Student Outcome: Describe what the function of a questioned document examiner is

Student Outcome: Examine and describe what hand writing comparison is

Student Outcome: Describe what alterations, obliteration, and ink differentiation are

Student Outcome: Describe what indented writing is

Student Outcome: Describe photocopy and photo copier examination

Student Outcome: Describe paper and watermark examination

Assessment(s): Week 9 Chapter Exercise Due

Criminalistics Week 9 Lab Exercise Due

Week 10 Chapter Exercise Due

Criminalistics Week 10 Lab Exercise Due

Unit VIII – Engineering and Computing

Week 11

Materials Covered: Forensic Engineering & Forensic Computing

Read Chapter 18, pages 477-507 of Forensic Science an Introduction to Scientific and Investigative Techniques by James, Nordby, & Bell.

Review The Introduction Case & Chapter 11, pages 141-151 Criminalistics Lab Manual.

Review MS Power Point Presentations - Chapter 18.

Review all Photograph Slides for Chapter 11.

Week 12

Read Chapter 18-19, pages 477-521 of Forensic Science an Introduction to Scientific and Investigative Techniques by James, Nordby, & Bell.

Review The Introduction Case & Chapter 12, pages 153-167 Criminalistics Lab Manual.

Review MS Power Point Presentations - Chapter 17.
Review all Photograph Slides for Chapter 12.

Chapter 18

Student Outcome: Describe forensic physics

Student Outcome: Describe vehicle accidents

Student Outcome: Describe some of the solutions for vehicle accidents

Student Outcome: Describe structural collapse

Student Outcome: Describe building collapse due to impact

Chapter 19

Student Outcome: Describe crime scenes with the use of digital and electronic evidence

Student Outcome: Describe forensic analysis of computers, electronic equipment, and **devises**

Student Outcome: Describe how to initiate a forensic computer investigation

Student Outcome: Describe the application of computers and related technology to forensic science

Assessment(s): Week 11 Chapter Exercise Due

Criminalistics Week 11 Lab Exercise Due

Week 12 Chapter Exercise Due

Criminalistics Week 12 Lab Exercise Due

Unit XI – The Human Element and the Future of Forensic Science

Materials Covered: Behavioral Science and Forensic Science & The Future of Forensic Science

Week 13

Read Chapter 20-21, pages 525-559 of Forensic Science an Introduction to Scientific and Investigative Techniques by James, Nordby, & Bell. Review The Introduction Case & Chapter 13-14, pages 169-185 Criminalistics Lab Manual. Review MS Power Point Presentations - Chapter 20-21. Review all Photograph Slides for Chapter 13-14.

Week 14

Read Chapter 21, pages 551-559 of Forensic Science an Introduction to Scientific and Investigative Techniques by James, Nordby, & Bell. Review The Introduction Case & Chapter 16, pages 197-206 Criminalistics Lab Manual. Review MS Power Point Presentations - Chapter 21. Review all Photograph Slides for Chapter 16.

Thanksgiving Holiday

Week 15

Read Chapter 21, pages 551-559 of Forensic Science an Introduction to Scientific and Investigative Techniques by James, Nordby, & Bell. Review The Introduction Case & Chapter 16, pages 197-206 Criminalistics Lab Manual. Review MS Power Point Presentations - Chapter 21-22. Review all Photograph Slides for Chapter 16.

Chapter 20

Student Outcome: Describe the history and development of behavioral and forensic science

Student Outcome: Describe the forensic application of behavioral science

Student Outcome: Describe how behavioral science is used at a crime scene

Student Outcome: Describe the behavioral science testing tools

Chapter 21

Student Outcome: Examine the future of forensic science

Student Outcome: Examine the future of crime scene investigation

Student Outcome: Describe death scene investigation and the virtual autopsy

Student Outcome: Describe forensic science education

Assessment(s): Week 13 Chapter Exercise Due

Criminalistics Week 13 Lab Exercise Due

Week 15 Chapter Exercise Due

Criminalistics Week 15 Lab Exercise Due

Examination 3 Final exam week Chapters 16-21

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.

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 sessions (4 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*

Test (3) Total.....	45%
On-line Assignments (14) Total.....	20 %
Lab Assignments (14) Total.....	20 %
Criminalistics Essay.....	<u>15%</u>
Total.....	100%

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

GRADING SYSTEM:

State the College's or departmental grading system as delineated in the Catalog. 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 ([ACADEMIC CALENDAR](#)). 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, if you use a testing center other than those provided by HGTC, the center may charge a fee for its services.

The Horry-Georgetown Technical College (HGTC) 2018-2019, pp. 48. 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, 2018-2019, pp. 48). 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, 2018-2019, pp. 48). 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, 2018-2019, pp. 48).

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, 2018-2019, pp. 48). 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: [Student Success & Tutoring Center](#) 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 or go to the [Online Resource Center](#) to access on-demand resources any time.



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: [Wavenet Central](#). 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.

Student Testing:

Testing in an **online/hybrid** course may be accomplished in a variety of ways:

- Test administered within D2L
- Test administered in writing on paper
- Test administered through Publisher Platforms

Further more 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 RPNOW, 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 Beth Havens, 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.

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.

Inquiries regarding the non-discrimination policies: Students and prospective student inquiries concerning Section 504, Title II, 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 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, Section 504, Title II, and Title IX Coordinator, Building 200, Room 212A, Conway Campus, PO Box 261966, Conway, SC 29528-6066, 843-349-5212, Jacquelyne.Snyder@hgtc.edu.

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).

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<p>Dr. Melissa Batten, VP Student Affairs <i>Title IX Coordinator</i></p> <p>Building 1100, Room 107A, Conway Campus PO Box 261966, Conway, SC 29528-6066 843-349-5228</p>	<p>Jacquelyne Snyder, VP Human Resources <i>Section 504, Title II, and Title IX Coordinator</i></p> <p>Building 200, Room 212A, Conway Campus PO Box 261966, Conway, SC 29528-6066 843-349-5212 Jacquelyne.Snyder@hgtc.edu</p>

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