



INSTRUCTIONAL PACKAGE

CRJ 202

Criminalistics

Effective Term

2020/2021

INSTRUCTIONAL PACKAGE

Part I: Course Information

Effective Term: AY 2020-2021

COURSE PREFIX: CRJ 202

COURSE TITLE: Criminalistics

CONTACT HOURS:

CREDIT HOURS: 3 hours

2 Lecture Hours

3 Lab Hours

5 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.

April 2020

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.

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.

COURSE ETIQUETTE AND ETHICAL BEHAVIOR:

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

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

All criminal justice students are expected to conduct themselves in a **professional and ethical** manner at all times in word or action. The standards of professional and ethical behavior will be enforced. Any violation associated with inappropriate behavior including but not limited to statements or remarks made in class, during internships, or through emails, postings including Facebook or social media sites, text messages, or other communications will **not** be tolerated.

At the discretion of the professor of record, academic misconduct or inappropriate behavior may be reported in writing as a violation of the Student Code under Section IV, which could result in disciplinary action (HGTC Catalog, 2020, p. 37).

All alleged acts of sexual violence or sexual harassment **must** be reported to the Title IX Coordinator or designee. Per the South Carolina Technical System Student Code Procedures for Addressing Alleged Acts of Sexual Violence and Sexual Harassment (3-2-106.2), "students may also contact any responsible employee, who has an obligation to report any claim of sexual harassment or sexual assault to the Title IX Coordinator, or designee" (HGTC Catalog, 2020, p. 40).

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 devices

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

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.

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

Grades earned in courses impact academic progression and financial aid status. Before withdrawing from a course, the student should speak with the course instructor and a financial aid counselor about the implications of withdrawing. Grades of D, F, W, WF, and Incomplete (I), will have a negative impact on a student's academic progress and financial aid status.

The Add/Drop Period is the first five (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 (<http://www.hgtc.edu/academics/academiccalendars.html>). The student must attend at least one meeting in all classes enrolled during that period. If the student does not attend as described, he/she will be dropped from the course(s), which may reduce the financial aid received.

Part IV: Attendance

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 the professor's consent, should make up all missed work, if permitted.

Per SC Technical College Policy, HGTC maintains a general attendance policy. The policy requires students to be present for a minimum of 80% of classes to be eligible to receive credit for any course. If a student is not in attendance for two consecutive weeks, they will be withdrawn from the course. Also, 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. Up to the 2/3 point of the semester, any student who has been withdrawn from a course due to excessive absences will receive a grade of "W" (Withdraw). After the two-thirds point, a student will receive a "W" if passing the course on the date last attended. If the student is failing the course on the date last attended, a grade of "WF" ("U" for developmental Studies courses). Students may be required to repay any source of financial assistance for non-attendance, excessive absences, or withdrawals (HGTC, 2019-2020, p. 52).

Attendance records begin the first day of class for ALL students, regardless of registration date.

Online and hybrid classes require attendance. Attendance is defined as the submission of or participation in an academic-related activity. An academic activity can include participation in a discussion forum, submission of assignment, or completion of an exam or quiz. Each instructor defines the method for students to indicate class attendance, and students are

responsible for meeting the attendance requirements for each class.

This course is being offered in an online format, which requires each student to attend 100% in a virtual classroom. Therefore, this course has an attendance policy, which is as follows.

- **Attendance will be determined through a student completing a graded requirement for each week. Weekly graded requirements, which are essential to student engagement, demonstrate participation. Weekly graded requirements include posting to a discussion, posting an assignment, submitting a term paper, or completing an exam or quiz.**
- **Students can only miss 80% of the online activities or graded weekly requirements or two (2) weeks. After missing the maximum allowable absences, upon missing any additional meetings or online activity, the student will be withdrawn without further notification.**
- **Any student missing two (2) weeks in a row will be withdrawn for excessive absences.**
- **Missing graded requirements not only affect attendance but also result in the loss of points. Points are crucial for a satisfactory final grade, and absences can result in a grade being less than the required "C."**
- **Again, after a student has missed the maximum allowable absences, upon missing any additional meetings or online activity, the student will be withdrawn without further notification.**

Again, after a student has missed the maximum allowable absences, upon missing any additional meetings or online activity, the student will be withdrawn without further notification.

Part V: Student Resources



STUDENT SUCCESS AND TUTORING CENTER **THE STUDENT SUCCESS AND TUTORING CENTER (SSTC):**

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

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

Visit the [Student Success & Tutoring Center](#) website for more information. To schedule tutoring appointments using TutorTrac, visit the Student Services tab in WaveNet. Email sstc@hgtc.edu or call SSTC Conway, 349-7872; SSTC Grand Strand, 477-2113; and SSTC Georgetown, 520-1455, or go

to the [Online Resource Center](#) to access on-demand resources.



CENTRAL STUDENT INFORMATION CENTER: TECH Central

TECH Central offers to all students the following **free** resources:

1. **Getting around HGTC:** General information and guidance for enrollment!
2. Use the [Online Resource Center \(ORC\)](#) including scheduled technology training, Office 365 support, password resets, and username information.
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.
5. **Chat with our staff on TECH Talk**, our live chat service. TECH Talk can be accessed on the student portal and on TECH Central's website, or by texting questions to (843) 375-8552.

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

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 HGTC's [Accessibility and Disability Service webpage](#). The Accessibility and Disability staff will review documentation of the student's disability and, in a confidential setting with the student, develop an educational accommodation plan.

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

STATEMENT OF EQUAL OPPORTUNITY/NON-DISCRIMINATION STATEMENT:

Horry-Georgetown Technical College prohibits discrimination and harassment, including sexual harassment and abuse, on the basis of race, color, sex, national or ethnic origin, age, religion,

disability, marital or family status, veteran status, political ideas, sexual orientation, gender identity, or pregnancy, childbirth, or related medical conditions, including, but not limited to, lactation in educational programs and/or activities.

TITLE IX REQUIREMENTS:

All students (as well as other persons) at Horry-Georgetown Technical College are protected by Title IX—regardless of their sex, sexual orientation, gender identity, part- or full-time status, disability, race, or national origin—in all aspects of educational programs and activities. Any student, or other member of the college community, who believes that he/she is or has been a victim of sexual harassment or sexual violence may file a report with the college’s Chief Student Services Officer, campus law enforcement, or with the college’s Title IX Coordinator, or designee.

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

INQUIRIES REGARDING THE NON-DISCRIMINATION/TITLE IX POLICIES:

Student and prospective student inquiries concerning Section 504, Title II, 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

EEO and Title IX Coordinator

Building 200, Room 212A, Conway Campus

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