



Horry-Georgetown
Technical College

COURSE INSTRUCTIONAL PACKAGE

CRJ 202
Criminalistics

Effective Term
Fall 2026/Spring 2027/Summer 2027

Part I: Course Information

Effective Term: Fall 2026/Spring 2027/Summer 2027

COURSE PREFIX: CRJ 202

COURSE TITLE: Criminalistics

CONTACT HOURS: 3

CREDIT HOURS: 3

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:

((SAT Critical Reading 300) or (ACT Reading 12 and ACT English 10) or (Multiple Measures English 1) or (Writing Sample ENG101 1 or WS ENG101 with Lab 1 or Writing Sample ENG155 1) or (Credit level [ENG 101](#) Minimum Grade of C or Credit level [ENG 155](#) Minimum Grade of C or Credit level [ENG 101](#) Minimum Grade of TC or Credit level [ENG 155](#) Minimum Grade of TC)) and Background Check Form 1

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.

Bell, S. (2019). Forensic science: An introduction to scientific and investigative techniques (5th ed.). CRC Press.

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

ADDITIONAL REQUIREMENTS:

Lab Fee \$35.00

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."

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; 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 the 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 IX – 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.

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

****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 (3) Total.....	45%
On-line Assignments (14) Total.....	20 %
Lab Assignments (14) Total.....	20 %
<u>Criminalistics Essay..... 1</u>	<u>5%</u>
Total.....	100%

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

GRADING SYSTEM:

Please note the College adheres to a 10-point grading scale A = 100 – 90, B = 89–80, C = 79 – 70, D = 69 – 60, F = 59 and below.

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 Snyder, 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](#).