



Horry-Georgetown
Technical College

COURSE INSTRUCTIONAL PACKAGE

CRJ 220
Judicial Process

Effective Term
Fall 2026/Spring 2027/Summer 2027

Part I: Course Information

Effective Term: Fall 2026/Spring 2027/Summer 2027

COURSE PREFIX: CRJ 220

COURSE TITLE: Judicial Process

CONTACT HOURS: 3.0

CREDIT HOURS: 3.0

RATIONALE FOR THE COURSE:

The course is designed to provide students with a basic understanding of the court systems and operations in the U.S., including both federal and State. The course generally exposes the student to the traditional procedures and processes found in all criminal courts and South Carolina in particular.

COURSE DESCRIPTION:

This course includes an overview of the law-making function of the courts, the growth of common law, the structure and organization of the courts, court processes and procedures involved in criminal and civil cases, and the question of reform for the administration of justice.

PREREQUISITES/CO-REQUISITES:

CRJ 101 – Introduction to Criminal Justice with a final grade of a “C” or better.

REQUIRED MATERIALS:

Please visit the [BOOKSTORE](#) online site for most current textbook information.

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

ADDITIONAL REQUIREMENTS:

CRJ 220 – Judicial Process does not have additional costs other than tuition and fees.

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:

All criminal justice students are expected to conduct themselves in a professional and courteous manner and toward all class members, whether online or in a traditional classroom setting. The standards of professional behavior will be enforced. Any violation associated with inappropriate behavior, including statements or remarks in class or emails, as well as postings or other communications, will be investigated and reported to Student Affairs for appropriate action. At the discretion of the professor of record, academic misconduct may be reported in writing as a violation of the Student Code of

Conduct. Reporting inappropriate behavior or academic misconduct could result in disciplinary action, as described in College Catalog and Student Handbook (HGTC, 2024, p. 39). Please see the Instructor's Addendum for further information.

Originality Score

All writing, including but not limited to discussion responses, exam or test answers, and term papers, has an originality score. Therefore, any part of writing turned in for a graded requirement that is copied, cut and pasted, or quoted, whether correctly cited or NOT, or created whole or in part by an AI-writing generator will be subtracted from the overall word count, and a reduction in the overall points awarded. Any egregious, blatant, or continued submission of written work containing copied or cut and pasted passages will be considered plagiarism and reported as academic misconduct per the HGTC Catalog (2023-2024) p. 39.

Part II: Student Learning Outcomes

COURSE LEARNING OUTCOMES and ASSESSMENTS*:

UNIT I – LAW, CONTROVERSY, ADVERSARIAL JUSTICE, AND COURTS

- **Student Outcome:** Describe how the courts are related to the other components of the criminal justice system.
- **Student Outcome:** Explain the importance of the adversary system.
- **Student Outcome:** Describe and identify the four primary types of jurisdiction: geographical, subject matter, personal, and hierarchical.
- **Student Outcome:** Analyze the impact the federal courts have on the administration of criminal justice at the state and local levels through their federal question jurisdiction.
- **Student Outcome:** Describe the four layers of a typical state court system. Describe and identify the major types of courts found in the U.S.
- **Student Outcome:** Describe the types of cases handled by the trial courts of limited jurisdiction.
- **Student Outcome:** Describe the five ways that juvenile courts differ from adult courts.
- **Student Outcome:** Discuss how states vary in terms of when a juvenile may be transferred to adult court for prosecution.

- **Assessment:** Class Activity or Assignment #1
- **Assessment:** Class Activity or Assignment #2
- **Assessment:** Exam #1

UNIT II – DYNAMICS OF COURTHOUSE AND THE ACTORS

- **Student Outcome:** Analyze the importance of assembly-line justice.
 - **Student Outcome:** Describe the strengths and weaknesses of speedy trial laws.
 - **Student Outcome:** Describe why ethics is vital to the American legal system.
 - **Student Outcome:** Discuss the two major characteristics of prosecutors in the U.S.
 - **Student Outcome:** Analyze the principal factors affecting prosecutorial ethics.
 - **Student Outcome:** Identify and describe the four major legal issues surrounding the right to counsel.
 - **Student Outcome:** Analyze the importance of legal ethics to the defense of criminal defendants.
 - **Student Outcome:** Discuss the role of the judge within the courtroom work group.
 - **Student Outcome:** Analyze the consequences of different methods of judicial selection.
-
- **Assessment:** Class Activity or Assignment #3
 - **Assessment:** Class Activity or Assignment #4
 - **Assessment:** Exam #2

UNIT III – PARTICIPANTS, PRETRIAL, DISCOVERY, AND PLEA BARGAIN

- **Student Outcome:** Discuss how many victims and witnesses view the court process and how these participants are many times viewed by the court.
- **Student Outcome:** Identify three types of programs designed to aid victims and witnesses in coping with the criminal justice process, and explain why some view these programs as manipulating victims.
- **Student Outcome:** List and describe the four (4) ways criminals are formally charged in court.
- **Student Outcome:** Describe the four layers of the criminal justice wedding cake.
- **Student Outcome:** Differentiate formal and informal discovery and the reasons why both are used in criminal cases.

- **Student Outcome:** Identify the types of evidence subject to mandatory criminal discovery.
- **Student Outcome:** Differentiate between the three (3) most common types of plea agreements, and identify the major factors influencing bargaining and discretion.
- **Student Outcome:** Discuss the importance of *Boykin v. Alabama*.
- **Assessment:** Class Activity or Assignment #5
- **Assessment:** Class Activity or Assignment #6
- **Assessment:** Courtroom Observation Paper

UNIT IV – TRIALS, SENTENCING, AND APPELLATE REVIEW

- **Student Outcome:** Analyze and describe the scope of the right to a trial by jury in a criminal case.
- **Student Outcome:** Summarize the basic rules of evidence concerning the trustworthiness and relevance of evidence.
- **Student Outcome:** List at least three major issues related to imprisonment as a sentence in the United States.
- **Student Outcome:** Summarize the two U.S. Supreme Court rulings from the 1970s on capital punishment that led to the bifurcated process for death penalty sentencing.
- **Student Outcome:** Identify the major alternatives to imprisonment.
- **Student Outcome:** Discuss the issues of sentencing disparities and discrimination in sentences based on factors such as race, gender, sex, education, and socioeconomic status.
- **Student Outcome:** Describe the two primary functions of appeals.
- **Student Outcome:** Compare and contrast appeals and post-conviction review processes.
- **Assessment:** Class Activity or Assignment #7
- **Assessment:** Class Activity or Assignment #8
- **Assessment:** Exam #3 (Final)

****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*

Tests 45%

Class Activity or Assignment 40%

Court Observation Paper 15%

Total 100%

****Please refer to the Instructor's Addendum for the specific number and type of evaluations.***

GRADING SYSTEM:

90-100..... A

80- 89..... B

70- 79..... C

60- 69..... D

Below 60..... F

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](#).