



# INSTRUCTIONAL PACKAGE

## CRJ-229 BLOODSTAIN PATTERN ANALYSIS

Effective Term  
2019/2020

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### PART I: COURSE INFORMATION

**EFFECTIVE TERM:** Fall 2019-10 - (2020-10)

**COURSE PREFIX:** CRJ 229

**COURSE TITLE:** Bloodstain Pattern Analysis

**CREDIT HOURS:** 3 Semester Hours

**CONTACT HOURS:** 5 hours (2 lecture hours  
and 3 lab hours per week)

### RATIONALE FOR THE COURSE:

Bloodstain Pattern Analysis is designed to introduce the student to the importance of blood stain and patterns to the investigation of crimes involving violent human trauma. The student will be introduced to the accepted practices, procedures, and techniques for the collection and interpretation of bloodstain evidence. The student will also be exposed to the theoretical foundations and scientific principles, including formulas, properties of patterns, and flight characteristics, important to interpreting bloodstain pattern evidence, when present at crime scene involving violent trauma. The acceptable and established techniques photographing and collecting blood stain evidence will be explored through practical applications.

### COURSE DESCRIPTION:

This course is an introduction to the theoretical foundations and scientific principles of bloodstain pattern analysis in the investigation of crimes of violence, including the properties, flight characteristics and bloodstain patterns, documentation and investigative significance of bloodstains.

### 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.

Bevel, T., & Gardner, R. M. (2008). *Bloodstain pattern analysis with an introduction to crime scene reconstruction* (3rd ed.). Boca Raton, FL: CRC Press.

## **ADDITIONAL REQUIREMENTS:**

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

## **TECHNICAL REQUIREMENTS:**

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 229 – Bloodstain Pattern Analysis. 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 229 – Bloodstain Pattern Analysis, 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 229 – Bloodstain Pattern Analysis, 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 (HGTC, 2014-2015, pp. 31-37).

**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**

##### **Week 1**

**Materials Covered:** Function and a Historical Perspective of Bloodstain Pattern Analysis

Read Chapter 1, pages 1- 14 Bloodstain Pattern Analysis (Gardner)

Review MS Power Point Presentations - Chapter 1 & 2.

##### **Chapter 1**

**Student Outcome:** Explain and Describe the Function of Bloodstain Pattern Analysis

**Student Outcome:** Examine the Historical Perspective of Bloodstain Pattern Evidence

**Student Outcome:** Examine the Modern Works in Bloodstain Pattern Analysis

**Assessment(s):** Bloodstain Pattern Analysis Quiz 1

#### **Unit II**

##### **Week 2**

**Materials Covered:** Bloodstain Pattern Terminology

Read Chapter 2, pages 17- 36 Bloodstain Pattern Analysis (Gardner)

Review MS Power Point Presentations - Chapter 2.

##### **Chapter 2**

**Student Outcome:** Examine and Describe the General Terms Relating to Bloodstain Pattern Analysis

**Assessment(s):** Bloodstain Pattern Analysis Exercise 1  
Dropbox

#### **Unit III**

## Week 3

**Materials Covered:** Bloodstain Classification

Read Chapter 3, pages 37- 87 Bloodstain Pattern Analysis (Gardner)

Review MS Power Point Presentations - Chapter 3.

### Chapter 3

**Student Outcome:** Examines and defines Classification vs. Overall Opinion

**Student Outcome:** Examines and defines Classification vs. Definition

**Student Outcome:** Examines, defines, and describes the Taxonomic Classification System for Bloodstains

**Student Outcome:** Describes the Spatter Family of Bloodstains

**Student Outcome:** Describes the Non-Spatter Family of Bloodstains

**Student Outcome:** Examines Complex Bloodstain Patterns

**Student Outcome:** Examines Altered Bloodstains

**Student Outcome:** Describes the Practical Application of Taxonomy

**Student Outcome:** Examines how to apply decision Map to Bloodstain Patterns, and other Classification Systems

**Assessment(s):** Bloodstain Pattern Analysis Exercise 2

## Unit IV

### Week 4

**Materials Covered:** A Methodology for Bloodstain Pattern Analysis

Read Chapter 4, pages 89 - 110 Bloodstain Pattern Analysis (Gardner)

Review MS Power Point Presentations - Chapter 4.

### Chapter 4

**Student Outcome:** Examines and describes the Scientific Method

**Student Outcome:** Describes how the Scientific Methodology is applied to Bloodstain Analysis

**Student Outcome:** Describes how the Scientific Methodology is applied to Different Environments

**Assessment(s):** Bloodstain Pattern Analysis Quiz 2  
Quiz

## Unit V

## **Week 5**

**Materials Covered:** The Medium of Blood

Read Chapter 5, pages 111- 132 Bloodstain Pattern Analysis (Gardner)

Review MS Power Point Presentations - Chapter 5.

### **Chapter 5**

**Student Outcome:** Examine and describe Spatter Droplet Dynamics

**Student Outcome:** Examine and describe Spatter Droplet Dynamics on Impact

**Student Outcome:** Examine and describe Blood behavior when exposed to different Mechanisms

**Assessment(s):** Bloodstain Pattern Analysis Exam 1

Quiz

## **Unit VI**

### **Week 6**

**Materials Covered:** Anatomical Considerations in Bloodstain Pattern Analysis

Read Chapter 6, pages 135- 148 Bloodstain Pattern Analysis (Gardner)

Review MS Power Point Presentations - Chapter 6.

### **Chapter 6**

**Student Outcome:** Examining and describing the importance of Blood Cells and Plasma

**Student Outcome:** Examining and describing Coagulation and Hemostasis

**Student Outcome:** Examining and describing the Circulatory System

**Student Outcome:** Describing Non-Traumatic Causes of Bleeding

**Student Outcome:** Examining and describing Traumatic Pathology

**Assessment(s):** Bloodstain Pattern Analysis Exercise 5

Dropbox.

Bloodstain Pattern Analysis Quiz 3

Quiz

## **Unit VII**

### **Week 7**

**Materials Covered:** Determining Motion and Directionality

Read Chapter 7, pages 149- 163 Bloodstain Pattern Analysis (Gardner)

Review MS Power Point Presentations - Chapter 7.

For class: Read Chapter 8, pages 165- 197 Bloodstain Pattern Analysis (Gardner)

Review MS Power Point Presentations - Chapter 8.

## **Chapter 7**

**Student Outcome:** Examining and defining the General Sequence of Events

**Student Outcome:** Describing Blood Droplet Directionality

**Student Outcome:** Identify Blood Trail Motion

**Student Outcome:** Determine the motion of Wipe and Swipe Patterns

**Student Outcome:** Define Repetitive Pattern Transfer

**Assessment(s):** Bloodstain Pattern Analysis Exercise 6  
Dropbox

## **Unit VIII**

### **Week 8**

**Materials Covered:** Determining the Point of Convergence and the Area of Origin

Read Chapter 8, pages 165- 197 Bloodstain Pattern Analysis (Gardner)

Review MS Power Point Presentations - Chapter 8.

## **Chapter 8**

**Student Outcome:** Identify well-formed Stains in Blood Patterns

**Student Outcome:** Identify the Directionality of a Stain

**Student Outcome:** Identify the Point of Convergence for a Bloodstain Pattern

**Student Outcome:** Identify Impact Angles for Stains

**Student Outcome:** Define the area of Origin

**Student Outcome:** Examine the Area of Origin through the Tangent Method, Three Dimensional Evaluation, and Automated Efficiency or Precision

**Student Outcome:** Define the limitation in an Area of Origin Evaluation

**Assessment(s):** Bloodstain Pattern Analysis Exercise 7



Dropbox

Bloodstain Pattern Analysis Quiz 4  
Quiz

## **Unit IX**

### **Week 9**

**Materials Covered:** Evaluating Impact Spatter Bloodstains

Read Chapter 9, pages 199- 228 Bloodstain Pattern Analysis (Gardner)

Review MS Power Point Presentations - Chapter 9.

### **Chapter 9**

**Student Outcome:** Understand the Concept of Preponderant Stain Size

**Student Outcome:** Examine Impact Droplet Size

**Student Outcome:** Examine and describe Pattern Configuration and Dispersion in Impacts

**Student Outcome:** Examine Spatter Patterns Resulting from Gunshots

**Student Outcome:** Examine and identify Expecterated Blood

**Student Outcome:** Identify Fly Spots

**Assessment(s):** Bloodstain Pattern Analysis Exercise 8

Bloodstain Pattern Analysis Exam 2

## **Unit X**

### **Week 10**

**Materials Covered:** Understanding and Applying Characteristic Patterns of Blood

Read Chapter 10, pages 231- 259 Bloodstain Pattern Analysis (Gardner)

Review MS Power Point Presentations - Chapter 10.

### **Chapter 10**

**Student Outcome:** Examine, describe, and apply Characteristics to the Spatter Family of Bloodstain Patterns

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**Student Outcome:** Examine, describe, and apply Characteristics to the Non-Spatter Family of Bloodstain Patterns

**Student Outcome:** Examine, describe, and apply Characteristics of Complex Bloodstain Patterns

**Assessment(s):** Bloodstain Pattern Analysis Exercise 9  
Dropbox

Bloodstain Pattern Analysis Quiz 5  
Quiz

## **Unit XI**

Week 11

**Materials Covered:** Bloodstained Clothing Issues

Read Chapter 11, pages 261- 274 Bloodstain Pattern Analysis (Gardner)

Review MS Power Point Presentations - Chapter 11.

## **Chapter 11**

**Student Outcome:** Examine and apply proper clothing documentation practices and procedures

**Student Outcome:** Examine and describe issues associated with poor collection and documentation procedures

**Student Outcome:** Examine and describe contact from spatter on fabric

**Student Outcome:** Examine and describe directionality and impact angle issues associated with fabric

**Student Outcome:** Examine pattern transfer issues and clothing documentation processes

**Assessment(s):** Bloodstain Pattern Analysis Exercise 10

## **Unit XII**

### **Week 12**

**Materials Covered:** Presumptive Testing and the Enhancement of Blood

Read Chapter 12, pages 275- 295 Bloodstain Pattern Analysis (Gardner)

Review MS Power Point Presentations - Chapter 12.

## Chapter 12

**Student Outcome:** Examine and describe and use Presumptive tests for blood

**Student Outcome:** Examine and describe the different reagents used, the formulations of the tests, which reagent to use, and testing considerations.

**Student Outcome:** Examine and describe how to search and enhance latent blood

**Student Outcome:** Examine safety considerations

**Student Outcome:** Examine and describe the proper photo-documentation, interpretation, and confirmation of blood and bloodstains

**Assessment(s):** Bloodstain Pattern Analysis Quiz 6  
Quiz

## Unit XIII

### Week 13, Week 14, Week 15

**Materials Covered:** Documenting Bloodstains

Read Chapter 13, pages 297- 317 Bloodstain Pattern Analysis (Gardner)

Review MS Power Point Presentations - Chapter 13.

Chapter 1

**Student Outcome:** Examine and describe the proper methods to document bloodstains to include photography, scene and pattern sketching, and report writing

**Student Outcome:** Examine and describe some of the crime scene reconstruction and analysis methods

**Student Outcome:** Examine the procedures to presenting evidence in court

**Assessment(s):** Bloodstain Pattern Analysis Final Project  
Dropbox

Final Exam

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

## Part III: Grading and Assessment

## **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) three hour sessions (3 hr.) of lab each week in this course, and as a result, students will be required to complete lab assignments. These lab assignments will include applying techniques acquired and/or learned in previous crime scene investigations classes successfully completed, coupled with the techniques and methods introduced in this course. These lab assignments will be at the discretion of the assigned professor. Therefore, students will be required to complete assigned projects deemed appropriate for the assigned subject matter, and are required to complete any and all homework assignments. Such assignments will be announced in advance. Failure to complete a homework assignment will result in a ½ absence for the assignment due date.

## **WARNING:**

Some activities in the CSI classes can cause the student to get dirty during the performance of required practical exercises. Students should take appropriate precautions to insure that clothing and/or shoes are not soiled, damaged, and/or permanently affected. The college is not responsible for any soiled clothing as a result of this class.

There are activities in the CSI classes that involve viewing trauma, injury, blood, and other disturbing images. Furthermore, CSI students will be required to handle evidence involving simulated blood during required practical crime scene and lab applications. The activities simulate circumstances required for employment in the field of law enforcement including crime scene processing and crime lab analyses; therefore, students who cannot perform such activities because of the materials involved should consider another field of employment. Additionally, the inability to participate in such class/lab activities

involving biological evidence as required in a CSI course will prevent the student from successfully completing the course with a passing grade.

Non-class related photography is not permitted in the CSI facilities. Cell phones and other devices that can be used as a camera must remain in a pocket or purse. Photographing the classroom, students, instructors or equipment will result in the violator being asked to leave the class.

### **EVALUATION OF REQUIRED COURSE MEASURES/ARTIFACTS\***

Students' performance will be assessed and the weight associated with the various measures/artifacts are listed below.

#### **EVALUATION\***

|                                  |           |
|----------------------------------|-----------|
| Tests (3) Total                  | 60%       |
| Practical Assignments (10) Total | 20%       |
| On-line Assignments (6) Total    | 12%       |
| Final Project                    | <u>8%</u> |
|                                  | 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.

Students with perfect attendance, without tardiness, and who participate in class regularly through taking notes, and paying attention, will receive an additional 5% of their final numeric score calculated into their final point total, ***not*** added to the final grade. Again, points are only awarded for perfect attendance, which includes arriving for class on time and active involvement in the class (***no sleeping***), and receiving such points is at the sole discretion of the professor of record.

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 (<http://www.hgtc.edu/academics/academiccalendars.html>). 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.

## **STUDENT RESPONSIBILITY, ACADEMIC MISCONDUCT, AND ONLINE INTEGRITY**

Students **must** complete their **own** work whether online or in a traditional classroom. Any act of misconduct described by *Horry-Georgetown Technical College Catalog & Student Handbook* (2014-2015) (pp. 33-34) that is committed, including plagiarism or the act of using or presenting another person's work as your own, will be investigated and should the evidence be found that student is in violation of the student code, the incident may be formally reported to the Chief Student Services Officer.

The possible disciplinary actions that a professor may take for a finding of misconduct are set forth in the *Horry-Georgetown Technical College Catalog & Student Handbook* (2014-2015) on page 34. These actions can include an "F" for the assignment or test or an "F" for the course. The student with questions and/or concerns should consult the Student Code published in the *Horry-Georgetown Technical College Catalog & Student Handbook* (2014-2015), pages 32-36 and/or course professor of record.

To avoid the question of plagiarism, all information and material used as reference for any paper or project **must** have a citation in the text identifying the source of that knowledge as well as that source listed on the reference page as required by the *Publication Manual of the American Psychological Association* (2010). Please remember, students **must** complete the work in this course on their own, including testing.

### **Part IV: Attendance**

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, 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.

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, 2015-2016, pp. 44-45). 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](mailto: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

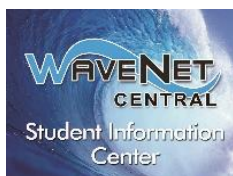


### The Student Success and Tutoring Center (SSTC)

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](mailto: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](mailto: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).

|   |   |
|---|---|
| <p><b>Inquiries regarding the non-discrimination policies:</b></p>  |   |
| <p>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.</p>   | <p>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.</p>  |
| <p><b>Dr. Melissa Batten, VP Student Affairs</b><br/> <i>Title IX Coordinator</i></p> <p>Building 1100, Room 107A, Conway<br/> Campus<br/> PO Box 261966, Conway, SC 29528-6066<br/> 843-349-5228<br/> <a href="mailto:Melissa.Batten@hgtc.edu">Melissa.Batten@hgtc.edu</a></p> | <p><b>Jacquelyne Snyder, VP Human Resources</b><br/> <i>Section 504, Title II, and Title IX Coordinator</i></p> <p>Building 200, Room 212A, Conway Campus<br/> PO Box 261966, Conway, SC 29528-6066<br/> 843-349-5212<br/> <a href="mailto:Jacquelyne.Snyder@hgtc.edu">Jacquelyne.Snyder@hgtc.edu</a></p> |