



# **INSTRUCTIONAL PACKAGE**

CRJ 235

Practical Crime Scene Investigation

Effective Term

Fall 2024/Spring 2025/Summer 2025

# INSTRUCTIONAL PACKAGE

## Part I: Course Information

Effective Term: Fall 2024/Spring 2025/Summer 2025

**COURSE PREFIX:** CRJ 235

**COURSE TITLE:** Practical Crime Scene  
Investigations

**CONTACT HOURS:**

2 Lecture Hours  
3 Lab Hours  
5 Semester Hours

**CREDIT HOURS:** 3

**RATIONALE FOR THE COURSE:**

Practical Crime Scene Investigations is designed to provide the student with an understanding of the appropriate processes important in the collection and preservation of evidence from a crime scene. An exposure to the application of forensic techniques learned in previous crime scene investigation courses through hands-on processing of simulations allows the student to understand the complex and crucial tasks that are involved in a criminal investigation; where evidence must be properly collected and preserved for truthful presentation in trial or other judicial proceedings.

**COURSE DESCRIPTION:**

This course is the study of practical, hands-on instruction in methodology and policies for the identification, interpretation, collection, packaging, preservation, and chain of custody of crime scenes and evidence taken from crime scenes.

**PREREQUISITES/CO-REQUISITES:**

(**CRJ 101** with a minimum grade of C or **CRJ 101** with a minimum grade of TC) and Test **CBC** with a minimum score of 1 and (**CRJ 229** with a minimum grade of C or **CRJ 229** with a minimum grade of TC)

\***Online/Hybrid** courses require students to complete the [Distance Learning Orientation Video](#) prior to enrolling in an online course.

**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.

Gardner, R.M., & Krouskup, D.R. (2019). Practical crime scene processing and investigation 3<sup>rd</sup> Ed. Boca Raton, FL: CRC Press.

Ramirez, C. R., & Parish-Fisher, C. (2012). Crime scene processing and investigation workbook. Boca Raton FL: CRC Press.

**ADDITIONAL REQUIREMENTS:** None

**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.

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.

### **CLASSROOM ETIQUETTE:**

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 Course 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.

**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\*:

#### COURSE SCHEDULE

#### Week 1

**Materials Covered:** Introduction & the Crime Scene

#### Chapter 1

Read Chapter 1, pages 1- 19 and

Review MS PowerPoint Presentations

Chapter 1. Review all Photograph Slides.

**Student Outcome:** Describe Police Goals and Objectives

**Student Outcome:** Define what Evidence is and how it is used

**Student Outcome:** Examine and Describe Integrity Issues and Ethics

**Student Outcome:** Describe Investigative Ethics

**Assessment(s):** Week 1 Chapter 1 Exercises

#### Week 2

**Materials Covered:** Physical Evidence

#### Chapter 2

Read Chapter 2, pages 19 - 51.

Review MS PowerPoint Presentations

Chapter 2. Review all Slides.

**Student Outcome:** Describe the difference between Class and Individual Characteristics

**Student Outcome:** Examine and Describe Fingerprint Evidence

**Student Outcome:** Examine and Describe Serology and Biological Evidence

**Student Outcome:** Examine and Describe Trace Evidence

**Student Outcome:** Examine and Describe Tool Mark Evidence

**Student Outcome:** Examine and Describe Impression Evidence

**Student Outcome:** Examine and Describe Chemical Evidence

**Student Outcome:** Examine and Describe Documentation Evidence

**Student Outcome:** Examine and Describe Computer Forensics

**Student Outcome:** Examine and Describe Forensic Pathology

**Assessment(s):** Week 2 Chapter 2 Exercise 1

**Week 3 Materials Covered:** Initial Response

### Chapter 3

Read Chapter 3, pages 51 - 63.

Review MS PowerPoint Presentations

Chapter 3. Review all Slides.

**Student Outcome:** Examine and Describe Specific Objectives in Response

**Student Outcome:** Examine and Describe Securing and Documenting the Scene

**Student Outcome:** Examine and Describe Basic Activities

**Assessment(s):** Week 3 Chapter 3 Exercise 1

### Week 4

**Materials Covered:** Processing Methodologies

### Chapter 4

Read Chapter 4, pages 63 - 75.

Review MS PowerPoint Presentations

Chapter 4. Review all Slides.

**Student Outcome:** Examine and Describe Basic Activities of Scene Processing

**Student Outcome:** Examine and Describe Processing Model

**Assessment(s):** Week 4 Chapter 4 Exercise 1

## **Examination 1 Week 4 Chapters 1-4 Pages 1-75 Week 5**

**Materials Covered:** Assessing the Crime Scene

### **Chapter 5**

Read Chapter 5, pages 75 - 104.

Review MS PowerPoint Presentations

Chapter 5. Review all Slides.

Week 5 Chapter 5 Exercise 1 - 2

**Student Outcome:** Examine and Describe Initial Information Collection

**Student Outcome:** Examine and Describe Scope and Boundary

**Student Outcome:** Examine and Describe Integrity and Contamination

**Student Outcome:** Examine and Describe Crime Search Pattern Considerations

**Student Outcome:** Examine and Describe Personal Hazards and Protective Measures

**Student Outcome:** Examine and Describe Mass Crime Scenes

**Assessment(s):** Week 5 Chapter 5 Exercise 1 - 2

### **Week 6**

**Materials Covered:** Crime Scene Photography

### **Chapter 6**

Read Chapter 6, pages 107 - 145.

Review MS PowerPoint Presentations

Chapter 6. Review all Slides.

**Student Outcome:** Examine and Describe Recurring Problems in Crime Scene Photography

**Student Outcome:** Examine and Describe Types and Purpose of Photographs

**Student Outcome:** Examine and Describe the Road Mapping Method of Photographic Documentation

**Student Outcome:** Examine and Describe Camera Control Issues

**Assessment(s):** Week 6 Chapter 6 Exercise 1 Article Review

Crime Scene Notes and Reports Exercise Due

## **Week 7**

**Materials Covered:** Sketching and Mapping

### **Chapter 7**

Read Chapter 7, pages 147 - 178.

Review MS PowerPoint Presentations

Chapter 7. Review all Slides.

Week 7 Chapter 7 Exercise 1

**Student Outcome:** Examine and Describe Elements of Sketching

**Student Outcome:** Examine and Describe Methods of Crime Scene Mapping

**Student Outcome:** Examine and Describe Mapping Technologies

**Assessment(s):** Week 7 Chapter 7 Exercise 1

## **Week 8**

**Materials Covered:** Narrative Descriptions

### **Chapter 8**

Read Chapter 8, pages 179 - 190.

Review MS PowerPoint Presentations



Chapter 8. Review all Slides.

**Student Outcome:** Examine and Describe Investigative Notes

**Student Outcome:** Examine and Describe Crime Scene Reports

**Assessment(s):** Week 8 Chapter 8 Exercise 1

## **Examination 2 Week 8 Chapters 5-8 Pages 75-190**

### **Week 9**

**Materials Covered: Basic Skills Chapter 9**

Read Chapter 9, pages 191 - 207.

Review MS PowerPoint Presentations

Chapter 9. Review all Slides.

**Student Outcome:** Examine and Describe Applying Light Technology

**Student Outcome:** Examine and Describe Choosing Light Sources

**Student Outcome:** Examine and Describe Recovering Fingerprints

**Student Outcome:** Examine and Describe On Scene Fingerprinting

**Student Outcome:** Examine and Describe Casting Impressions

**Assessment(s):** Week 9 Chapter 9 Exercise 1-9

### **Crime Scene Photo & Sketch Documentation Exercise**

### **Week 10**

**Materials Covered:** Basic Skills for Scene Processing: Fingerprint Evidence

## Chapter 10

Read Chapter 10, pages 207 - 232.

Review MS PowerPoint Presentations

Chapter 10. Review all Slides.

**Student Outcome:** Examine and Recovering Fingerprints

**Student Outcome:** Examine and Describe the Science of Fingerprints

**Student Outcome:** Examine and Describe Classification vs. Identification

**Assessment(s):** Week 10 Chapter 10 Exercise

## Week 11

**Materials Covered:** Basic Skills for Scene Processing: Impression Evidence

## Chapter 11

Read Chapter 11, pages 233 - 355.

Review MS PowerPoint Presentations

Chapter 11. Review all Slides.

Week 11 Chapter 11 Exercise

**Student Outcome:** Examine and Describe Impression Evidence

**Student Outcome:** Examine and Describe Specific Issues Related to Tire Mark Impressions

**Student Outcome:** Examine and Describe Recovery of Standards for Impression Evidence Examinations

**Assessment(s):** Week 11 Chapter 11 Exercise

Crime Scene Processing & Collection Exercise

## **Week 12**

**Materials Covered:** Advance Techniques: Shooting Scene Documentation and Reconstruction

### **Chapter 12**

Read Chapter 12, pages 255 - 281.

Review MS PowerPoint Presentations

Chapter 10. Review all Slides.

**Student Outcome:** Examine and Describe Bullet Trajectory Analysis

**Student Outcome:** Examine and Describe Direction of Fire

**Student Outcome:** Examine and Describe Trajectory Analysis Documentation

**Assessment(s):** Week 12 Chapter 12 Exercise

## **Week 13**

**Materials Covered:** Advance Techniques: Bloodstain Pattern Analysis in the Crime Scene

### **Chapter 13**

Read Chapter 13, pages 281 - 305.

Review MS PowerPoint Presentations

Chapter 13. Review all Slides.

Week 13 Chapter 13 Exercise

**Student Outcome:** Examine and Describe Blood Pattern Analysis

**Student Outcome:** Examine and Describe the Theory and Principles of Bloodstain Pattern Analysis

**Student Outcome:** Examine and Describe the Pattern Diversity Principle

**Student Outcome:** Examine and Describe the Principle of Stain Shape and Vector Correlation

**Student Outcome:** Examine and Describe the Physically Altered Bloodstain Principle

**Student Outcome:** Examine and Describe the Methodology of BPA

**Assessment(s):** Week 13 Chapter 13 Exercise

Crime Scene Processing & Collection Exercise

## **Week 14**

**Materials Covered:** Special Considerations

## **Chapter 14**

Read Chapter 14, pages 307 - 331.

Review MS PowerPoint Presentations

Chapter 14. Review all Slides.

**Student Outcome:** Examine and Describe Fire Scenes

**Student Outcome:** Examine and Describe Landfill Recoveries

**Student Outcome:** Examine and Describe Buried and Scattered Remains

**Student Outcome:** Examine and Describe Entomology Evidence Associated with Bodies

**Assessment(s):** Week 14 Chapter 14 Exercise

## **Week 14**

**Materials Covered:** Advance Techniques: Body as a Crime Scene

## **Chapter 15**

Read Chapter 15, pages 331 - 349.

Review MS PowerPoint Presentations

Chapter 15. Review all Slides.

**Student Outcome:** Examine and Describe Body as a Crime Scene

**Student Outcome:** Examine and Describe Examination of a Corpse

**Student Outcome:** Examine and Describe Understanding the Mechanisms of Injury

**Assessment(s):** Week 14 Chapter 14 Exercise

Evidence Examination & Processing

## **Week 14**

**Materials Covered:** Analysis and Reconstruction

## **Chapter 16**

Read Chapter 16, pages 349 - 369.

Review MS PowerPoint Presentations

Chapter 16. Review all Slides.

Week 14 Chapter 14 Exercises

**Student Outcome:** Examine and Describe Concept of Scene Reconstruction

**Student Outcome:** Examine and Describe Scene Reconstruction Methodology

**Student Outcome:** Examine and Describe Event Analysis

**Assessment(s):** Week 14 Chapter 14 Exercises

Crime Scene Project Presentations

## **Exam 3 Week 15 Chapters 9-16 Pages 191-369**

### **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 other week with the 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 are three (3) hours 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.

### **THE COURSE PROJECT**

The student will participate in the investigation mock crime, including sketching, photographing and processing of a mock crime scene. The scene will be based on a crime as determined by the course professor of record. The student will be assigned to one of several teams of a size and composition determined by the course professor. Each student, although working as a team, will submit an individual case file based on two elements, which are (1) the team's collaborative effort in processing the crime scene and (2) the research regarding the relevant case law applicable to the crime scene. Therefore, the team case file, as submitted by each student, will include a minimum of the following components:

- Synopsis of the Case
- Investigative Report Writing
- Crime Scene Walk Through
- Crime Scene Sketch with Draft
- Photograph List (log) with actual photographs taken in class
- Evidence List
- Crime Scene Processing
- Evidence Examination & Processing
- Relevant Statutes and Codes
- Relevant Case Law

Each component of the project will occur as a participatory assignment staged during class time throughout the semester. For example assignment #1 will be a graded assignment involving a synopsis of the case, or a brief summary, capsulizing the case that will be presented to the prosecution. The student will be required to collect the information during class and compile the information into a finished project as homework before submission to the course professor on the due date announced in class for that component. All students **must** participate in each component of the project throughout the semester and the final case file similar to the professional requirements of a crime scene processor, whether detective, police officer, or technician, to receive a passing grade. Each student will be required to submit separate assignments and the final case file. Further description and instructions for final case file and the component assignments will be distributed during the first class after the add/drop period, or the first five days of the semester, whenever and however announced.

The project paper **must** be a minimum of 5 - 10 double-spaced pages. All resource material used **must** be cited and referenced, and all resources must be listed in a reference page. The format of the paper, all references, and citations must conform to the *Publication Manual of the American Psychological Association* (2010). The minimum number of pages required does **not** include the title page or reference page(s). The font used should be Times New Roman at size 12 with 1" margins on all sides.

The project will be due during the (14 & 15<sup>th</sup>) weeks of class; the specific date will be announced by the professor of record. Any project received after the above due date at the beginning of class will be considered late. A project will lose ten (10) points for each day tardy. The penalty will be assessed after the project is graded for quality and content. As mentioned above, there will be a reduction of ten (10) points for each day that the project is late until four (4) days after the due date, at which time **no** late projects will be accepted, regardless of reason. Students **not** submitting a project will receive a grade of zero.

## **EVALUATION\***



**EVALUATION\*****COURSE GRADING SUMMARY:**

Test One	15%
Test Two	15%
Test Three	15%
Online Assignments	28%
Walk Through & Note Taking	4%
Sketching & Photo Documentation	4%
Scene Processing & Collection	4%
Evidence Examination & Processing	4%
<u>Crime Scene Presentation</u>	<u>11%</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. You must have your Dean's approval if changes in the scale are made.

Grades earned in courses impact academic progression and financial aid status. Before withdrawing from a course, be sure to talk with your instructor and financial aid counselor about the implications of that course of action. Ds, Fs, Ws, WFs and Is also negatively impact academic progression and financial aid status.

The Add/Drop Period is the first 5 days of the semester for **full term** classes. Add/Drop periods are shorter for accelerated format courses. Please refer to the [academic calendar](#) for deadlines for add/drop. You must attend at least one meeting of all of your classes during that period. If you do not, you will be dropped from the course(s) and your Financial Aid will be reduced accordingly.

**Part IV: Attendance**

Horry-Georgetown Technical College maintains a general attendance policy requiring students to be present for a minimum of 80 percent (80%) of their classes in order to receive credit for any course. Due to the varied nature of courses taught at the college, some faculty may require up to 90 percent (90%) attendance. Pursuant to 34 Code of Federal Regulations 228.22 - Return to Title IV Funds, once a student has missed over 20% of the course or has missed two (2) consecutive weeks, the faculty is obligated to withdraw the student and a student may not

be permitted to reenroll. **Instructors define absentee limits for their class at the beginning of each term; please refer to the Instructor Course Information Sheet.**

**For online and hybrid courses**, check your Instructor's Course Information Sheet for any required on-site meeting times. Please note, instructors may require tests to be taken at approved testing sites, and if you use a testing center other than those provided by HGTC, the center may charge a fee for its services.

## Part V: Student Resources



### 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, contact the SSTC at [sstc@hgtc.edu](mailto:sstc@hgtc.edu) or self-schedule in the Penji iOS/Android app or at [www.penjiapp.com](http://www.penjiapp.com). Email [sstc@hgtc.edu](mailto: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.



### 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, financial aid, registration, and payment plan support!
2. Use the [Online Resource Center \(ORC\)](#) including Office 365 support, password resets, and username information.
3. **In-person workshops, online tutorials and more services** are available in Desire2Learn, Student Portal, Degree Works, and Office 365.
4. **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.



## **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 are equipped with computers to support academic research and related school work; printing is available as well. Visit the [Library](#) website for more information or call (843) 349-5268.

## **STUDENT TESTING:**

Testing in an **online/hybrid** course and in **make-up exam** situations may be accomplished in a variety of ways:

- Test administered within D2L.
- Test administered in writing on paper.
- Test administered through Publisher Platforms (which may have a fee associated with the usage)

Furthermore, 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 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 Services staff will review documentation of the student's disability and, in a confidential setting with the student, engage in an interactive process to 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. Students will need to reach out to the Accessibility and Disability Services staff each semester to renew their accommodations.

**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](mailto:counseling@hgtc.edu) or visit the website the [Counseling Services webpage](#).

**STATEMENT OF EQUAL OPPORTUNITY/NON-DISCRIMINATION STATEMENT:**

Horry-Georgetown Technical College shall not discriminate in employment or personnel decisions or in student admissions or in student decisions, or in all other segments of the College community 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 the educational programs and activities which it operates, and the college is prohibited from discrimination in such manner by applicable laws. Practices and requirements for nondiscrimination extend to the enrollment of students in programs and activities of the College and employment by the College.

All inquiries regarding the federal laws as they relate to discrimination on the basis of sex may be directed to Tamatha Sells, Title IX Coordinator, Horry-Georgetown Technical College, Building 1100C, Room 107B, 2050 Hwy 501 E, PO Box 261966, Conway, SC 29528-6066, 843-349-5218, [tamatha.sells@hgtc.edu](mailto:tamatha.sells@hgtc.edu) or to the US Department of Education Office of Civil Rights. (Telephone: 800-421-3481/Email: [OCR@ed.gov](mailto:OCR@ed.gov)).

Other 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 & 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](mailto:jacquelyne.snyder@hgtc.edu).

Other 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, Section 504 & Title II Coordinator Horry-Georgetown Technical College, Building 1100C, Room 107A, 2050 Hwy 501 E, PO Box 261966, Conway, SC 29528-6066, 843-349-5228, [melissa.batten@hgtc.edu](mailto:melissa.batten@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 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).

For more information, contact Tamatha Sells, Title IX Coordinator, Conway Campus, Building 1100C, Room 107B, 843-349-5218, [tamatha.sells@hgtc.edu](mailto:tamatha.sells@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](#).