



# **INSTRUCTIONAL PACKAGE**

MLT 105  
Medical Microbiology

Effective Term  
Fall 2024/Spring 2025/Summer 2025

# INSTRUCTIONAL PACKAGE

## Part I: Course Information

Effective Term: Fall 2024/Spring 2025/Summer 2025

COURSE PREFIX: MLT 105

COURSE TITLE: Medical Microbiology

CONTACT HOURS: 6 hours

CREDIT HOURS: 4 hours

### **RATIONALE FOR THE COURSE:**

This course provides a survey of organisms encountered in the clinical microbiology laboratory, including sterilization and disinfection techniques.

### **COURSE DESCRIPTION:**

This course provides a survey of organisms encountered in the clinical microbiology laboratory, including sterilization and disinfection techniques.

### **PREREQUISITES/CO-REQUISITES:**

NOTE: Co-Req or Pre-Req MLT 102, ENG 101, MAT 120, BIO 112, or Bio 210 with a minimum grade of C

### **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.

### **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.

### **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:**

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 for an emergency, please notify your professor prior to class and switch cell phone ringers to vibrate.

**Part II: Student Learning Outcomes****COURSE LEARNING OUTCOMES and ASSESSMENTS\*:**

After successful completion of this course, the student will be able to meet the following terminal behavior outcomes:

1. Identify the role of specimen management in the preanalytical, analytical & post-analytical laboratory process for Medical Microbiology
2. Explain Quality Control and Quality Assurance policies.
3. Describe the principles of procedures used in this department.
4. Describe manual, semiautomated testing in this department.
5. Delineate the various roles the laboratory and laboratory scientist may play in an infection prevention and control program.
6. Describe the hazards that can be encountered in a microbiology laboratory.
7. Describe appropriate specimen types and collection procedures for medical microbiology.
8. Describe how growth on agars is used in the preliminary identification of bacterial isolates.
9. Perform laboratory procedures to identify clinically significant isolates.

**Week 1-**

Materials covered: Bailey & Scott's Diagnostic Microbiology, Tille.

## Ch 1

1. Define classification, identification, species, genus, type genus, and binomial nomenclature.
2. Describe how the classification, naming, and identification of organisms play a role in diagnostic microbiology in the clinical setting.

## Ch 3

3. Differentiate between bacterial endotoxins and exotoxins and provide examples of each.
4. Describe the three major steps in the formation of a microbial biofilm.

## Lab

Materials covered: MLT 105 Lab manual

1. Explain bacteriology laboratory safety guidelines.
2. Describe Medical microbiology.

## **Week 2**

Materials covered: Bailey & Scott's Diagnostic Microbiology, Tille.

Ch 5

1. Define and differentiate backup broth, nutritive media, and differential and selective media.
2. Determine specimen acceptability and the proper procedure for rejection or recollection.

## Lab

Materials covered: MLT 105 Lab manual

1. Define medium (plural, media) and identify a variety of media for the isolation of bacteria including enrichment, selective, nutritional, and differential.
2. Describe the semi quantitation method utilized when streaking clinical samples for isolation and identification of microorganisms.

## **Week 3**

Materials covered: Bailey & Scott's Diagnostic Microbiology, Tille.

Ch 7

1. Describe the importance of using colony morphology, Gram staining, and site of infection to identify a potential pathogenic microorganism.
2. Define and differentiate bacterial susceptibility and resistance; give an example of how these are used to assist in the identification of bacteria.

## Lab

Materials covered: MLT 105 Lab manual

1. Describe and interpret growth characteristics (i.e., colonial morphology) of microorganisms following incubation, including margin, color or pigmentation, opacity, consistency, odor, elevation, on various media.
2. Describe and properly perform inoculation and interpretation associated with the techniques for inoculating broths and plates.
3. Explain the significance of obtaining a pure culture from a specimen using the semiquantitative streaking technique.

## **Week 4**

Materials covered: Bailey & Scott's Diagnostic Microbiology, Tille.

Ch 8

1. Explain the importance of molecular testing methods in the microbiology laboratory. List the three categories of molecular testing methods and provide a brief explanation of the methodology for each type.

Ch 9

2. Explain the following serologic tests, considering their clinical applications: direct, indirect and reverse passive agglutination, flocculation tests, immunofluorescent assays, and enzyme immunoassay.

Lab

Materials covered: MLT 105 Lab manual

1. Demonstrate the proper use and cleaning of a bright field microscope.
2. Explain the role of microscopy in the identification of infectious agents.
3. Explain and perform the proper procedure for making a correct smear for microscopic examination.
4. Differentiate a direct and an indirect smear for the identification and characterization of organisms.

## **Week 5**

Materials covered: Bailey & Scott's Diagnostic Microbiology, Tille.

Ch 10

1. List the five general categories of antimicrobial action.
2. Describe the basic structure and chemical principle for the mechanism of beta-lactam antimicrobials

Ch 11

1. Define a McFarland standard and explain how it is used to standardize susceptibility testing.

Lab

Materials covered: MLT 105 Lab manual

1. List the reagents, and describe the chemical and physical principles, as well as the limitations of Gram-stain technique.
2. Properly perform and interpret an indirect Gram stain including quality control slide and interpretation.

3. Properly identify the common bacterial cellular morphologies, Gram-stain reactions, and cellular arrangements.

## Week 6

Materials covered: Bailey & Scott's Diagnostic Microbiology, Tille.

### Ch 13

- Staphylococcus aureus
- Coagulase-negative staphylococci (most commonly encountered)
  - Staphylococcus epidermidis
  - Staphylococcus haemolyticus
- Staph. intermedius
- Coagulase-negative staphylococci

For the organisms listed for this chapter, describe the following:

1. Gram stain result
  2. Colony morphology
  3. Biochemical tests used to identify.
  4. Where found as indigenous biota?
  5. Pathogenicity
  6. Virulence factors
  7. Antibiotic sensitivity.
- 
8. Describe the general characteristics of Staphylococcus spp. and Micrococcus spp., including oxygenation, microscopic Gram staining characteristics, and macroscopic appearance on blood agar.
  9. Describe the chemical principle and purpose of the primary plating media used for the isolation and differentiation of staphylococci, including 5% sheep blood agar, mannitol salt, phenylethyl alcohol, and colistin nalidixic acid agars.

### Lab

Materials covered: MLT 105 Lab manual

1. Define agglutination.
2. Properly perform, interpret, and report a qualitative and semiquantitative agglutination assay.
3. Identify errors in methodology or performance that would result in false-positive or false-negative reactions and provide proper resolutions for each.

**Week 7**

Materials covered: Bailey & Scott's Diagnostic Microbiology, Tille.

## Ch 14

- Beta-hemolytic streptococci
  - Streptococcus pyogenes (group A)
  - Streptococcus agalactiae (group B)
  - Streptococcus dysgalactiae subsp. equisimilis (group A, C, G, L)
- Alpha-hemolytic streptococci
  - Streptococcus pneumoniae (S. mitis group)
  - Streptococcus pseudopneumoniae (S. mitis group)
- Viridans streptococci (alpha-hemolytic)
  - Streptococcus mutans group
  - Streptococcus salivarius group
  - Streptococcus mitis group
- Streptococcus bovis group
  - Beta-, Alpha-, and Gamma-hemolytic
  - Streptococcus anginosus group
- Enterococci (recovered from human sources)

For the organisms listed for this chapter, describe the following:

1. Gram stain result
2. Colony morphology
3. Biochemical tests used to identify.
4. Where found as indigenous biota?
5. Pathogenicity
6. Virulence factors
7. Antibiotic sensitivity.

1. Describe the general characteristics of Streptococcus spp. and Enterococcus spp., including oxygenation, microscopic Gram-staining characteristics, and macroscopic appearance on blood agar.
2. Explain the Lancefield classification system for Streptococcus spp.
3. Identify the clinical infections associated with Streptococcus spp., Enterococcus spp., and related gram-positive cocci.

Lab

Materials covered: MLT 105 Lab manual

1. Perform and interpret biochemical testing:
  - a. Catalase
  - b. Coagulase

**Week 8**

Materials covered: Bailey & Scott's Diagnostic Microbiology, Tille.

**Ch 15 & 16**

- BACILLUS ANTHRACIS
- *Corynebacterium diphtheriae*
- *Corynebacterium jeikeium*
- LISTERIA MONOCYTOGENES

For the organisms listed for this chapter, describe the following:

1. Gram stain result
2. Colony morphology
3. Biochemical tests used to identify.
4. Where found as indigenous biota?
5. Pathogenicity
6. Virulence factors
7. Antibiotic sensitivity.

**Ch 15**

8. Describe the general characteristics of *Bacillus anthracis*, including colonial morphology and Gram stain appearance.
9. State the location of the organisms in the natural environment and list the modes of transmission as they relate to human infections.

**Ch 16**

10. Describe the general characteristics of the *Corynebacterium* spp. and *Listeria*, including Gram stain morphology, culture media, and colonial appearance.

**Lab**

Materials covered: MLT 105 Lab manual

1. Perform and interpret biochemical testing:
  - a. Oxidase
  - b. Bile Solubility



**Week 9**

Materials covered: Bailey & Scott's Diagnostic Microbiology, Tille.

## Ch 17 &amp; 18

- NOCARDIA
- Lactobacillus
- Gardnerella

For the organisms listed for this chapter, describe the following:

1. Gram stain result
2. Colony morphology
3. Biochemical tests used to identify.
4. Where found as indigenous biota?
5. Pathogenicity
6. Virulence factors
7. Antibiotic sensitivity.

## Ch 17

1. Describe the Gram stain morphology of Lactobacillus, and Gardnerella spp.
2. Identify the media of choice and morphologic appearance of Gardnerella spp. and describe its incubation conditions, including time, oxygen requirements, and temperature.

## Ch 18

1. Describe the general characteristics of the aerobic actinomycetes, including their Gram stain morphology, microscopic morphology, colonial morphology, and biochemical reactions.
2. Describe the habitats of actinomycetes and the routes of transmission.

Lab

Materials covered: MLT 105 Lab manual

1. Perform and interpret biochemical testing:
  - a. Indole
  - b. PYR

**Week 10**

Materials covered: Bailey & Scott's Diagnostic Microbiology, Tille.

## Ch 19 &amp; 20

- ACTINOMYCES
- Enterobacterales
  - Citrobacter freundii
  - Escherichia coli (including extraintestinal)

- *Klebsiella aerogenes*
- *Klebsiella pneumoniae* subsp. *Pneumoniae*
- *Morganella morganii* subsp. *Morganii*
- *Proteus mirabilis*
- *Proteus vulgaris*
- *Serratia marcescens* subsp. *marcescens*
- Primary Intestinal Pathogens
  - *E. coli* (diarrheagenic)
  - *Escherichia* spp.
  - *P. shigelloides*
  - *Salmonella*, all serotypes
  - *Shigella dysenteriae* (group A)
  - *Shigella flexneri* (group B)
  - *Shigella boydii* (group C)
  - *Shigella sonnei* (group D)
  - Pathogenic *Yersinia* spp.
- *Yersinia pestis*
- *Yersinia enterocolitica* subsp. *enterocolitica*
- *Yersinia pseudotuberculosis*

For the organisms listed for this chapter, describe the following:

8. Gram stain result
9. Colony morphology
10. Biochemical tests used to identify.
11. Where found as indigenous biota?
12. Pathogenicity
13. Virulence factors
14. Antibiotic sensitivity.

#### Ch 19

15. Describe the general characteristics of the Enterobacterales, including oxygenation, microscopic Gram staining characteristics, and macroscopic appearance on blood and MacConkey agar (MAC).
16. List the members of the Enterobacterales that are considered intestinal pathogens (and those that are extraintestinal pathogens).

#### Ch 20

1. State the normal habitat for *Acinetobacter* spp. and the patients most at risk of infection.
2. Describe the Gram stain morphology of *Acinetobacter*, *Bordetella*, and *Stenotrophomonas* spp.

Lab

Materials covered: MLT 105 Lab manual

1. Perform and interpret biochemical testing:
  - a. Novobiocin
  - b. Urease

**Week 11**

Materials covered: Bailey & Scott's Diagnostic Microbiology, Tille.

Ch 21 & 25

- Pseudomonas
  - Pseudomonas aeruginosa
  - Pseudomonas fluorescens
- Vibrio
  - Vibrio cholerae
- Burkholderia

For the organisms listed for this chapter, describe the following:

1. Gram stain result
2. Colony morphology
3. Biochemical tests used to identify.
4. Where found as indigenous biota?
5. Pathogenicity
6. Virulence factors
7. Antibiotic sensitivity.

Ch 21

8. Describe normal sources (habitats) and routes of transmission for Pseudomonas aeruginosa, Burkholderia cepacia, Burkholderia pseudomallei, and Burkholderia mallei.
9. List common sites of infection and various disease states associated with P. aeruginosa and Burkholderia spp.

Ch 25

10. Describe the general characteristics of the organisms discussed in this chapter, including natural habitat, route of transmission, Gram stain reactions, and cellular morphology.
11. Correlate the patient's signs and symptoms and laboratory data to identify an infectious agent.

Lab

Materials covered: MLT 105 Lab manual

1. Explain the TSI interpretation.

**Week 12**

Materials covered: Bailey & Scott's Diagnostic Microbiology, Tille.

Ch 27,29,30,31

- Moraxella
- Neisseria
- Pasteurella
- Actinobacillus
- Kinella
- Haemophilus
  - H. influenzae
  - H. parainfluenzae
  - H. ducreyi
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For the organisms listed for this chapter, describe the following:

1. Gram stain result
2. Colony morphology
3. Biochemical tests used to identify.
4. Where found as indigenous biota?
5. Pathogenicity
6. Virulence factors
7. Antibiotic sensitivity.

Ch 27

8. Identify the distinguishing characteristics of the species within the genera Moraxella and Neisseria.

Ch 29

9. Describe the general characteristics of Pasteurella spp. and the additional organisms included in this chapter.

Ch 30

10. Identify the major clinical diseases associated with Actinobacillus, Aggregatibacter, Kingella, Cardiobacterium, and Capnocytophaga spp.

Ch 31

11. 1. List the general characteristics within the genus *Haemophilus*, including general habitat, atmosphere, and temperature requirements.
12. 2. Describe the infections caused by *Haemophilus influenzae* and *Haemophilus ducreyi*.

### Lab

Materials covered:

1. Discuss the Hospital Microbiology department.

### **Week 13**

Materials covered: Bailey & Scott's Diagnostic Microbiology, Tille.

Ch 32,33,34,35,36,

- Bartonella
- Campylobacter
- Helicobacter
- Legionella
  - *L. pneumophila*
- Brucella
- Bordetella
  - *Bordetella pertussis*

For the organisms listed for this chapter, describe the following:

1. Gram stain result
2. Colony morphology
3. Biochemical tests used to identify.
4. Where found as indigenous biota?
5. Pathogenicity
6. Virulence factors
7. Antibiotic sensitivity.

Ch 32

8. Explain the routes of transmission for Bartonella infections and describe the organism's interaction with the host.

Ch 33

9. Differentiate the isolation and identification of Campylobacter, Arcobacter, and Helicobacter species, including *H. pylori* and enterohepatic helicobacters.

Ch 34

10. . List sources for Legionella in the environment, including those that are naturally occurring and those that are man-made.

#### Ch 35

11. identify the primary routes of transmission for Brucella spp.

#### Ch 36

12. . Describe the general characteristics of the Bordetella spp.
13. State the normal habitat and routes of transmission for Bordetella pertussis and Bordetella parapertussis.

### Lab

Materials covered: MLT 105 Lab manual

1. List three goals of antimicrobial testing.
2. State the areas of antimicrobial testing that need to be standardized to achieve reproducible results.
3. Perform the disk diffusion (Kirby-Bauer) method of antimicrobial susceptibility testing.

### **Week 14**

Materials covered: Bailey & Scott's Diagnostic Microbiology, Tille.

Ch 37,38,39

- Francisella
- Streptobacillus
- Neisseria gonorrhoeae,
  - a. N. meningitidis
  - b. Moraxella catarrhalis

For the organisms listed for this chapter, describe the following:

1. Gram stain result
2. Colony morphology
3. Biochemical tests used to identify.
4. Where found as indigenous biota?
5. Pathogenicity
6. Virulence factors
7. Antibiotic sensitivity.

Ch 37.

- List the media of choice for optimal recovery and cultivation of *Francisella tularensis*.

## Ch 38

- List the two ways in which *Streptobacillus* spp. are transmitted to humans.

## Ch 39

- Define and describe the diseases associated with *Moraxella catarrhalis* and the pathogenic *Neisseria* spp., *Neisseria gonorrhoeae* and *Neisseria meningitidis*

## Lab

Materials covered: MLT 105 Lab manual

- Interpret the disk diffusion susceptibility test with respect to its application in patient treatment.
- Explain the effects and problems associated with the following factors in association with Kirby-Bauer methodology: cations, pH, inoculum size, temperature, agar depth, length of incubation, and atmospheric conditions

***\*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\*

Chapter Tests	50%
Lab Assignments	20%
Lab Comprehensive evaluation	50%
Lab skill checks	25%
Weekly Affective Skills	25%
Homework Assignments	5%
In class quizzes	5%
Final Exam	<u>20%</u>
	100%

***\*Students, for the specific number and type of evaluations, please refer to the***

## ***Instructor's Course Information Sheet.***

**GRADING SYSTEM:** 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.

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.

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