HORRY GEORGETOWN TECHNICAL COLLEGE

INSTRUCTIONAL PACKAGE

OTA 200

Introduction to Kinesiology

Effective Term
Fall 2024/Spring 2025/Summer 2025

INSTRUCTIONAL PACKAGE

Part I: Course Information

Effective Term: Fall 2024/Spring 2025/Summer 2025

COURSE PREFIX: OTA 200 COURSE TITLE: Introduction to Kinesiology

CONTACT HOURS: Lecture: 2hrs; Lab: 3hrs CREDIT HOURS: 3 credit hours

RATIONALE FOR THE COURSE:
This course introduces the study of human motion and function within the context of occupational performance by connecting function to the underlying components that make movement possible. Students will measure range of motion, test muscle strength and analyze purposeful movement through incorporation of occupational therapy applications.

COURSE DESCRIPTION:
This course is a study of functional movement of the human body. The course provides an introduction to normal and abnormal musculoskeletal and neuromuscular anatomy with an emphasis on goniometry measurement and muscular testing.

PREREQUISITES/CO-REQUISITES:
Prerequisites: ENG 101 and BIO 210 and BIO 211 and PSY 201 and (MAT 110 or MAT 120), credit or minimal grade of "C"

RESTRICTIONS:
Must be enrolled in the following Fields of Study: Occupational Therapy Assistant

REQUIRED MATERIALS:
Short, N. (2022). Functional anatomy for occupational therapy. Books of Discovery. ISBN 978-0-9987850-1-1

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*:

1. Relate functional anatomy of the upper extremity within the broader context of occupational therapy theory and practice.
   B.1.1. Human Body, Development & Behavior
   B.2.1. Scientific Evidence, Theories, Models of Practice, & Frames of Reference
   B.3.2. Interaction of Occupation & Activity
   B.3.6. Activity Analysis
   Assessment: Assignments, Practical Exams, Lecture Exams, Final Comprehensive Exam, Final Comprehensive Competency Exam
2. Describe the organization of the peripheral nervous system that supplies innervation for sensorimotor function.
   B.1.1. Human Body, Development & Behavior
   B.3.2. Interaction of Occupation & Activity
   Assessment: Assignments, Practical Exams, Lecture Exams, Final Comprehensive Exam, Final Comprehensive Competency Exam
3. Describe the primary purposeful movements of upper extremity within the context of occupational performance.
   B.3.2. Interaction of Occupational Activity
   B.4.2. Clinical Reasoning
   Assessment: Assignments, Practical Exams, Lecture Exams, Final Comprehensive Exam, Final Comprehensive Competency Exam
4. Perform appropriate technique for accurate goniometry measurements of the upper extremity.
   B.4.4. Screening & Assessment Tools
   B.4.10. Provide Interventions & Procedures
   Assessment: Assignments, Practical Exams, Lecture Exams, Final Comprehensive Exam, Final Comprehensive Competency Exam
5. Perform appropriate techniques for accurate manual muscle testing of the upper extremity.
   B.4.4. Screening & Assessment Tools
   B.4.10. Provide Interventions & Procedures
   Assessment: Assignments, Practical Exams, Lecture Exams, Final Comprehensive Exam, Final Comprehensive Competency Exam
6. Provide accurate documentation of functional performance, goniometry measurements, manual muscle testing for the upper extremity that effectively communicates the need for occupational therapy services.
   B.4.6. Reporting Data

B.4.24. Effective Intraprofessional Collaboration
B.4.29. Reimbursement Systems & Documentation
Assessment: Assignments, Practical Exams, Lecture Exams, Final Comprehensive Exam, Final Comprehensive Competency Exam

Student Learning Outcomes Per Module:

Lecture & Lab Learning Objectives:

After successful completion of the classroom and laboratory activities, the student will be able to meet the following instructional objectives:

Dates:	
Unit 1: Introduction to Occupation Based Anatomy, Goni & MMT	
Week 1 Monday, August 26th, 2024	Lecture: Introduction to Occupation Based Anatomy 1. Relate functional anatomy within the broader context of occupational therapy theory and practice. 2. Understand standard anatomical terminology for clear communication to optimize patient care. 3. Identify the biomechanical properties of body tissues. 4. Describe the effect neuromuscular control has on muscles at rest. 5. Describe the way muscles supply the forces of purposeful movement. Assessment: Lecture Exam 1
Wednesday, August 28th, 2024	Lab: Introduction to Goniometry & MMT 1. Demonstrate the planes and axes of motion of the body. 2. Identify osteokinematic motions of the upper & lower extremity. 3. Identify contraindications & precautions related to goniometry (goni) & manual muscle testing (MMT). 4. Demonstrate active (AROM), active assisted (AAROM) & passive (PROM) range of motion. 5. Identify the sensorimotor patterns for the upper extremity. 6. Demonstrate the general concepts of patient positioning for upper extremity goniometry & MMT. 7. Differentiate normal vs functional range of motion. 8. Recognize the numeric, letter and descriptive gradings of MMT. 9. Identify basic aspects of documenting goniometry measurements & MMT grading. Assessment: Lecture Exam 1
Week 2 Monday, September 2nd, 2024	No Class – Labor Day
Wednesday, September 4th, 2024	Lab: The Essential Nervous System 1. Demonstrate a foundational understanding of the nervous system as it relates to functional anatomy. 2. Describe the organization of the peripheral nervous system, which supplies innervation for sensorimotor function.

Dates:	
	3. Explain the importance of sensorimotor function to purposeful movement and the motor performance skills that contribute to occupational performance. Assessment: Lecture Exam 1
Week 3 Monday, September 9th, 2024	***Lecture Exam 1:*** *Occupation Based Anatomy,* *Essential Nervous System,* *Introduction Goniometry & MMT*
Unit 2: The Shoulder Complex	
Wednesday, September 11th, 2024	Lab: Introduction to the Scapula 1. Demonstrate the primary purposeful movements of the shoulder complex within the context of occupational performance. 2. Identify the bones, joints and muscles contributing to purposeful movement of the scapula. 3. Describe the impact of scapular immobility on purposeful movement of the upper extremity. 4. Describe the muscular interactions involved with purposeful movement of the shoulder. 5. Describe the scapulohumeral rhythm. Assessment: Movement Analysis Project, Lecture Exam 2, Practical Exam 1
Week 4 Monday, September 16th, 2024	Lecture: Introduction to the Shoulder 1. Demonstrate the primary purposeful movements of the shoulder complex within the context of occupational performance. 2. Identify the bones, joints and muscles contributing to purposeful movement of the scapula. 3. Describe the impact of scapular immobility on purposeful movement of the upper extremity. 4. Describe the muscular interactions involved with purposeful movement of the shoulder. 5. Describe the scapulohumeral rhythm. 6. Explain the force couple that occurs to produce upward rotation of the scapula. 7. Identify the muscles of the shoulder complex. 8. Identify the primary muscles involved with dynamic stabilization of the glenohumeral joint. 9. Discuss the importance of rotator cuff muscle integrity. 10. Discuss the incidences, signs, symptoms, causes, and complications of shoulder conditions and pathologies and how they might impair occupational performance. 11. Compare and contrast stability/mobility movements with common activities of daily living tasks.

Dates:	
Wednesday, September 18th, 2024	Assessment: Movement Analysis Project, Lecture Exam 2, Practical Exam 1 Lab: 1. Demonstrate the primary purposeful movements of the shoulder with the context of occupational performance. 2. Identify the location of muscles of the shoulder complex that contribute to purposeful movement of upper extremity. Assessment: Movement Analysis Project, Lecture Exam 2, Practical Exam 1
Week 5 Monday, September 23rd, 2024 Wednesday, September 25th, 2024	Lecture: Shoulder ROM & Goniometry 1. Recall the principles of PROM, AAROM & AROM for application to the shoulder. 2. Identify the bony landmarks of the shoulder to alignment the stationary arm, axis and movable arm for the motions of the shoulder. 3. Identify normal and functional ranges of motion for purposeful movements of the shoulder. 4. Recall the information necessary to provide clear & accurate documentation for ROM of the shoulder. Assessment: Lecture Exam 2, Practical Exam 1 Lab: 1. Apply the principles of PROM, AAROM & AROM to the shoulder. 2. Identify the bony landmarks of the shoulder to alignment the stationary arm, axis and movable arm for the motions of the shoulder. 3. Identify normal and functional ranges of motion for purposeful movements of the shoulder. 4. Compose accurate documentation of goniometry for the shoulder. Assessment: Lecture Exam 2, Practical Exam 1
Week 6 Monday, September 30th, 2024 Wednesday October 2nd, 2024	Lecture: Shoulder MMT 1. Identify appropriate hand placement for stabilizing and resistance when assessing MMT of the shoulder. 2. Identify patient positioning to differentiate normal, good & fair strength from poor and zero. 3. Recall the information necessary to provide accurate documentation of MMT. Assessment: Lecture Exam 2, Practical Exam 1 Lab: Shoulder MMT 1. Develop competency in MMT as a clinical assessment technique for the shoulder. 2. Compose clear & accurate documentation of MMT for the shoulder.

Dates:	
	3. Utilize knowledge of the scapula & shoulder to complete the performance skills sections of the activity analysis project.
Week 7 Monday, October 7th, 2024 Wednesday, October 9th, 2024	Lecture: Shoulder Complex Lecture & Lab review ***Lecture Exam 2: The Shoulder Complex*** **&** **Practical Exam 1: The Shoulder Complex** **Muscle Identification & Function, Goniometry & MMT**
Unit 3: The Elbow & Forearm	
Week 8 Monday, October 14th, 2024 Wednesday, October 16th, 2024	Lecture: Introduction to the Elbow & Forearm 4. Apply the principles of PROM, AAROM & AROM to the elbow & forearm. 5. Identify the primary purposeful movement of the elbow & forearm within the context of occupational performance. 6. Identify the bones, joints and muscles contributing to purposeful movement of the scapula. 7. Identify the sensorimotor segments of the nervous system that supply the elbow & forearm. 8. Explain the process of completing goniometry and MMT for application to the elbow & forearm. 9. Recognize pathologies of the elbow & forearm that may affect occupational performance. Assessment: Movement Analysis Project, Lecture Exam 3, Practical Exam 2 Lab: Introduction to the Elbow & Forearm 1. Demonstrate the primary purposeful movements of the elbow & forearm with the context of occupational performance. 2. Show common bony landmarks of the elbow & forearm. 3. Identify the location of muscles that contribute to purposeful movement of the elbow & forearm. Assessment: Movement Analysis Project, Lecture Exam 2, Practical Exam 1
Week 9 Monday, October 21st, 2024	Lecture: Elbow & Forearm ROM, Goniometry & MMT 1. Recall the principles of PROM, AAROM & AROM for apply to the elbow & forearm. 2. Identify the bony landmarks of the elbow & forearm to appropriately alignment the stationary arm, axis and movable arm for goniometry measurements of the elbow & forearm.

Dates:	
Wednesday, October 23rd, 2024	3. Identify normal and functional ranges of motion for purposeful movements of the elbow & forearm. 4. Identify appropriate hand placement for stabilizing and providing resistance when assessing MMT of the elbow & forearm. 5. Identify changes in the patient position to differentiate normal, good & fair strength from fair and poor strength of the elbow & forearm. 6. Recall the information necessary to provide clear & accurate documentation for ROM of the elbow & forearm. Assessment: Lecture Exam 3, Practical Exam 2 Lab: Elbow & Forearm ROM, Goniometry & MMT 1. Demonstrate the principles for performing AROM, AAROM & PROM of the elbow & forearm. 2. Develop competency in goniometry and manual muscle testing as clinical assessment techniques for the elbow & forearm. 3. Compose clear & accurate documentation of goniometry & MMT for the elbow & forearm. 4. Utilize knowledge of the elbow & forearm to complete the performance skills section of the activity analysis project. Assessment: Lecture Exam 3, Practical Exam 2
Week 10 Monday, October 28th, 2024 Wednesday, October 30th, 2024	Lecture: Elbow Lecture & Lab Review ***Lecture Exam 3: The Elbow*** ***&*** ***Practical Exam 2: Elbow & Forearm*** ***Muscle Identification & Function, Goniometry & MMT***
Unit 4: The Wrist & Hand	
Week 11 Monday, November 4th, 2024	Lecture: Introduction to the Wrist & Hand 1. Recall the principles of PROM, AAROM & AROM for apply to the wrist & hand. 2. Identify the bony landmarks of the wrist & hand to alignment the stationary arm, axis and movable arm for the motions of the wrist & hand. 3. Identify normal and functional ranges of motion for purposeful movements of the wrist & hand. 4. Identify appropriate hand placement for stabilizing and providing resistance when assessing MMT of the wrist & hand. 5. Identify changes in the patient position to differentiate normal, good & fair strength from fair and poor strength of the wrist & hand.

Dates:	
Wednesday, November 6th, 2024	6. Recall the information necessary to provide clear & accurate documentation for ROM of the wrist & hand. Assessment: Movement Analysis Project, Lecture Exam 4, Practical Exam 3, Lab: Introduction to the Wrist & Hand 1. Demonstrate the primary purposeful movement of the wrist & hand within the context of occupational performance. 2. Show common bony landmarks of the wrist & hand. 3. Identify the location of muscles that contribute to purposeful movement of the wrist & hand. 4. Identify the bones, joints and muscles contributing to purposeful movement of the scapula. 5. Identify the sensorimotor segments of the nervous system that supply the wrist & hand. 6. Explain the process of completing goniometry and MMT for application to the wrist & hand. 7. Recognize pathologies of the wrist & hand that may affect occupational performance. Assessment: Movement Analysis Project, Lecture Exam 4, Practical Exam 3
Week 12 Monday, October 11th, 2024 Wednesday, October 13th, 2024	Lecture: Wrist & Hand ROM & Goni 1. Recall the principles of PROM, AAROM & AROM for application to the wrist & hand. 2. Identify the bony landmarks of the wrist & hand to alignment the stationary arm, axis and movable arm for the motions of the shoulder. 3. Identify normal and functional ranges of motion for purposeful movements of the wrist & hand. 4. Recall the information necessary to provide clear & accurate documentation for ROM of the wrist & hand. Assessment: Lecture Exam 4, Practical Exam 3 Lab: 1. Demonstrate the principles for performing AROM, AAROM & PROM of the wrist & hand. 2. Develop competency in goniometry and manual muscle testing as clinical assessment techniques for the wrist & hand. 3. Compose clear & accurate documentation of goniometry for the wrist & hand. 4. Utilize knowledge of the wrist & hand to complete the performance skills section of the activity analysis project. Assessment: Lecture Exam 4, Practical Exam 3

Dates:	
Week 13 Monday, November 18th, 2024 Wednesday, November 20th, 2024	Lecture: Wrist & Hand MMT 1. Identify appropriate hand placement for stabilizing and resistance when assessing MMT of the wrist & hand. 2. Identify patient positioning to differentiate normal, good & fair strength from poor and zero. 3. Recall the information necessary to provide accurate documentation of MMT. Assessment: Lecture Exam 4, Practical Exam 3 Lab: Wrist & Hand MMT 1. Develop competency in MMT as a clinical assessment technique for the shoulder. 2. Compose clear & accurate documentation of MMT for the shoulder. 3. Utilize knowledge of the wrist & hand to complete the performance skills sections of the activity analysis project. Assessment: Completion of lab handout – not graded
Monday, November 25th, 2024 Wednesday, November 27th, 2024	No Class: Fall Break No Class: Fall Break
Week 14 Monday, December 2nd, 2024 Wednesday, December 4th, 2024	Level I – A Fieldwork Level I – A Fieldwork
Finals Week Wednesday, December 11th, 2024	***Lecture Exam 4: The Wrist & Hand*** ***&*** ***Practical Exam 3: Comprehensive Shoulder, Elbow, Forearm, Wrist & Hand***

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 ASSIGNMENTS

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

EVALUATION*

Unit Exams	60%
Practical Exams	20%
Movement Analysis	10%
Comprehensive Practical Exam	10%
	100%

Students – please refer to the Instructor's Course Information for the specific number and type of evaluations

GRADING SYSTEM:

A = 90% - 100%
B = 80% - 89%
C = 75% - 79%
D = 69% - 74%
F = below 68%

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

Occupational Therapy Assistant Program Classroom Attendance Policy:

An absence is defined as missing greater than 10 minutes of classroom time or leaving class early with more than 10 minutes remaining.

For a 15-week course (Fall and Spring) the allowed number of misses is as follows:
For MWF classes: 9 absences are allowed for lecture and 9 absences from lab, regardless of the reason.
For MW classes: 6 absences are allowed for lecture and 6 absences from lab, regardless of the reason
For TTh classes: 6 absences are allowed for lecture and 6 absences from lab, regardless of the reason

Tardy Policy:

Students are expected to be on time for class and to stay for the entire session. A tardy is defined as missing up to 10 minutes of classroom time. Three tardies will be counted as one class absence.

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.**

Makeup Assignments (Examinations, Skill Check Assessments, Homework)

- Examinations: Per the instructor's discretion, a missed examination may be made up with a deduction of 10% of the total score. Missed exams must be taken on the students next day in any OTA course. Students are responsible for scheduling with their course instructor.
- Practical Assessments: If not performed on the scheduled day per the course schedule, a maximum score of 75% points will be given on the first attempted performance.
- Late assignments: Per the instructor's discretion, the assignment will have a deduction of 10% of the achieved score and no more than two late assignments may be accepted.

**The instructor reserves the right for discretion on the above policy on a case by case basis.

Bonus

- Per the instructor's discretion, if bonus is awarded for any assignment, no more than 5% of the total grade will be applied.

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 or self-schedule in the Penji iOS/Android app or at www.penjiapp.com. Email sstc@hgtc.edu or call SSTC Conway, 349-7872; SSTC Grand Strand, 477-2113; and SSTC Georgetown, 520-1455, or go to the 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 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 or to the US Department of Education Office of Civil Rights. (Telephone: 800-421-3481/Email: OCR@ed.gov).
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> 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.
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> 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.

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

PREGNANY 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**.