



DENMARK
TECHNICAL COLLEGE



2024-2025
College Catalog

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FACULTY AND STAFF204

CAMPUS MAP212

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This catalog is true and correct in content and policy. 07/01/2024





2024-2025 Academic Catalog

DENMARK TECHNICAL COLLEGE

Established 1947

Denmark Technical College is accredited by the Southern Association of Colleges and Schools Commission on Colleges to award Associate Degrees, Diplomas, and Certificates.

Contact the Commission on Colleges at Southern Association of Colleges and Schools Commission on Colleges, 1866 Southern Lane, Decatur, Georgia 30033-4097, telephone 404-679-4500, at <http://www.sacscoc.org>

for questions about the accreditation of Denmark Technical College.

Normal inquiries about the institution, such as admission requirements, financial aid, educational programs, etc., should be addressed directly to Denmark Technical College and not to the Commission's office.

The Commission on Colleges should be contacted only if there is evidence that appears to support the college's significant non-compliance with a requirement or standard.

Denmark Technical College

1126 Solomon Blatt Boulevard

Post Office Box 327

Denmark, South Carolina 29042-0327

(803)-793-5176

PROGRAM SPECIFIC ACCREDITATION

The Early Care and Education Associate Degree program is fully accredited by the National Association for the Education of Young Children, 1401 H St., N.W. Suite 600, Washington, DC 20005, Telephone: (202) 232-8777.

The Electromechanical Engineering Technology Associate Degree program is accredited by the Engineering Technology Accreditation Commission of ABET, <http://www.abet.org>.

The Business Administration Associate Degree program is fully accredited by the Accreditation Council for Business Schools and Programs, 11520 West 119th Street Overland Park, Kansas, 66213, Telephone: (913) 339-9356.

The Practical Nursing Diploma Program is approved by the South Carolina Board of Nursing, 110 Centerview Drive, Suite 202, Columbia, SC 29210, Telephone: (803) 896-4550.

NON-DISCRIMINATION

Denmark Technical College is committed to a policy of non-discrimination in the provision of equal opportunity and equal access in Student Affairs, programs, and student employment, and in faculty and staff employment and advancement without regard to race, color, religion, sex, age, ethnic origin, political affiliation, disability, Veteran status or marital status.

TITLE IX STATEMENT

The Title IX Coordinator for students is Dr. Lamar J. White, Vice President for Student Affairs, Main Campus, Blatt Hall, Room 105. Telephone: (803) 793-5154. Email: whitel@denmarktech.edu.

The Title IX Coordinator for faculty and staff is Ms. Ronalda Stover, Main Campus, Blatt Hall, Room 205. Telephone: (803) 793-5289. stoverr@denmarktech.edu

The Office of Assistant Secretary for Civil Rights, (202) 453-5955.

BOARDS, AREA COMMISSIONERS, CEOs

STATE BOARD FOR TECHNICAL AND COMPREHENSIVE EDUCATION

Dr. Tim Hardee	President
Mr. Terty A. Hardesty	First Congressional District
Mr. Benjamin W. Satcher, Jr.	Second Congressional District
Mr. Anthony G. Barker	Third Congressional District
Mr. E. Grantland Burns	Fourth Congressional District
Mr. Ralph A. Odom, Jr.	Fifth Congressional District
Mr. Gregory B. Askins	Sixth Congressional District
Mrs. Kathleen Richardson	Seventh Congressional District

AT-LARGE

Mr. Roger P. Schrum (Chair) Mr. Warren A. Darby, Jr. Mr. Orville S. Smith, III Dr. Carolyn Swinton

EX-OFFICIO

Mr. Harry M. Lightsey III, Secretary of Commerce Mrs. Ellen Weaver, Superintendent of Education

DENMARK TECHNICAL COLLEGE AREA COMMISSION

Mr. Kevin Whitt, Chair
Reverend Dr. Herman Wallace, Secretary
Mr. James Bowden
Dr. Carolyn Swinton
Mr. James Pinkney

DENMARK TECHNICAL COLLEGE PRESIDENTS AND CHIEF EXECUTIVE OFFICERS

Dr. Willie L. Todd, Jr., President and CEO	2020-Present
Dr. Leonard A. McIntyre, President	2014-2017
Dr. Joann R. G. Boyd-Scotland, President	1993-2007; 2011-2014
Dr. Michael M. Townsend, Sr., President	2010-2011
Dr. John K. Waddell, President	2007-2009
Dr. Curtis Eugene Bryan, President	1986-1992
Mr. John W. Henry, Jr., President	1977-1985
Mr. William L. McDuffie, Director	1969-1977
Mr. L. H. Dawkins, Principal	1948-1968

President's Message

Welcome to Denmark Technical College

Now, on the frontier of a new millennium, Denmark Technical College (DTC) is recommitting to preserving its historical significance. Its distinctiveness results largely from its status as the only two-year, historically Black, accredited, residential, technical institution in South Carolina. These unique attributes, coupled with a solid four-year transfer program, are undergirded by a traditional liberal arts General Education Program that offers the licensed practical nursing certification and twenty-three (23) other career programs, all of which flow from the College's mission. As you peruse this Catalog, you will see that DTC is a place where your talent and abilities will be nurtured. You will depart these historic grounds well-prepared to enter the world of work in a field related to your academic program or continue your education at the baccalaureate level. We have been a leader in preparing our students for innovation and industry entrepreneurship for over seventy-seven (77) years. As the ninth President of this great college, please know that your success is our success.



We are dedicated to serving you and our community.

It is who we are and what we do!

A handwritten signature in black ink that reads "Willie L. Todd, Jr." The signature is written in a cursive, flowing style.

Dr. Willie L. Todd, Jr.
President and CEO, Denmark Technical College



General Information

History

The General Assembly of the State of South Carolina authorized the establishment of Denmark Technical College in 1947 and the College began operation on March 1, 1948, as the Denmark Branch of the South Carolina Trade School System. At its inception, the institution functioned under the authority of the South Carolina Department of Education and was mandated to educate black citizens in various trades.

In 1969, the control of Denmark Area Trade School (Denmark Technical College) was transferred to the South Carolina Advisory Committee for Technical Training which acted under the supervision of the State Board for Technical and Comprehensive Education. During the same year, the name of the College was changed to Denmark Technical Education Center. In 1979, the institution was accredited by the Southern Association of Colleges and Schools and assumed its present designation as Denmark Technical College.

Since 1948, the College has experienced significant growth and now takes pride in the fact that it has become a comprehensive two-year college which offers a broad range of programs and services. The College is in Denmark, South Carolina, a small city of approximately 5,000 citizens. The campus stands on 53 beautifully landscaped acres of land conveniently located about 50 miles south of Columbia, 85 miles northeast of Charleston, and 50 miles east of Augusta, Georgia.

Mission

Denmark Technical College engages, educates, and empowers students to impact the industry by identifying transformative solutions to complex issues in South Carolina, the nation, and the world.

Senior College/University Transfer Program: Courses directly equivalent to the first two years of traditional college study as offered at senior colleges and major universities which may be transferred to senior colleges.

Technical Education: Curriculums designed to provide the knowledge and skills needed for employment in industry, business, and government.

General Education: Courses to provide the common knowledge, skills, and attitudes needed by each individual to be effective as a worker, a consumer, and a participant in a democratic society.

Continuing Education: Credit and noncredit classes offered with flexibility in time, place, and modality to assist the adults in the region to continue their learning experiences.

Transitional Studies Denmark Technical College wants all students to achieve the goals they have set for themselves. Enrolling in developmental studies courses is the first step toward a successful college experience for many students. The college offers academic and support services as part of its comprehensive program to help students succeed in their chosen programs of study. Courses in the department meet a variety of student needs. New or readmitted students whose test scores on the college's placement tests identify academic needs will enroll in developmental courses in math, reading and/or English before entering core courses that are required for their degrees. Students who are attending college for the first time should enroll in COL 103 or IDS 102 to help them succeed in college and improve personal study habits and skills.

Specialized Training Programs: Training coordinated with South Carolina industries through the ReadySC and Apprenticeship Carolina™ programs provided where specific job opportunities are available for new or expanding industries.

Region and Community Services: Specialized services to help meet the cultural and educational needs of the region including cultural events, workshops, meetings, lectures, conferences, seminars, and other special community projects.

Student Development Programs and Services: Programs and services to enrolled and prospective students and alumni to increase their success and enhance their potential for personal, educational and professional growth. The college increases student access to higher education through recruitment, developmental education, financial services, counseling and career services, and evaluation and support services.

Sustainability Services: A Continuous Improvement Plan to include technology integration, internal control measures for financial health and green technology measures for conservation.

Region and Community Services: Specialized services to help meet the cultural and educational needs of the region including cultural events, workshops, meetings, lectures, conferences, seminars, and other special community projects.

Institutional Goals

Marketable Graduates: Prepare graduates with the skills and competencies to meet the demands of a technologically dynamic, competitive workplace and academically challenging senior college environments.

Academic Programs: Provide comprehensive instructional programs using flexible access to education, training, and retraining using distance learning, evening and weekend scheduling, and variable length courses in addition to traditional instruction and implement Student Learning Outcome based teaching and learning processes across all academic programs as well as developing and implementing processes for a seamless transition of students from high school through Denmark Technical College to a four year institution.

Resources: Expand and upgrade the financial and infrastructure resources necessary to achieve the College's Mission by implementing sustainable practices to increase effectiveness, efficiency, and productivity.

Institutional Effectiveness: Ensure accountability and the effective and efficient performance of all aspects of the College through assessment and the continual professional development of the faculty, staff and administrators.

Economic Development: Contribute to the economic and community development of the service area and the state financial need as determined through cooperative and collaborative programs with business and industry, community agencies and organizations, local schools and other colleges and universities by developing partnerships with the stakeholders to promote economic development and enhance quality of life and by implementing training programs based on the needs of businesses and industries for workforce development.

Student Development: Provide students with instructional support and cultural, recreational, and social experiences in a student-centered environment with respect for diversity and implement technologies to enhance student learning and support programs.

Marketing and Image: Provide quality customer service and develop a marketing strategy to enhance perception, through branding and continuously promoting culturally diverse experience, and globally competitive educational opportunities and promote the image of the College to facilitate the recruitment of students.

Campus Facilities: The College is situated on 53 landscaped acres with a baseball field, tennis courts, and basketball courts for recreational use. The cafeteria is open to students for breakfast, lunch, and evening meals. A canteen, with a lounge area for residential and commuting students, is housed in the William L. McDuffie Student Services Center and provides an alternate meal - snack area.

Campus Buildings

022	Physical Plant Building	Physical Plant and Motor Vehicles, Public Safety
023	Thomas N. Rhoad Dining Hall	Cafeteria and the Culinary Arts Program
024	Blatt Hall	President's Office, Academic Affairs Office, Board Room, Business Affairs, Institutional Advancement & Effectiveness, Human Resources, Classrooms for Business Administration, Administrative Office Technology, Computer Technology, Cybersecurity
025	Smith Hall	Public Relations, Cosmetology Classroom & Lab, Barbering Classroom & Lab, QEP and Career Planning, Testing, Student Success, Open Lab, Information Technology Center, Disabilities & Title IX Services
026	Samuel L. Faust Multicultural Center	Old Cafeteria, Music Room, Classrooms
027	Enrollment Management Building	Admissions and Recruitment, Financial Aid, Registrar, Financial Aid
028	Sciences Building	Criminal Justice, Early Childhood, Public Services, Chemistry, Biology Lab, Early Childhood Lab, Faculty Offices and Nursing
029	Student Affairs	Title III and Grants, Dual Enrollment, Upward Bound, Student Affairs
030	Academic Support Center	Auditorium, Health Center, Dean of Business, Computers, Related Technologies & Public Services, and Division of Arts & Sciences Faculty Offices
100	William L. McDuffie Student Services Center	Game Room, Canteen, TV Lounge, Gymnasium, Basketball Coaches' Offices, Locker Rooms, Computer Room, and Fitness Room
113	Essie Moore Carroll & Clarence V. Leiby, Sr. Learning Resources and Technology Center	Learning Resources and Technology Center
200& 300	Continuing Education Center/Building Technology	Continuing Education, Work Keys, Masonry, ET Classroom, Prime Ed Lab, Building Construction Fundamentals
300	South Building	Plumbing and Welding Programs
400	Engineering Technology Center	Classrooms and a Laboratories for Electromechanical Engineering Technology, Robotics, and Physics Lab
500	Dawkins Hall	Residence Hall for approximately 124 female students
600	Martin Luther King, Jr. Hall	Residence Hall for approximately 144 male students
700	Edisto Hall	Residence Hall for approximately 66 students
900	Records Management	Records Management Center, Archives

Instructional, Laboratory, and other physical plant facilities that relate to the academic programs

BUILDING NUMBER (s)	BUILDING NAME	ACADEMIC PROGRAMS	TYPES OF INSTRUCTIONAL CLASSROOMS/LABS
023	Thomas N. Rhoad Dining Hall	Culinary Arts/Cafeteria	One (1) Instructional classroom One (1) Kitchen Lab
024	Blatt Hall	Accounting Administrative Office Technology Business Administration Entrepreneurship/Small Business Management Computer Technology Cybersecurity	Two (2) Business Instructional classrooms One (1) AOT Instructional classroom Two (2) Computer Technology Labs One (1) Cybersecurity Lab
025	Smith Hall	Barbering Cosmetology Student Success Center Arts/general education (English, mathematics, history, mathematics, sociology Spanish, public speaking, psychology, developmental reading, developmental mathematics, developmental English)	One (1) Barbering Instructional classroom One (1) Barbering Lab One (1) Cosmetology Instructional classroom One (1) Cosmetology Lab Two (2) computer labs; one for testing Four (4) Instructional classrooms for General Education courses
026	Samuel L. Faust Multicultural Center	Music Room Arts/general education (English, mathematics, history, mathematics, sociology Spanish, public speaking, psychology, developmental reading, developmental mathematics, developmental English)	One (1) Music Lab Two (2) Instructional classrooms for General Education courses
028	Science Building	Biology Chemistry Criminal Justice Early Care and Education Early Childhood Development Human Services Nurse Aide Assistant Practical Nursing	One (1) Biology Lab One (1) Chemistry Lab One (1) Early Care and Education Instructional classroom One (1) Early Care and Education Lab One (1) Human Services Instructional classroom One (1) Nurse Aide Assistant Instructional classroom One (1) Practical Nursing Instructional classroom One (1) Nursing Lab
113	Essie Moore Carroll and Clarence V. Lebby, Sr.	Learning Resources and Technology Center (Library)	One (1) Technology Center Lab

	Learning Resources and Technology Center		
200 and 300	Continuing Education	Building Construction Fundamentals Continuing Education Plumbing Welding	One (1) Building Construction/Plumbing Instructional classroom One (1) Building Construction/Plumbing Lab One (1) Continuing Education Instructional classroom One (1) Continuing Education Lab One (1) Welding Instructional classroom One (1) Welding Lab
400	Engineering Technology Center	Electromechanical Engineering Technology	Two (2) Instructional classrooms Three (3) mechanics and robotics labs



THE LEARNING RESOURCES & TECHNOLOGY CENTER

The mission of the Learning Resources Center is to support the intellectual and cultural environment of the College by providing information and services to meet the curricular, research, and self-development needs of the students, faculty, staff, and community users.

Constructed in 2004, the Learning Resources Center (LRC) is a one level facility, consisting of 11,945 square feet, with a seating capacity of two hundred twenty-four (224) and twenty-five (25) workstations for student or faculty/staff usage. Centrally located on campus, the facility is conducive for study and is well equipped with technology to maximize access to world-wide information by students, faculty, staff and the community.

The adjoining Technology Center is a multi-purpose facility with teleconferencing capabilities. It also features a wireless computer network with two-way interactive video and a 72" smartboard to allow remote access for professional development, such as webinars and streaming video on social media, meetings, and any form of classroom instruction.

All users have access to twenty-two (22) computer workstations for accessing the Internet and word processing using the Microsoft Suite. Students also have access to D2L, an online portal available to students, faculty, and staff. This portal gives users access to Web Advisor, email, personal storage space, online tutoring, and emergency alerts. Additional services include the use of a color copier with scanning capabilities, access to two (2) study rooms, internet access on campus, and remote access off campus.

The Learning Resources Center's website serves as a starting place for students and faculty to begin research and provides a wealth of information for on-campus as well as off-campus users. The website also provides an extension of access to library services and resources--beyond the library building--via the Internet using electronic devices such as laptops, tablets, and even smartphones. The online library catalog houses the library's complete book collection and is accessible from the library's website.

From the library's web page, users have access to the *A-to-Z List* of the library's electronic databases. These free resources are available 24/7 (24 hours a day). Remote users must be within the state of South Carolina for authentication to the electronic resources.

PASCAL is another valuable resource that provides shared licensing of electronic resources and universal borrowing (PASCAL Delivers). As a member of PASCAL, the library has access to core electronic resources, including Academic Search Premier (EBSCO) and an unlimited library collection of over 100,000 e-books with multi-user access.

PASCAL Delivers is another service allowing current students and DTC faculty/staff to search for and request books owned by college and university libraries across South Carolina. Owning libraries send the requested books directly to the DTC Library for students and faculty/staff to check out. Denmark Technical College has a reciprocal borrowing agreement with Voorhees College. Students can check out materials from the Voorhees College library by informing the library staff at Voorhees that they are DTC students, faculty, or staff members. A comprehensive Information Literacy program is provided to all classes as a part of library instruction.

STUDENT AFFAIRS

ADMISSIONS AND RECRUITMENT

Admission

Denmark Technical College follows an “open door” policy and imposes reasonable standards for admission to the institution. However, the criteria for entry into individual programs vary. All new students, both freshmen and transfer students, must submit an application to be admitted to a program of study by the Admissions Office.

Admission to a specific program requires that the applicant has appropriate educational preparation, satisfactory placement test scores, and all admission requirements completed. Students having academic deficiencies will be required to enroll in the Transitional Studies Program. This is determined by the College Board’s Accuplacer, which is administered to all students. Educational programs have minimum test score requirements.

These requirements, and any others necessary for entrance to a specific program of study, are stated in each program of study.

Admission Requirements

Applicants for admission to the College must be 18 years of age or older. A high school diploma or GED certificate, though desired, is not a prerequisite for college admission but may be required for specific program admission. Under certain circumstances, an applicant under the age of 18 who has not graduated from high school may be considered for enrollment through special arrangements between the College and the principal of the school where the applicant has been or is enrolled. In order for a student who does not have a high school diploma to receive Title IV funds, they must meet the College’s policy and procedures for equivalency of a high school diploma.

Admission Process

Step 1: Complete and submit an application form online at www.denmarktech.edu or mail the completed form and application fee of \$10.00 (payable by cashier’s check or money order) to: The Admission Office, Denmark Technical College, 1126 Solomon Blatt Blvd. P.O. Box 327, Denmark, SC 29042. The application must be filled out carefully and completely.

Step 2: Take the Placement Test. If you have already taken the Placement Test, through your high school, request a copy to be sent to the Admissions Office. Please be advised that scores ten years or older will not be accepted. SAT or ACT scores may be presented in lieu of the college Placement Test for assessment. Students who do not have high school credentials must take a Department of Education-approved entrance exam to be considered for Title IV funding through Ability to Benefit.

Step 3: The applicant for a specific program may be required to request an official copy of his or her high school transcript be sent to the Admissions Office. Applicants who possess a GED should submit official GED scores. As of July 1, 2012, an applicant may self-certify on the FAFSA that he has received a high school diploma or GED or another equivalency. If you have attended other colleges, please request that an official transcript from each college be sent to the Admissions Office.

Step 4: Students will receive notification of acceptance by the Admissions Office.

Admission to a Specific Academic Program

Students must meet the Denmark Technical College admission requirements in order to gain program admission. See curriculum display sheets in the Academic Program section for specific information.

Residency Requirements

1. Policy

In compliance with the laws of South Carolina, out-of-state fees must be paid by any student who has not been domiciled for a period of twelve months prior to enrolling at Denmark Technical College with an intention of making a permanent home here.

The word "domicile" means a "person's true, fixed, principal residence and place of habitation; it indicates the place where such a person intends to remain, and where such a person expects to return upon leaving without establishing a new domicile in another state." A person may have only one legal domicile and is presumed to automatically abandon an old domicile upon establishing a new one. Housing at State Institutions shall be presumed not to be a place of principal residence, as residency in such housing is, by nature, temporary.

An "independent person" for residency purposes, shall mean a person who is at least 18 years of age, whose predominant source of income is his or her own earnings of from employment, investments, or payments from trusts, grants, scholarships, loans, or payments of alimony or separate maintenance made pursuant to court order.

A "dependent person" for residency purposes, shall mean one whose financial support is provided not through his own earnings or entitlements, but whose pre-dominant source of income or support is payments from a parent, spouse, or guardian and who qualifies as a dependent on the federal tax return of the parent, spouse or guardian. A "minor" shall mean a person who has not attained the age of 18 years.

2. Factors in Making a Determination of Residency

- A. Persons domiciled in South Carolina for a period of at least 12 months for reasons of permanent employment with an intention of making a permanent home therein, and their dependents, may be considered eligible for in-state rates.
- B. Independent persons who reside in and have been domiciled in South Carolina for fewer than twelve months but who have full-time employment in the state, and their dependents, may be considered eligible for in-state rates.
- C. The residence and domicile of a dependent minor shall be presumed to be that of the parent of such dependent minor.

3. Changes in Residency

- A. A student shall not become eligible for in-state rates until the beginning of the next academic session after expiration of 12 months from date of domicile in this state.
- B. Loss of eligibility for in-state rates shall end on the last day of the academic session in which the loss occurs.
- C. Marriage to a South Carolina resident does not automatically make a student eligible for in-state rates. If at least 18 years of age, a married person may establish residency exclusive of the spouse's status.
- D. Becoming a full-time employee of a company or industry based in the state may make a student eligible for in-state rates even though the residency requirement of 12 months has not been met.
- E. Military personnel and their dependents may be considered eligible for in-state rates during the period of their assignment to duty in South Carolina.

- F. Full-time faculty and administrative employees of a South Carolina state college and their dependents are always eligible for in-state rates regardless of their place of residence.
- G. Foreign students are presumed not to be in-state residents. They may qualify for in-state rates depending on the types of visas they possess or if they are the dependents of persons who have previously established residency.

4. Penalties for Willful Misrepresentation

Persons who gain domiciliary status improperly by making or presenting willful misrepresentations of facts shall be charged fees past due and unpaid at the out-of-state rate, plus interest at a rate of eight percent per annum, plus a penalty amounting to twenty-five percent of the out-of-state rate for one semester. Until these charges have been paid, no such student shall be allowed to receive transcripts or graduate from any state institution.

5. Proof of Eligibility for In-State Tuition

Positive steps which reflect an intent to make South Carolina a permanent residence is vital in determining eligibility. All documentation requested by the Dean of Student Affairs must be furnished prior to making a determination for in-state rates or the student will automatically be required to pay out-of-state rates. Acceptable legal documents include the following:

- A driver's license
- A vehicle registration certificate
- A voter registration certificate
- Copies of recent state income tax returns
- Letters from employers indicating full-time status as an employee, date of employment, employment status as of present date, and home address on company letterhead
- Receipts for housing

Enrollment of Senior Citizens

Persons 60 years old or over who are legal residents of South Carolina may enroll in courses free of charge on a space- available basis provided that neither they nor their spouse receive compensation from any type of employment. Such persons must follow standard admissions procedures, meet all course **prerequisites** as stated in the catalog, and complete a Senior Citizen Exemption Waiver Verification Form.

Registration will take place during regular registration periods but will not be finalized until the last day of late registration to assure available space. In the event space is limited, senior citizens may pay the full tuition to reserve a place in the class.

International Students

All international students who desire a student visa or who are transferring from another college on a student visa must complete the following requirements in addition to the admissions procedures for new students.

1. Complete an Application for Admission Form at least three months prior to admission. Submit the \$10 non-refundable application fee.
2. Furnish official English translations of secondary and post-secondary records and transcripts showing passing scores on native secondary school exams and completion of secondary school education.
3. Submit TOEFL (Test of English as a Foreign Language) scores. An acceptable total score on the TOEFL is 500 or more. An official report from an English language institute or program with the United States will be accepted in lieu of test scores
4. Meet individual college program requirements on the College Placement Test.
5. Persons transferring from another college in the United States must initiate Form I-538 to be completed by the last college attended and must submit an official transcript and a letter of recommendation from the foreign student's advisor at that college.

6. Submit a certified financial statement from a recognized financial institution (i.e., governmental agency or bank), indicating the applicant will have sufficient funds to meet academic and living expenses and funds to return home.
7. Provide proof of health insurance coverage for one year from the date he/she will commence enrollment.
8. Pay an advance deposit of tuition for one academic year.

When all requirements are met, the College will provide a completed Immigration Form I-20 and an acceptance letter.

Applying for Re-Admission

Former Denmark Technical College students who were not enrolled for the preceding academic term (excluding summer term) and who wish to re-enroll, must first complete a readmission application. Forms are available in the Admissions Office. Students who have attended another college during the interim should request the college to send an official transcript of all academic work. Applicants for re-admission are subject to established assessment and placement guidelines to ensure appropriate course placement and to promote student success. A student completing one program may apply for admission to another program by following the general admission procedures. Credits for parallel courses will be granted accordingly.

The College reserves the right to refuse admission to any student who has an unacceptable academic, conduct, or health record. Persons who have any financial obligation to the College must resolve these obligations before they will be allowed to register for classes.

Transient Students

Students enrolled at other colleges who wish to take courses at Denmark Technical College, may do so by following the admissions procedures. Written documentation of course approval from the primary college should be on file to assure transfer of the course work. It is the student's responsibility to determine the applicability of the transfer of courses through contact with the primary college.

Dual Enrollment Students

Upon the written approval of their principal, qualified high school juniors and seniors may be granted early admission to the College on a space available basis. Requirements for dual enrollment admission are the same as for the admission of new students. Upon graduation, the student may apply for admission as a regular student in a degree, diploma, or certificate-granting curriculum.

In order for a high school student to be granted dual enrollment admission, he or she must:

1. Be a high school junior or senior.
2. Submit written permission from the high school principal. This permission must indicate that the student is in good standing with the high school.
3. Have demonstrated sufficient academic preparation for college work.

If upon graduation from high school, if the student enrolls at Denmark Technical College, all credits earned will be applicable toward the appropriate degree, diploma, or certificate.

If enrolling at another post-secondary institution, students may have their credits transferred, pending acceptance by the other institution.

Student Orientation

The Student Orientation Program is held on weekends during the summer and preceding each registration held at the beginning of each semester. It encompasses activities designed to help new students and parents make harmonious and satisfactory adjustments to college life. These activities are held on weekends

preceding the registration period with parents in attendance. The program consists of assemblies with divisional personnel, tours of the campus, introduction to counseling, and placement testing. The session concludes with preparation for registration and payment of fees. Student Orientation sessions are also held immediately preceding the start of registration at the beginning of each semester.

NURSING

Admission Procedure

The application process for the PN Program is as follows:

1. Apply to Denmark Technical College.
2. Take college placement tests (minimum scores for the PN Program application must be met).
3. Attend a Nursing Information session.
4. Apply to the Practical Nursing Program.
5. Take the Kaplan Entrance Test (must score 60% or higher).
6. Arrange for a criminal background check through DTC (fee paid to the DTC Business Office).
7. Take a drug screening.
8. Attend a Nursing Information Session.

Admission to the PN Program has additional admission requirements due to the limited availability of admission slots. Program admission is academically competitive with admission decisions based on the applicant's academic preparation, assessment results, clear drug screening and clear criminal background check. The clinical facilities require several screenings prior to approval for student eligibility for participation in clinical experiences. One is the criminal background check, provided by SLED for S.C. residents and by the FBI for non-S.C. residents and drug screening. Clinical facilities may refuse student participation in clinical experiences if screenings reveal unclear reports. Students must be able to attend all clinical experiences during the academic year to complete course and program requirements.

Selected program applicants are admitted once per year in the fall semester. After acceptance into the PN Program, students are required to attend a Practical Nursing Orientation Session and provide required current medical information.

Progression Procedure

The Practical Nursing curriculum is divided into general education and nursing courses. To be eligible to graduate from the program a student must meet the following criteria:

1. Make a minimum grade of C on all nursing courses, courses that have a PNR prefix. Any student that fails to meet the minimum grade requirement of C or above will not be able to progress in the program. The student will receive notification by the Nursing faculty immediately that he/she will not be able to enroll in the next semester in the nursing courses. The student may proceed in the general education courses if desired. The students will be informed of their options for readmission if desired.
2. Make a minimum grade of C on all co-requisite general education courses. General education courses are those that have an ENG, BIO, MAT or PSY prefix. A student that does not meet the minimum grade

requirement of C or above in a co-requisite course will not be allowed to progress in the nursing program. This includes any grade of D, F, W, or WF.

Examples:

- Must achieve a grade of C or above in PNR 110 to progress to PNR 120.
 - Must achieve a grade of C or above in PNR 120, BIO 210, ENG 101, and MAT 155 to progress to PNR 122 and PNR 130.
 - Must achieve a grade of C or above in PNR 130 to progress to PNR 140.
 - Must achieve a grade of C or above in PNR 140, PNR 122, and BIO 211 to progress to PNR 165 and PNR 170.
 - Must achieve a grade of C or above in PSY 201, PNR 165 and PNR 170 to graduate from the PN program.
3. Have a minimum GPA of 2.5 and completed all PN program curriculum courses, both nursing and co-requisite general education courses, with a “C” or better to be considered for graduation from the program.
 4. An overall grade of Satisfactory is required on the lab/clinical component of the course. A grade of “Satisfactory” or “Unsatisfactory” will be based on mastery of stated lab/clinical competencies as outlined on the evaluation form. The student will be evaluated and a rating of “Satisfactory” must be achieved. A student who achieves a theory grade of 80% or above but has an “Unsatisfactory” rating on the lab/clinical component fails the course and will be withdrawn from the program. A student who achieves a “Satisfactory” rating on a lab/clinical component and achieves a theory grade of less than 80% fails the course and will be withdrawn from the program.
 5. Academic Dismissal: The student may be academically dismissed at any time by:
 - a. Earning a grade of less than a C in a required nursing course or required general education course.
 - b. Not maintaining a GPA of 2.5. Students should refer to Student Code and Grievance Procedure found in the Denmark Technical College Academic Catalog and Student Handbook
 6. Nursing courses are offered in sequence and the program requires three consecutive semesters of coursework for completion.
 7. Should a criminal background check disclose an adverse report resulting in not being able to participate in clinical experiences, the student will be withdrawn from the program.
 8. A student who does not have a C average in any course at midterm is encouraged to discuss their situation with their instructor.
 9. Students who withdraw prior to midterm will receive a grade of W. Students who withdraw after midterm with a C or better receive a grade of W. Students who withdraw after midterm without a grade of C or better will receive a WF.

GRADING SCALE FOR NURSING COURSES

The grading scale for all nursing courses is as follows:

Grade	Average (GPA)
A 93-100	4.0
B 85-92	3.0
C 80-84	2.0
D 75-79	1.0
F 74 & below	0.0

The nursing grading scale is more stringent than other DTC courses. Nursing students are held to a higher standard of success and competency due to the critical component for safe nursing practice. As a result, the nursing grading scale is elevated to a level more consistent with expectations on the NCLEX-PN licensure exam.

NURSING GRADUATE'S PROCEDURE

PN graduates are eligible to apply to take the National Council Licensure Examination for the Practical Nurse (NCLEX-PN). An endorsement of completion will be sent to the SC State Board of Nursing by the PN Program Dean for eligible students that meet all endorsement criteria. In order to meet graduation requirements of the Practical Nursing Program, a student must do the following:

1. Have a minimum overall GPA of 2.5 with a C or better in all courses in the curriculum.
2. Show safe and adequate nursing practice on all clinical evaluations.
3. File a DTC graduation application.
4. Complete applications to take the National Council
5. Licensure Examination for the Practical Nurse (NCLEX-PN).
6. Obtain fingerprinting background check.
7. Mail in a passport picture, copy of Driver's License and Social Security Card.

****Any student that has a prior conviction of a crime (excluding minor traffic violations) or a drug or alcohol abuse problem could make the student ineligible to take the NCLEX-PN. Early notification to the SC State Board of Nursing is suggested. See the Dean of Nursing for questions regarding the NCLEX-PN.**

PRACTICAL NURSE LICENSURE EXAMINATION

Upon graduation from an approved nursing program, the National Council Licensure Examination for the Practical Nurse (NCLEX-PN) is required for licensure as a licensed practical nurse as required by the South Carolina Board of Nursing and the National Council of State Boards of Nursing. Please go to the SC Board of Nursing website for current information regarding requirements for licensure at: <http://www.llr.state.sc.us.POL/NURSING/>.

PRACTICAL NURSING PROGRAM READMISSION PROCEDURE

1. Student may only apply for readmission into the Practical Nursing Program one time.
2. A Request to Re-Enter Form (see appendix) must be completed and submitted to the Dean of Nursing at the beginning of the course prior to the desired readmission date. Forms may be picked up from the Nursing Division.
3. All nursing courses must be completed within a two-year period beginning at the first admission into the program. The two-year period is the academic year when the student was unsuccessful and the immediately following academic year (example: In 2020-2021 student was unsuccessful; they must apply for readmission into the 2021-2022 academic year).
4. Readmission candidates not able to complete the program the following academic year must reapply to the program as a new student and begin with PNR 110 Fundamentals of Nursing and progress through the entire program schedule of classes.
5. Readmission is based on space availability & eligibility. Currently progressing students have priority in enrollment in nursing courses, as there are only 20 slots available in each nursing course.
6. If there are more students seeking readmission than can be accommodated, the date the student completed all requirements for readmission will be the deciding factor in the order in which available space is awarded.
7. To be eligible for readmission, the student is required to meet current admission criteria into the nursing program.
8. The student must submit an application to the Admissions office for readmission into the college the semester prior to requested readmission.
9. The student must follow PN application process as outlined in the nursing readmission application packet.
10. A student requesting readmission into the nursing program is required to submit updated criminal background check and updated drug screen results.
11. The student must submit current CPR and First Aid cards and updated medical form, including current PPD and immunizations. A dropped, withdrawn or failed course must be successfully completed before the student can progress to the next nursing course(s).

A student who makes a D, F, or WF in a nursing course on the first attempt, must make a C, 80 or above, on the second attempt. No required nursing course may be attempted more than twice in order to earn a C. If the student fails to earn a C on the second attempt, he/she will not be eligible for future readmission into the nursing program.

Applying for On-Campus Housing

Students must be fully accepted to Denmark Technical College

*The Admissions Office will send a full acceptance letter once all admission required documents and placement testing information have been received. You may contact the Enrollment Management Office at 803.793.5294 or email admissions@denmarktech.edu to check your admission status.

Complete a Housing Application

*All sections of the Housing Application must be completed and returned to the Office of Residential Life. You may contact the Office of Residential Life at 803.793.5134.

Complete and submit the Housing Agreement Form and Mandatory Room Reservation Fee

A total of \$75.00 is required to reserve a room within Denmark Technical College's Residence Hall. A \$25.00 housing deposit and \$50.00 breakage fee are required. The housing fee is a non-refundable fee, and the breakage fee is refundable if the room is in satisfactory condition at the end of the term. Please be advised that the housing deposit simply reserves a space, however, all required documents must be completed and submitted before a room assignment will be issued.

Complete a Health & Physical Form (with proof of required immunizations)

*All students residing in on-campus housing **must** complete a Health and Physical Form with updated required immunization records. This form **must** be signed by a physician.

Required Immunizations:

Proof of Measles, Mumps, & Rubella (MMR)

Administration

All students born after 1957 must provide a statement of immunization against Measles, Mumps, and Rubella (MMR), giving the month and year of immunization. A statement of up-to-date is not sufficient. If a student is unable to provide dates of immunization for Measles, Mumps, and Rubella, he or she may document immunity by blood test at the student's expense. If this testing shows no immunity to Measles, Mumps, or Rubella, the student may register following documentation of the first dose of MMR, with the second to follow in 30 days, if required.

Proof of Tuberculin Skin Test (PPD)

Administration

Tuberculosis screening (within the past year, 12 months) is required of all new students. Students at risk for TB will be required to have a PPD skin test (Mantoux). Any student with a positive skin test will be required to provide a report of a normal (negative) chest x-ray (done after the positive PPD). The negative report must be documented within six (6) months prior to residing on campus. A physician should evaluate individuals with a positive tuberculosis skin test.

Proof of Tetanus Toxoid Booster Administration within the last ten (10) years.

Strongly Recommended Immunizations:

Meningitis, Hepatitis B, and Varicella (Chicken Pox) Immunization College students may be at increased risk for meningitis, hepatitis B, and varicella. Students residing on campus are encouraged to provide proof of immunization.

Exemptions from compliance with the immunization policy include:

Religious exemption, written on letterhead stationery, signed by a religious official and notarized.

Medical exemption, written on office stationery, and signed by a health care provider. The letter should state the reason for the exemption, and whether the exemption is permanent or temporary.

Do not assume that childhood immunizations are adequate; requirements have changed during the past

several years. Medical facilities in the U.S. and in other countries are required to keep records of vaccinations. Additional sources of immunization information include doctors' offices, health departments, and schools. Students should make copies of the completed health form for their own files, and then mail the original forms. Do not rely on health care providers, family members, or other colleges to mail the forms. Some academic programs have additional immunization requirements. Students are advised to check with their desired program of study for any additional requirements. Contact the Office of Health Services at 803.793.5224 for questions or concerns.

Payment of Room and Board Fees

All room and board fees must be paid prior to a room assignment being issued. If you are applying for financial aid that will cover the cost of your room and board fees, you must have received an award letter with enough financial aid to cover all required fees. To check your Financial Aid status, call 803.793.5161 or email financialaid@denmarktech.edu.

Re-Admitted Students

All re-admitted students who have not been in attendance within three (3) years immediately prior to the date of application are required to complete and submit a new Health & Physical Form.

Student Health Services

The Health Services Center provides first-aid treatments for injuries, accidents, and illness and makes referrals to local medical resources as deemed necessary. Family Planning Services are made available through Health Services. Routine orders for the treatment of minor illnesses and injuries are made available by the College's doctor. Students are to report all illnesses and/or accidents as soon as they occur.

A medical record is kept on all residential students; therefore, all residential students are asked to obtain a medical examination before a housing assignment is given. Students are asked to report any chronic illnesses to Health Services upon arrival to campus and to report all prescription medication. Students are asked to provide additional medical insurance information during the registration process.

Mental Health Policy

Anyone who is troubled emotionally may seek services through the Area Mental Health Center. Consultation, education and prevention are the primary focus of community services available. Denmark Technical College's Health Services Department will contact the mental health center, arrange for an interview appointment for the student, and provide transportation if needed. Arrangements can be made for the student to seek services at home if he or she so desires. Emergency services are available on a 24-hour basis. Personal contact to assess a crisis situation is provided during regular working hours (8:30 a.m. - 5:30 p.m.). After 5:30 p.m. on weekdays, weekends, and holidays, crisis intervention will occur in the following manner:

1. A telephone call to 803-536-0390 will give a response from the physicians' answering service requesting name and telephone number. The contact will be informed that a mental health professional will return your call within 15 minutes.
2. The on-call mental health professional will respond and help you with your problem.
3. If the College is seeking services for someone with violent behavior patterns, the College will contact the Sheriff's Office and the local probate court office and have the individual detained by "An Order of Detention" which mandates that the student be examined by a physician and a mental-health professional. **IMPORTANT NOTE: Psychiatric and Psychological Services**

Psychiatric and Psychological Services

Any student who has suicidal tendencies will be referred immediately to his or her family physical for psychiatric evaluation and will be medically withdrawn from college. If the student is a residential student, he

or she must vacate the residential premises immediately. Only upon proof that the student has participated in and completed professional counseling and treatment will the student be readmitted to residential living. Any other expenses incurred will be the responsibility of the student and/or guardian.

Counseling

Experienced professional mental health counselors provide personal, academic and group counseling along with an organized tutorial program.

Individual Counseling—Counseling on a one-to-one basis is the most important service offered to students. The staff provides services in an atmosphere in which students may discuss problems with the assurance that all counseling information is confidential.

Group Counseling—Provides a variety of growth experiences through counseling, ranging from personal growth to decision-making skills.

Counseling services are provided at no charge to the student. They are available Tuesday (9 am-1 pm) and Thursday (12 pm-4 pm) in the Enrollment Management Building. A community crisis response line is also available.

Community Crisis Response Line (833) 364-2274 or email ccri@scdmh.org

To Schedule a Referral Appointment Complete the [Counseling Referral Form](#) located on the Counseling Services page <https://www.denmarktech.edu/counseling-services/>.

Crisis Hotlines

- **Adult Mental Health Crisis Services/Immediate Crisis Help**
- **The Crisis Text Line** serves anyone in any type of crisis, providing access to free, 24/7 support and information via texting. Text START to 741-741 from anywhere in the USA, anytime, about any type of crisis.
- **For LGBTQ students in crisis**, the **TREVOR Project** offers a Lifeline (1-866-488-7386), a texting option (text “Start” to 678678), and a **chat option**. All options are available 24/7.

Suicide Prevention

- **The National Suicide Prevention Lifeline** - <https://suicidepreventionlifeline.org/> The Lifeline provides 24/7, free and confidential support for those in distress - 1-800-273-8255.
- **National Organization for People of Color Against Suicide** - <http://nopcas.org/>
- **The Summit Wellness Group** - <https://thesummitwellnessgroup.com/resources/>

Veterans

- **For Veterans or people concerned about one**, the **Veteran’s Crisis Line** offers 24/7 support by calling 1-800-273-8225 (option 1).
- **Military Hotline** offers 24/7 free and confidential support to service members, veterans, and their families: 1-888-457-4838 or text “MIL1” to 839863.

Domestic Violence

- **The National Domestic Violence Hotline** 1-800-799-7233 (SAFE) www.ndvh.org
- **Domesticshelters.org** Free, online, searchable database of domestic violence shelter programs nationally www.domesticshelters.org

National Dating Abuse Helpline

1-866-331-9474

www.loveisrespect.org

Addiction Resources

- **InTheRooms.com** - <https://www.intherooms.com/home/> Resource for finding virtual AA and NA meetings 24/7.
- **National Institute on Drug Abuse** - <https://www.drugabuse.gov/publications/principles-drug-addiction-treatment-research-based-guide-third-edition/frequently-asked-questions/where-can-family-members-go-information-treatment> - Helpful suggestions and resources on finding addiction treatment centers for friends or family members struggling with addiction.
- **The Summit Wellness Group** - <https://thesummitwellnessgroup.com/> Local Atlanta-based addiction and mental health resource that provides support, referrals and specialized care to students. Available via phone at 770-692-2052 or online via their website.
- **SAMHSA's Treatment Locator** - <https://findtreatment.samhsa.gov/> Resource for finding treatment facilities confidentially and anonymously.
- **Detox Local** - <https://www.detoxlocal.com/> Medically reviewed guides on every aspect of the drug & alcohol detox process which empowers students to be safe when quitting drugs or alcohol.
- **Know The Risks of Marijuana** - <https://www.samhsa.gov/marijuana>

Student Activities

Student activities are considered a vital part of a student's educational process. Students are encouraged to participate in programs which emphasize leadership and training, service to the college and community, and the opportunity to interact with those from different cultural backgrounds. Inter-collegiate sports include Men and Women's basketball. The College sponsors other co-curricular activities during the year and encourages students to participate.

Students who maintain a "C" average or above shall be excused with the instructor's permission to attend approved student activities in which they participate. The student is responsible for all work missed during the absence. In order to participate in student activities, the student must be accepted by the institution as a full-time student. A full-time student is enrolled in at least 12 credit hours. If at any time during the semester, the student carries less than 12 semester credit hours, he or she will immediately be ineligible for participation. A student must maintain at least a 1.5 GPA after the first semester of entrance in order to participate in activities. After the first semester, the chart will be used to determine eligibility:

Minimum Grade Requirements	
TOTAL SEMESTER	
Hours Carried	Minimum GPA
0-35	1.50
36-50	1.80
51-above	2.00

Probationary status will be determined by the cumulative semester GPA. The cumulative semester GPA must be equal to or exceed the levels indicated in the table above.

Student Government Association

The Student Government Association (SGA) is one of the principal organizations through which students share in the administration of the College. The SGA assists college personnel in coordination of student organizations and activities, and helps plan and direct recreational and cultural activities, and supports the observance of college policies and regulations.

The sponsored activities of the Student Government Association are those described below.

1. All suggestions for student activities shall be forwarded to the SGA.
2. A Student activities committee composed of SGA members shall be appointed, and these committee members should become thoroughly familiar with the matters involving student activities.
3. After the committee has analyzed a request for a new activity and found the request to be favorable, it shall be brought to the full SGA membership for a vote.
4. If the SGA approves the recommendation, it is then forwarded to the Dean of Students for administrative approval.

The Dean of Students will present the request to the Vice President.



Student Social Functions

Social functions for students are the responsibility of the SGA. As the SGA develops a budget for the following year, social functions requested by the majority of the students are placed in the budget. At the present time, student social functions consist of the following, which are all planned and administered by the SGA:

- | | |
|--------------------|------------------------|
| 1. Athletic Events | 4. Miss DTC Coronation |
| 2. Awards Night | 5. Spring Ball |
| 3. Homecoming | |

Intercollegiate Athletics

Denmark Technical College is a member of the National Junior College Athletic Association (NJCAA).

Intramural Sports

The responsibility for intramural sports lies with the Director of Student Activities and the SGA. The SGA is receptive to any suggestions for popular activities, and students schedule intramural sports as requested. Currently, intramural basketball, softball, flag football, and volleyball are offered.

Clubs and Organizations

Many clubs and organizations are active on the campus. Through participation in the program of particular interest, students may explore and extend their interest and develop skills and abilities in working with fellow students. Membership is open to all students who meet the qualifications of their respective clubs. The club advisor or the Student Activities Office may contact those desiring information. Clubs and organizations include the following:

Administrative Office Club - for all Administrative Office Technology and Administrative Support students. This club helps students to understand their roles in a modern business environment.

Barbering Club - for all barbering students. Promotes service to the community through various experiences (projects) and helps students to understand their roles as future entrepreneurs.

Building Construction Fundamentals Club – for all building construction students. Provides an important network for students looking for career-path jobs in the building industry.

Cheerleaders Club - is a voluntary club consisting of those students desiring to enhance school spirit. The club members attend games and other functions to provide school spirit. A faculty or staff member acts as advisor and monitors the club's operation.

Computer Technology Club - for all computer technology students. Promotes academic excellence and provides a student support network.

Cosmetology Club - for all cosmetology students. Promotes service to the community through various projects/experiences and helps the students to understand their roles as competitive cosmetologists.

Criminal Justice Club – for all criminal justice students. Promotes service to the community through numerous projects which give students experience in working with the public.

Culinary Arts Club - for all food services students. This club provides an important network for students looking for career-path jobs in hotel and restaurant tourism.



Early Childhood/ECE Club - the purpose of the ECD club is to promote early literacy in the community; to promote academic excellence in early childhood education for all young children; to develop network in the community through various projects, events, and activities; to promote diversity, equity, and inclusion.

Electromechanical Engineering Club – for all students majoring in Electromechanical Engineering.

Freshman Class – The Denmark Technical College Panther Pathways Trailblazers Organization will foster a supportive and inclusive community that empowers and guides incoming students on their transformative journey through their first year of college. We aim to provide a platform for freshmen to connect, explore, and grow both academically and personally. Through engaging activities, mentorship, and educational resources, we strive to facilitate a smooth transition into college life, promote holistic development, and inspire a sense of belonging, confidence, and success among our members. Together, we will navigate challenges, celebrate achievements, and lay the foundation for a fulfilling college experience.

General Business Club – for all general business students. This club helps students to understand entrepreneurial decision-making through various student events/activities.

Human Services Club – for all human services students. Promotes service to the community through numerous projects which give students experience in working with the public.

National Technical Honor Society: The National Technical Honor Society serves over 100,000 student members annually. Awarding over \$1.7 million in scholarships to date, NTHS honors the achievements of top CTE students, provides scholarships to encourage the pursuit of higher education, and cultivates excellence in today's highly competitive, skilled workforce. For NTHS membership, Students must be enrolled in a career/technical education program or major and must attain an overall GPA of 3.0 or higher on a 4.0 scale (unweighted).

Phi Theta Kappa Honor Society – Phi Theta Kappa, over 500 chapters strong, was founded in 1918 for recognizing and encouraging scholarship in accredited community and junior colleges. This scholastic fraternity provides service and opportunities for the development of leadership for its members while stimulating interest in continuing academic excellence. To qualify for membership, a student must be enrolled in a two-year college degree program and have a grade point average of 3.5 or better in at least 12 credit hours.



Bible Study Club - an on-campus, student and faculty-led club designed to encourage students to stand strong in their Faith through Bible study.

- Weekly on-campus Bible Study
- Leadership and Public Speaking skills are developed as students lead their peers in Bible Study
- Food/social time/assembly in the school gym (normally on a weekday) with prayer, worship music and a Biblical message from a guest speaker*

Welding Club – for all welding students. Provides an important network for students looking for career-path jobs in the welding field.

360 ACHIEVE MENTORSHIP PROGRAM CLUB - 360 Achieve Mentorship Program is designed to improve students' academic performance, self-esteem, self-worth, social competence, and financial literacy by providing a relationship with a caring adult friend who works to help youth achieve their potential.

Mentoring programs are a prominent strategy in the United States for preventing negative outcomes and promoting resilience among developing students. 360 Achieve will service all students across gender, race/ethnicity) and the program's approach includes cross-age peer, one-to-one, group, and both school- and community-based young adults.

HOSA - HOSA is a global student-led organization recognized by the U.S. Department of Education and the Department of Health and Human Services and several federal and state agencies. HOSA's mission is to empower HOSA-Future Health Professionals to become leaders in the global health community, through education, collaboration, and experience. HOSA actively promotes career opportunities in the health industry and enhances the delivery of quality health care to all people. HOSA's goal is to encourage all health science instructors and students to affiliate and be actively involved in the HSE-HOSA Partnership. HOSA provides a unique program of leadership development, motivation, and recognition exclusively for secondary, postsecondary, middle school, adult, and collegiate students enrolled in health science education and biomedical science programs or who have interests in pursuing careers in health professions. HOSA is 100% health care!

M.I.R.R.O.R Male Initiative for Recruitment, Reward, and Overall Retention - Our M.I.R.R.O.R program is a College Leadership Learning Community designed to help Denmark Technical College male students matriculate through college and develop skills to be change agents in our community and the world. Pre-planned cultural and skill-building activities complement our professional relationships, social events, group and social mentoring, and exceptional opportunities to add balance and support through their undergraduate education. M.I.R.R.O.R. activities will prioritize gender-specific activities to address the risk factors most threatening to males today (violence, drugs, gangs, low motivation, depression, etc.). M.I.R.R.O.R. is culturally sensitive and respectful of the priorities and interests of populations of youth and their families who are forced to navigate the intensities and pressures of social, environmental, economic, family, and other stressors.

P.A.C.E - The Panthers Academy Coding Excellence (P.A.C.E) will provide participating students with an opportunity to learn the basics of computer programming in a team setting. The club's focus will be on creating apps, websites, games, steam/steam workshops, and other projects to share with P.A.C.E and the community.

Media Club - Are you an aspiring musician, YouTube personality, influencer, documentary filmmaker, or journalist?

The Media Club is a space where students with an interest in film, video, photography, music, sound, and digital media gather to do fun activities, learn, and share skills and techniques, and collaborate on media projects. All students are invited to participate, regardless of skill level or familiarity with multimedia software and hardware. This is a place to learn and share!

Student Clubs & Organizations Requirements

1. Each group, in order to be recognized, must make application through the Office of Student Activities and have the approval of the Dean of Students and officers of the SGA.
2. Each organization must have a constitution which states its purpose, rules for operation, and a slate of officers. A copy of the constitution must be on file in the Office of Student Leadership and Engagement.
3. Each organization must have a faculty or staff advisor.
4. Each organization must adhere to all institutional policies and standards.
5. A roster of the officers, members, and advisor of each organization must be on file with the Dean of Students and the Office of Student Leadership and Engagement.
6. Each organization must submit a schedule of activities it expects to sponsor during a school year to the Office of Student Leadership and Engagement.
7. Classrooms may be secured for approved organizations. Requests for reservations are made in writing by the president and advisor and submitted to the Office of Student Leadership and Engagement.
8. It is expected that rooms used for meetings are to be left clean and orderly.
9. All social activities must be approved by the Dean of Student Affairs and cleared at least one week in advance of the event. Forms for filing are available in the Office of Student Leadership and Engagement.
10. Social events held preceding a school day must end, at 12:00 midnight, except on Friday and Saturday at which time they end at 1:00 a.m. Advisors are to be present during all organizational activities.
11. Advisors are to be present during all organizational activities.

Advisors to Organizations

Only Denmark Technical College faculty and staff members, or someone approved by the administration, may serve as an advisor to student groups. Advisors to student organizations have the following responsibilities:

1. To attend all meetings of the organization.
2. To give counsel and advice pertaining to programs and projects.
3. To review the group's operations for consistency with the college's regulations and policies.
4. To assist with the proper management of group funds. All funds must be necessary for withdrawal. The advisor must sign all checks and requests for withdrawals of funds.

Cultural Enrichment Program

The College plans for and offers experiences that are designed to produce a socialized and well-rounded individual and ensure that campus living has achieved its optimum purpose.

The following cultural activities are sponsored through this program:

Cultural trips to: Museums Seminars
 Concerts Conferences
 Plays Lyceum
 Historic tours
 Special community interest events

Transportation

The Student Affairs Division at Denmark Technical College can provide information about transportation schedules and costs. Bus Transportation is available for resident students attending area churches and off-campus shopping trips and activities.

POLICIES, RULES, AND REGULATIONS

Conduct

The responsibility for maintaining discipline at the College is vested in the Office of Student Affairs, which investigates any instances of misconduct. They may refer cases to either of the judicial boards for the appropriate disciplinary action. Dorm Supervisor has the authority to ensure that the rules and regulations of the College are adhered to by all of the College's students in the residential centers and on the campus. Registration at the College involves the student's acceptance of all rules not only those that are published.

Smoke-Free Campus

For Denmark Technical College to fulfill its role and responsibility to provide a safe and healthy environment for faculty, staff, and students, it is essential to eliminate exposure to the toxic substances produced by tobacco smoke. Smoking is prohibited at the College. Please see additional information in Public Safety.



Dormitory Loitering Policy

No females should be loitering at the side entrances of the male dormitory, nor should males be loitering at the windows, back, and/or side entrances of female dormitories; and no females or males should use or be loitering in the path behind King Hall.

Visitors of the opposite sex are only allowed to visit in the lobby areas of the resident halls. Front entrances of dormitories for visitation should be used at all times. DUE TO LIMITED SPACE IN THE MALE DORMITORY, IT IS RECOMMENDED THAT MALE/FEMALE VISITATION TAKE PLACE IN THE CANTEEN AREA AND NOT IN THE MALE DORMITORY LOBBY.

Disciplinary action will be taken against students who violate the dormitory loitering policy.

RESIDENTIAL LIFE

Denmark Technical College is the only technical college in the state system that maintains college operated residential facilities for full-time students. Students must be actively enrolled for at least 12 credit hours (9 hours in the summer) in order to reside in the dorm. If at any point during the semester the student's course load drops below the 12 credit hours (9 hours in the summer) he or she must move out of the dormitory.

An application is necessary to ensure a room in a residential center. The initial application for housing is made when the student is accepted to the College.

The room reservation fee is \$75.00. The arrangements for housing are made by the Residential Life Office. The Residence Agreement contract must be signed by the student (or parent if the student is under 18 years of age) and a Residential Life official to ensure a room in the residence hall (see Refund Policy in the Fees and Financial Aid Section).

Breakage Fee

Purpose: To establish procedures whereby students at Denmark Technical College may receive timely adjustments to their accounts and to promote operational effectiveness, the guidelines listed below have been developed.

General Guidelines: A breakage fee will be assessed to the account of each student who resides on campus at the beginning of each academic term during the registration process. The breakage account will be reconciled by the Office of Fiscal Affairs at the close of each academic term based on "Fee Assessment Forms for Dorm Damages" received from the Office of Housing and Residential Life and verified by the Dean of Student Affairs and Academic Support. Students who do not have breakage damages in excess of the breakage deposit, will receive a full refund. Students who have breakage damages less than the breakage deposit will receive appropriate refund equaling the deposit. And, if students have breakage damages in excess of the breakage deposit, the account will be charged for said amount due.

Procedures:

1. The student must be accepted to the college, have submitted a housing application with a (nonrefundable) housing deposit of \$75.00, and have received a financial aid award, if applicable.
2. Once the \$75.00 housing deposit has been received, the "Student Housing Contract Agreement" is mailed to the student with "Parent Consent Form for Sign-in/Sing-out." Upon receipt of the contract form, the student must sign and return these documents to the Office of Residential Services with a \$50.00 deposit for breakage.
3. The housing assignment is mailed after contract is received back in the Office of Residential Life.
4. During the dormitory check-in process, a "Residential Hall Agreement" form is completed by the Dormitory Supervisor with the student indicating the condition of the room upon entrance. This form is signed by the student, Dormitory Supervisor, and parent, if available.
5. The \$75.00 breakage fee is credited to the account of each student that resides on campus at the beginning of each academic term during the registration process.
6. At the close of each term during the dormitory check-out process, the Dormitory Supervisor along with the student re-evaluates the condition of the room. If there are breakage damages in excess of the breakage deposit, the student is to complete the "Fee Assessment Form for Dorm Damages" for submittal to the Executive Dean of Student Affairs.
7. The Executive Dean verifies the charges assessed by the Dormitory Supervisor and submits forms to the Office of Fiscal Affairs.
8. The Office of Fiscal Affairs reconciles each student's breakage account at the close of each academic term and students are notified of breakage charges assessed. Refund checks are distributed by the Business Office, when applicable.

Rules for Campus Living

Each student will be responsible for obtaining a housing contract. You may receive a contract from the Office of Housing and Residential Life. **CONTRACT VIOLATIONS:** Any student who violates the rules and regulations will be referred to the Director of Campus Housing and/or to the Dean of Students. Penalties for housing contract violations include:

1. Written warning.
2. Transfer to a different room.
3. Removal from campus housing.
4. Referral to the Dean of Students for disciplinary action, including probation and suspension.
5. Fines and/or work projects.

The following are rules for campus living enforced by Housing and Residential Life (see *Student Handbook* for additional information):

1. REGISTERING FOR A ROOM: All resident students must register with the Office of Residential Life before occupying a room. Anyone occupying a room without registering will be fined \$50.00 and asked to leave.
2. USE OF DORM LOUNGE FURNITURE: Lounge furniture is not allowed to be moved to dorm rooms. Residents with furniture in their rooms taken from lounges or other rooms will be fined \$50.00.
3. DAMAGE OF PERSONAL PROPERTY: Residents must not deliberately damage personal and/or real property. This includes throwing liquids or objects from doors, windows and roofs. Violators will face actual damage charges and actions through the Dean of Student Affairs and Academic Support office.
4. FIRE ALARMS AND EQUIPMENT: Residents who deliberately damage property or set false fire alarms will be evicted from the dormitory. It is also a violation of state laws to tamper with fire-fighting equipment. *Convictions of this offense can bring a \$250 fine and/up to 30 days in prison.*
5. HEALTH AND SAFETY CHECKS: Room checks are made daily by the Housing Department. Notices are posted well in advance of these checks; however, follow-up checks can be made without notice. Violations of any dorm regulations will result in disciplinary action.
6. OVERNIGHT GUESTS: Students are not allowed overnight guests. Any student who is found in violation will be subject to student conduct sanction or revoked from housing
7. PERSONAL PROPERTY AND INJURIES: Denmark Technical College assumes no liability for any *personal property* that is lost or damaged or any *personal injuries* that residents and their guests sustain. Students are encouraged to seek property insurance through NSSI Student Property Insurance.
8. QUIET HOURS: These hours will be posted in each dorm. Loud noises and music are prohibited during quiet hours.
9. MUSIC: When playing stereos, consideration of others is requested. Pointing speakers out of the window or door is prohibited. Violators will be disciplined.
10. VACATING A ROOM: Residents must check with the dorm supervisor before moving out of a room during the semester or at the end of the semester. The Dorm Supervisor will inspect the room with the resident to assess its condition. The room key must be returned at this time. A \$50.00 fine will be charged for each key that is not returned.
11. ELECTRICAL APPLIANCES: Because the residence halls have electrical circuit limitations, multiple plugs and extension cords are prohibited. Radios, stereo equipment, and televisions can be used as long as they do not require outside antennas. All appliances must be registered with the residence hall desk monitor. Residents with unregistered appliances will be in violation of the residential housing agreement.
12. COOKING EQUIPMENT AND REFRIGERATORS: Cooking equipment such as microwave ovens, coffee pots, and burners is not allowed in the residence rooms. Small refrigerators are allowed.
13. FLAMMABLE MATERIALS AND FIREWORKS: The ignition or detonation of anything which could cause damage by fire, explosion, or similar means to persons or property, and possession of any kind of weapon, i.e., handguns, fireworks, or explosives is prohibited on any property owned or operated by Denmark Technical College.
NOTE: Penalty for Possession of Firearms or other Dangerous Weapons on or off Denmark Technical College Property: ANY STUDENT WHO IS FOUND TO BE IN THE POSSESSION OF A FIREARM OR OTHER DANGEROUS WEAPON WHILE ON OR OFF DENMARK TECHNICAL COLLEGE PROPERTY WILL BE EXPELLED FROM THE COLLEGE AND REMOVED FROM THE CAMPUS IMMEDIATELY.
14. ALCOHOL AND DRUGS: Possession of any alcohol or non-prescription drugs is prohibited. The sale, barter, exchange, or gift of such drugs or alcohol from anyone without legal authority to possess them is prohibited. Violators will face disciplinary actions, which could result in suspension from school or prosecution by law. NOTE: Penalty for possessing, using, or distributing narcotics or unlawful drugs on or off Denmark Technical College Property: ANY STUDENT WHO IS FOUND TO BE IN THE POSSESSION OF, USING, OR DISTRIBUTING ANY NARCOTICS OR UNLAWFUL DRUGS, OR DRUG PARAPHENEIA ON OR OFF DENMARK TECHNICAL COLLEGE PROPERTY WILL BE EXPELLED FROM THE COLLEGE AND REMOVED

FROM THE CAMPUS IMMEDIATELY.

15. **ROOM VISITATIONS:** The residence rooms are to be occupied by members of the same sex. Males or females who live on campus are allowed to have visitors of the opposite sex in their living space outside of quiet hours. Visitation is only allowed between students who reside on campus. Every visitor will have to checked-in and checked-out at the front desk with official campus student identification. Failure to adhere in this process will lead to suspension of visitation privileges or loss of visitation privileges.
*Denmark Technical College expressly prohibits the presence of infants, or any other persons who are not officially registered as student residents in the dormitories for any extended period of time. While visitors are permitted, their visitation may not exceed a period of 48 hours. The violation of these provisions may result in an immediate termination of the student resident contract.
16. **CLEANLINESS**– Occupants of residence halls are required to keep their rooms clean and tidy. Dirty and untidy rooms create a health and safety hazard. Failure to adhere to this rule will result in cancellation of the housing contract and fines.
17. **SMOKE-FREE ENVIRONMENT** - Smoking is prohibited in the residence halls in compliance with South Carolina guidelines for state buildings. Students who do not have a breakage fee will receive a full refund. Students who have breakage damages less than the breakage deposit, will receive an appropriate refund equaling the deposit. If students have breakage damages in excess of the breakage deposit, their account will be charged for the amount due.

Alcohol/Drugs Policy

It is the policy of the South Carolina Technical College System to provide a drug-free, healthful, safe and secure work and educational environment. Employees and students are required and expected to report to their work, class or student activities in appropriate mental and physical condition to meet the requirements and expectations of their respective roles.

The South Carolina Technical College System prohibits the unlawful manufacture, distribution, dispensation, possession, or use of narcotics, drugs, other controlled substances, or alcohol at the workplace and in the educational setting. Unlawful for these purposes means in violation of federal/state/local regulations, policies, procedures, rules, and legal statutes.

Workplace means either on agency premises or while conducting agency business away from the agency premises. Educational setting includes both institutional premises and in approved educational sites off campus.

In order to prevent the consequences of alcohol and/or drug abuse at the workplace and in the educational setting, the South Carolina Technical College System has implemented this policy to ensure a drug-free work and educational environment.

The South Carolina Technical College System recognizes that chemical dependency using controlled or uncontrolled substances, including alcohol, is a treatable illness. The agency supports and recommends employee and student rehabilitation, and assistance programs and encourages employees and students to use such programs.

All locations will also implement drug-free awareness programs for employees and students. Such programs will annually ensure employees and students are aware that:

1. Alcohol and other drugs at the workplace and in the educational setting are dangerous because they lead to physical impairment, loss of judgment, safety violations, and the risk of injury, poor health, or even death. Information concerning health risks and effects of controlled substances and alcohol will be provided to students and employees.
2. Alcohol and other drug abuse can also significantly lower performance on the job and in the

classroom, thus impacting on the agency and the College Mission, as well as seriously affecting the student's educational and career goals.

3. Employees must report any personal conviction under a criminal drug statute for conduct at the workplace to their personnel officer within five days.
4. It is a condition of employment and admission that all employees and students must abide by the policy on alcohol and other drug use and related procedures/statements/laws/ guidelines. Violation of any provisions may result in disciplinary action up to and including termination or expulsion respectively and may have further legal consequences consistent with federal and state laws and regulations. Additionally, management may require an employee or student to enter an employee/student assistance or drug rehabilitation program as a condition of employment or enrollment.
5. Use of employee assistance programs (EAP), student assistance programs, (SAP), or drug/alcohol rehabilitation services is encouraged.

PLEASE NOTE: Denmark Technical College expressly prohibits the possession of alcohol and drugs; firearms or other dangerous weapons; and fighting (on campus and/or off campus). The penalty for violation of this regulation is suspension and/or expulsion from the College.

Curfew Policy

The campus currently does not observe curfew hours. Lobbies will close to visitors at 11:00 p.m. Sunday through Thursday and 12:00 a.m. Friday through Saturday. When the Residence lobbies are closed, visitors are required to exit the building.

Campus Leave Policy

Students who leave campus at any time (including overnight) are required to sign out. This is for the mutual protection of the student and the institution.

Noise Code Policy

No radio, stereos, or tape decks should be placed in windows or played openly on campus. Radios should be played at a level maintained in the room. Radios, stereos, or tape decks played loudly and heard outside rooms and windows will be confiscated and held until the end of the semester in a secured room in the Student Affairs area. Consideration of others is requested when playing stereos, radios, and/or tape decks.

It is a violation of the institution's noise code to point speakers out of the window or door. Violators will be disciplined, and musical equipment confiscated.

Vandalism Policy

Anyone who willfully damages, destroys, or changes in any manner the property of another, in this a fellow student, faculty, staff, property of Denmark Technical College and/or company vendors (i.e., Coke machine) is in violation of state law. State, county, and municipal laws, rules, and regulations for the protection and security of persons and/or property at Denmark Technical College will be strictly enforced.

Students who violate S.C. Code of Law 16-11-520 (a misdemeanor) will be prosecuted according to law. (Malicious injury to real property) damage not less than \$200 (Magistrate Court Bond \$237), more than \$200 (General Sessions Court) and immediate suspension from the college.

Drug Testing Policy

It is the policy of Denmark Technical College to provide a drug free, healthful, safe and secure education and work environment for its students. Students are required and expected to report to class in an appropriate mental and physical condition to meet the requirements and expectations of their classes.

Anyone who displays physical impairment and/or behavior abnormalities of such an aggressive nature that College Administrators feel there is “probable or reasonable cause” that the individual may disturb the educational environment and/or cause bodily harm to the welfare of others will be subject to a drug test.

Violation of any provisions found in the testing may result in disciplinary action up to and including expulsion and may have further legal consequences consistent with federal and state laws and regulations.

STUDENT CODE

GENERAL PROVISIONS

I. PURPOSE

The purpose of the student grievance procedure is to provide a system to channel and resolve student complaints against a college employee concerning decisions made or actions taken. A decision or action can be grieved only if it involves a misapplication of a college’s policies, procedures, or regulations, or a state or federal law. This procedure may not be used in the following instances: (1) to grieve a claim against a college employee for any matter unrelated to the employee’s role or position at the college; (2) for complaints or appeals of grades awarded in a class or for an assignment, unless the complaint is based upon alleged discrimination on the basis of race, color, religion, sex, sexual orientation, national origin, age, disability, genetic information, gender, veteran status, pregnancy, childbirth, other categories protected by applicable law or on the basis of alleged sexual harassment/violence; or (3) to grieve a decision for which other grievance or appeal procedures exist (e.g., appeal of a disciplinary case, a residency appeal, a financial aid appeal, FERPA grievances, transfer credit evaluations).

The student filing the grievance must meet the definition of a “student” at the time of the decision or action being grieved and must be the victim of the alleged mistreatment. A grievance cannot be filed on behalf of another person.

II. DEFINITIONS

When used in this document, unless the content requires other meaning,

A. “College” means any college in the South Carolina Technical College System.

B. “President” means the chief executive officer of the college.

C. Administrative Officer" means anyone designated at the college as being on the administrative staff, such as the President, Chief Academic Officer, Chief Student Services Officer, etc.

D. "Chief Student Services Officer" means the Administrative Officer at the College who has overall management responsibility for student services or his/her designee.

E. "Chief Academic Officer" means the Administrative Officer at the College who has overall management responsibility for academic programs and services or his/her designee.

F. “Grievable Act or Decision” means a misapplication of a college’s policies, procedures, or regulations, or a violation of a state or federal law.

G. “Instructional Days” means any weekday (M-F) in which classes are in session.

H. “Student” means an individual currently enrolled in a program and/or registered for the current or upcoming academic term.

I. "Instructor" means any person employed by the college to conduct classes.

J. “Staff” means any person employed by the college for reasons other than conducting classes.

K. "Campus" means any place where the college conducts or sponsors educational, public

service, or research activities.

L. "Approved Method of Notification" means any communication from college personnel through a communication channel to which the student has consented, or which confirms receipt of the communication by the student, such as a hand-delivered letter, restricted mail delivery services, or e-mail. A student who communicates with the college via e-mail or otherwise provides an e-mail address in connection with communications relating to a grievance thereby consents to the service of documents and all other correspondence associated with the grievance by e-mail, and the date and time of such e-mail(s) shall be deemed the date and time of service.

M. "Close of Business" means the time that the administrative offices of the college close on that specific workday.

III. GRIEVANCE PROCESS

Filing a Complaint

This procedure must be initiated by the student within fifteen (15) instructional days of becoming aware of the decision, action, or event giving rise to the grievance. This time limit may be extended by the President or his/her designee, if the student requests an extension within the fifteen (15) instructional day period.

Before initiating the Student Grievance process, a student may go to the college employee who originated the alleged problem and attempt to resolve the matter informally. In instances alleging discrimination or harassment, including sexual harassment and violence, the student is not required to initially try to resolve the matter with the person alleged to have committed the violation under this policy. Where applicable, if the student is not satisfied with the outcome of this meeting or if the student prefers to ignore this step, then the student may file a written complaint and initiate the grievance process. This written complaint should describe the decision or action that is being grieved, the date of the decision or action, and the college employee(s) involved in the decision or action.

1. Written complaints about alleged discrimination or harassment on the basis of race, color, religion, sex, sexual orientation, national origin, age, disability, genetic information, gender, veteran status, pregnancy, childbirth, other categories protected by applicable law and written complaints about alleged sexual harassment or violence shall be submitted to the employee(s) designated in the college's Statement of Nondiscrimination to coordinate Section 504, Title II, and Title IX compliance.

2. Written complaints about decisions and actions not related to discrimination on the basis of race, color, religion, sex, sexual orientation, national origin, age, disability, genetic information, gender, veteran status, pregnancy, childbirth, other categories protected by applicable law or sexual harassment shall be submitted to the college's Chief Student Services Officer.

3. Any written complaint naming the College's President as the person whose alleged action or decision originated the problem shall be submitted to the President of the South Carolina Technical College System.

A. Preliminary Investigation and Findings

The person receiving the student's written complaint will send a written acknowledgement to

the student no later than two (2) instructional days after receiving the written complaint.

1. When the complaint is against anyone other than the President of a College:

The person receiving the complaint will forward the complaint to the immediate supervisor of the employee named in the complaint no later than two (2) instructional days after it has been received.

As a part of the effort to resolve the matter, the supervisor, or designee, will consult, as needed, with the employee named in the complaint, the student filing the complaint, the Chief Administrative Officer of the division or component concerned, and any other parties relevant to the resolution of the complaint.

The supervisor, or designee, shall respond in writing to the student within ten (10) instructional days of receipt of the complaint. The response, sent through an approved method of notification, shall include a summary of the findings and as needed, propose the steps that shall be taken to resolve the complaint. If the student does not agree with the proposed resolution, the student may request to have the complaint heard by the Student Grievance Committee. (*see Section III.C.2.a*).

When the complaint is against the President of a College: The South Carolina Technical College System's Executive Vice President, or designee, will be responsible for the preliminary investigation and findings.

As a part of the effort to resolve the matter, the South Carolina Technical College System's Executive Vice President, or designee, will consult, as needed, with the College President named in the complaint, the student filing the complaint, the Chief Administrative Officer of the division or component concerned, and any other parties relevant to the resolution of the complaint.

The South Carolina Technical College System's Executive Vice President, or designee, shall respond in writing to the student within ten (10) instructional days of receipt of the complaint. The response, sent through the approved method of notification, shall include a summary of the findings and, as needed propose the steps that shall be taken to resolve the complaint. If the student does not agree with the proposed resolution, the student may request to have the complaint heard by an ad hoc committee.

The President of the South Carolina Technical College System will convene a three-person ad hoc committee consisting of System Presidents or a three person ad hoc committee from within the System to hear the student's complaint.

B. Student Grievance Hearing

1. Requesting a Hearing

- 1) When the complaint is against anyone other than the President of a College:

- 1) The student must submit a written request for a Grievance Hearing to the Chief Student Services Officer within seven (7) instructional days after receiving the supervisor's written response. The request must be related to the original

complaint and include a statement describing why the supervisor's response was unsatisfactory.

2) If the student does not submit the written request for a hearing within seven (7) instructional days after receiving the supervisor's written response, and the student can demonstrate that extenuating circumstances resulted in the failure to meet this deadline, the Chief Student Services Officer may allow the hearing to take place.

3) Within two (2) instructional days of receiving the request for a hearing, the Chief Student Services Officer shall notify the College President about the need to convene a Student Grievance Committee. These committees shall be formed to hear specific complaints and a new committee may be formed each time a grievance covered by this procedure is filed.

2) When the complaint is against the President of a College:

1) The student must submit a written request for a Grievance Hearing to South Carolina Technical College System's Executive Vice President, or designee, within seven (7) instructional days after receiving the Executive Vice President's written response. The request must be related to the original complaint and include a statement describing why the Executive Vice President's response was unsatisfactory.

2) If the student does not submit the written request for a hearing within seven (7) instructional days after receiving the Vice President's written response, and the student can demonstrate that extenuating circumstances resulted in the failure to meet this deadline, the Vice President may allow the hearing to take place.

3) Within two (2) instructional days of receiving the request for a hearing, the Executive Vice President shall notify the South Carolina Technical College System President about the need to convene an ad hoc committee of System Presidents or a three-person ad hoc committee from within the System to hear the student's complaint. These committees shall be formed to hear specific complaints and a new committee may be formed each time a grievance covered by this procedure is filed.

2. Grievance Committees

1) When the complaint is against anyone other than the President of a College:

1) Student Grievance Committee- The College President must approve all recommended members. The committee shall be composed of the following:

a) Two students recommended by the governing body of the student body.

b) One faculty member recommended by the Chief Academic Officer.

c) One Student Services staff member recommended by the Chief Student Services Officer.

d) One administrator, other than the Chief Student Services Officer, to serve as the Committee's chairperson.

e) The Chief Student Services Officer, or designee, who serves as ex-officio,

nonvoting member of the committee.

2) The Chief Student Services Officer, or designee, will send copies of the student's request for a hearing to the committee members, the employee, and the employee's supervisor. The employee against whom the grievance was filed has an opportunity to submit his/her response to the request for a hearing to the Committee prior to the hearing.

3) The Student Grievance Committee's hearing shall be conducted within twenty-one (21) instructional days following the date of the request. The chairperson may grant a postponement if either party submits a written request no later than five (5) instructional days prior to the scheduled hearing. The chairperson of the Student Grievance Committee, in his/her discretion, may postpone the hearing due to circumstances beyond the control of the parties. The rescheduled hearing must take place within ten (10) instructional days of the date of the previously scheduled hearing.

2) When the complaint is against the President of a College:

1) Ad hoc committee- The President of the South Carolina Technical College System will select three College Presidents from the System to serve on this committee and identify one of the three College Presidents to serve as the chairperson for the hearing. The President of the South Carolina Technical College System may also choose to select a three-person ad hoc committee from within the System to hear the student's complaint.

2) The President of the South Carolina Technical College System, or designee, will send copies of the student's request for a hearing to the committee members, and the President at that college. The President against whom the grievance was filed has an opportunity to submit his/her response to the request for a hearing to the Committee prior to the hearing.

3) The ad hoc committee hearing shall be conducted within twenty-one (21) instructional days following the date of the request. The chairperson may grant a postponement if either party submits a written request no later than five (5) instructional days prior to the scheduled hearing. The chairperson of the ad hoc committee, in his/her discretion, may postpone the hearing due to circumstances beyond the control of the parties. The re-scheduled hearing must take place within ten (10) instructional days of the date of the previously scheduled hearing.

3. Hearing Procedures

a) When the complaint is against anyone other than the President of a College:

1) The South Carolina Technical College System, or designee, shall send notice through an approved method of notification to the student filing the complaint and to the College President named in the complaint at least fifteen (15) instructional days before the scheduled hearing. This notification shall include:

a) a brief description of the complaint, including the name of the person filing the complaint.

b) the date, time, and location of the hearing.

c) the name of any person who might be called as a witness. d) a list of the students' procedural rights. These rights follow:

i. The right to review all available evidence, documents or exhibits that each party may present at the hearing. This review must take place under the supervision of the South Carolina Technical College, or designee.

ii. The right to appear before the ad hoc committee and to present information and additional evidence, subject to the Committee's judgment that the evidence is relevant to the hearing.

iii. The right to consult with counsel. This person serving as counsel may not address the committee, question the College President named in the complaint, or any witnesses. The student will be responsible for paying any fees charged by the counsel.

iv. The right to present witnesses who have information relating to the complaint. Witnesses will be dismissed after presenting the information and responding to questions posed by the Committee, the student filing the complaint, and the College President named in the complaint.

v. The right to submit evidence relevant to the complaint.

2) At least ten (10) instructional days before the scheduled hearing the parties must submit the names of persons that the parties anticipate calling as witnesses as well as any evidence that the parties intend to introduce at the hearing.

3) At least five (5) days prior to the hearing, the Chief Student Services Officer shall provide the list of witnesses and evidence to the Parties involved in the hearing and shall send hearing

information to the witnesses to include, at minimum, the date, time, and location of the hearing.

4) Committee hearings shall be closed to all persons except the student filing the complaint, the employee(s) named in the complaint, respective counsel for the student and the employee(s), witnesses authorized by the Committee to participate in the hearing, committee members, and one or more persons designated by the Committee to be responsible for making an official written record or audio recording of the hearing.

5) The Committee will arrange for an official audio recording or written record of the hearing (not including deliberations) to be made, and only the person(s) designated by the Committee may make any kind of record of the proceedings. No record of the Committee's deliberations shall be permitted to be made by any means. The official audio recording or written record of the hearing is the property of the College and will be maintained in the office of the Chief Student Services Officer. The student or employee(s) named in the complaint may review the official audio recording or written record of the hearing (as applicable) under the supervision of the Chief Student Services Officer or designee, but neither are entitled to a copy of the audio recording or written record. Notes made by Committee members for use as a personal memory aid shall not be made a part of the written record and are not subject to review by the student or employee(s).

6) Witnesses shall be called in one at a time to make a statement and to respond to questions, as permitted by the Chair.

7) After the portion of the hearing concludes in which all pertinent information has been received, everyone other than the Committee will be excused, and its deliberations will begin. The "preponderance of the evidence" standard shall apply to the deliberations, which means that the Committee members must determine if the information presented at the hearing leads them to conclude that it is more likely than not that the violation(s) occurred as alleged. The Committee members will determine by majority vote whether the violation(s) occurred and, if so, the Committee members will decide upon the appropriate sanction(s) by majority vote. In case of a tie, the chairperson may vote.

8) The Chair of the Committee will send an approved method of notification to the student and employee's address of record within two (2) instructional days of the Committee's decision. The letter shall inform both parties of the Committee's decision, the date of the decision, any sanction(s) imposed, and the appeal process.

The internal timeline periods contained in Section III.C.3. ("Hearing Procedures") may be waived upon the mutual written agreement of the Parties.

IV. Appeal Process

A. When the complaint is against anyone other than the President of a College:

If either party is not satisfied with the Student Grievance Committee's decision, that person may submit a written appeal to the President of the College within ten (10) instructional days of the Committee's decision. The written appeal must include a statement indicating why the person was not satisfied with the Committee's decision. The College President shall review the Committee's findings, conduct whatever additional inquiries are deemed necessary and render a decision within ten (10) instructional days of receipt of the appeal. The College President will notify both parties of his/her decision through an approved method of notification. The

President's decision is final, and this decision cannot be the sole reason for filing a grievance against the President.

B. When the complaint is against the President of a College:

If either party is not satisfied with the ad hoc committee's decision, that person may submit a written appeal to the President of the South Carolina Technical College System within ten (10) instructional days of the Committee's decision. The written appeal must include a statement indicating why the person was not satisfied with the Committee's decision. The System President shall review the Committee's findings, conduct whatever additional inquiries are deemed necessary and render a decision within ten (10) instructional days of receipt of the appeal. The System President will notify both parties of his/her decision through an approved method of notification. The System President's decision is final.

ADDRESSING ALLEGED ACTS OF SEXUAL HARASSMENT UNDER TITLE IX

- I. Procedural Overview Under Title IX of the Education Amendments of 1972 (20 U.S.C. 1681) and its implementing regulations (34 C.F.R. 106), sexual harassment is a form of prohibited sex discrimination. Title IX provides that, "No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any educational program or activity receiving Federal financial assistance." The South Carolina Technical College System is committed to fostering an environment that is free from unlawful discrimination on the basis of sex, including sexual harassment and sexual assault. Any questions regarding Title IX may be referred to the college's Title IX coordinator. Each college must prominently display the contact information required for the Title IX coordinator (name or title, telephone number, e-mail address, and office address) on its website, if any, and in each handbook, catalog, or publication that it makes available to persons entitled to a notification. In addition, colleges should include contact information for the U.S. Department of Education's Office of Civil Rights. The Student Code for the South Carolina Technical College System (SBTCE Procedure 3-2-106.1) sets forth the rights and responsibilities of the individual student, identifies behaviors that are not consistent with the values of college communities, and describes the procedures that will be followed to adjudicate cases of alleged misconduct. The Student Code for Addressing Alleged Acts of Sexual Harassment (SBTCE Procedure 3-2-106.2) applies to behavior or complaints alleging acts of sexual harassment on college property, or in an education program or activity. This Code does not apply to persons outside of the United States. In order to proceed through the sexual harassment grievance process detailed herein, a formal complaint must be filed with or by a Title IX coordinator and meet the following elements.

- A. The alleged activity falls within the definition of sexual harassment as defined in Section II (CC.);
- B. The alleged activity occurred within a college's education program or activity; and
- C. The alleged activity occurred against a person physically located in the United States.

Complaints reported to the college's Title IX coordinator which do not meet the above elements shall be adjudicated under the grievance process outlined in the Student Code for the South Carolina Technical College System (SBTCE Procedure 3-2-106.1). The Nondiscrimination, Anti-Harassment, and Sexual Misconduct procedure of the South Carolina Technical College System (SBTCE Procedure 8-5-101.1) shall apply in situations where complaints are made against employees of a college.

Any person may report sex discrimination, including sexual harassment (whether the person reporting is the person alleged to be the victim of conduct that could constitute sex discrimination or sexual harassment) to the Title IX Coordinator at any time, including nonbusiness hours, via the phone number, e-mail address or office mailing address listed for the Title IX coordinator.

Irrespective of whether a report of sexual harassment is anonymous, a college with actual knowledge of sexual harassment or allegations of sexual harassment in the college's education program or activity

against a person in the United States must respond promptly in a manner that is not deliberately indifferent, meaning not clearly unreasonable in light of the known circumstances.

In some cases, campus authorities may become aware of allegations of sexual harassment via local law enforcement. These allegations may also be addressed by this Procedure. The State Board for Technical and Comprehensive Education and its member colleges encourage the prompt reporting of sexual harassment to campus security and local law enforcement. The complainant may also file a criminal report regarding the alleged conduct. However, Title IX investigations are separate from criminal investigations. In some cases, colleges may need to temporarily delay the fact-finding portion of a Title IX investigation while law enforcement gathers evidence. Contact information for local law enforcement and campus security is available on the colleges' websites.

Retaliatory acts, which may include giving students failing grades, preventing students from participating in school activities, and threatening expulsion against any individual who exercises his or her rights under Title IX are considered to be discrimination and are unlawful. Colleges are prohibited from intimidating, threatening, coercing, or discriminating against any individual for the purpose of interfering with any right or privilege secured by Title IX.

II. Definitions When used in this document, unless the context requires other meaning,

A. "Actual Knowledge" means notice of sexual harassment or allegations of sexual harassment to a college's Title IX coordinator or any official of the college who has authority to institute corrective measures on behalf of the college.

B. An "Advisor" is someone who is present to help the complainant or respondent understand the proceedings and to conduct cross-examination on behalf of the party during a live hearing.

C. An "Appeals Officer" is a person designated by a college to hear an appeal of a dismissal of a formal complaint or a decision-maker determination. D. An "Approved Method of Notification" means any

communication from college personnel through a communication channel to which the student has consented, or which confirms receipt of the communication by the student, such as a hand-delivered letter, restricted mail delivery services, or e-mail. A student who communicates with the college via e-mail or otherwise provides an e-mail address in connection with communications relating to a grievance thereby consents to the service of documents and all other correspondence associated with the grievance by e-mail, and the date and time of such e-mail(s) shall be deemed the date and time of service.

E. "Chief Student Services Officer" means the Administrative Officer at the college who has overall management responsibility for student services, or his/her designee.

F. "Close of Business" means the time that the administrative offices of the college close on that specific workday. G. "College" means any college in the South Carolina Technical College System.

H. "Complainant" means an individual who is alleged to be the victim of conduct that could constitute sexual harassment.

I. "Consent" is clear, knowing, and voluntary agreement. Consent is active, not passive. Silence, in and of itself, cannot be interpreted as consent. Consent can be given by words or actions, as long as those words or actions create mutually understandable clear permission regarding willingness to engage in (and the conditions of) sexual activity. Consent to any one form of sexual activity cannot automatically imply consent to any other forms of sexual activity. Previous relationships or prior consent cannot imply consent to future sexual acts.

J. "Dating Violence" means violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim, where the existence of such a relationship shall be determined based on a consideration of the following factors: the length of the relationship; the type of relationship; and the frequency of interaction between the persons involved in the relationship.

K. A "Decision-Maker" is someone (who cannot be the same person as the Title IX coordinator or the investigator) who issues a written determination with findings of fact, conclusions about whether the alleged conduct occurred, rationale for the result as to each allegation, any disciplinary sanctions imposed on the respondent, and whether remedies will be provided to the complainant.

L. "Domestic Violence" includes felony or misdemeanor crimes of violence committed by a person who is

a current or former spouse or intimate partner of the victim, or person similarly situated to a spouse of the victim; is cohabitating or has cohabitated with the victim as a spouse or intimate partner; shares a child in common with the victim; or commits acts against youth or adult victim who is protected from those acts under the family or domestic violence laws of the jurisdiction. Such acts may include the use or attempted use of physical abuse or sexual abuse, or a pattern of any other coercive behavior committed, enabled, or solicited to gain or maintain power and control over a victim, including verbal, psychological, economic, or technological abuse that may or may not constitute criminal behavior.

M. "Education Program or Activity" includes locations, events, or circumstances over which the college exercised substantial control over both the respondent and the context in which the sexual harassment occurs, and includes any building owned or controlled by a student organization that is officially recognized by the college.

N. "Exculpatory Evidence" is evidence that creates a reasonable doubt that a respondent engaged in the conduct alleged in a complaint.

O. "Fondling" is the touching of the private parts of another person for the purpose of sexual gratification without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because his/her temporary or permanent mental incapacity.

P. "Formal Complaint" means a document filed by a complainant with the Title IX coordinator or signed by the Title IX coordinator alleging sexual harassment against a respondent and requesting that the college investigate the allegation of sexual harassment. A report of behavior to the Title IX coordinator or other college official does not constitute a formal complaint.

Q. "Incest" is sexual intercourse between persons who are related to each other within degrees wherein marriage is prohibited by law (see S.C. Code Ann. § 16-15-20).

R. "Inculpatory Evidence" is evidence indicating that a respondent engaged in the conduct alleged in the complaint.

S. "Instructional Days" means any weekday (M-F) in which classes are in session.

T. "Instructor" means any person employed by the college to conduct classes.

U. An "Investigator" is someone who acts as a neutral party in the investigation and provides a detailed, unbiased report regarding the findings of the investigation.

V. "Official with Authority" means an official of the college with authority to institute corrective measures. Officials with authority are those personnel designated by a college who would be considered to have actual knowledge upon receiving notice of alleged sexual harassment.

W. "Preponderance of the Evidence" is the standard used to evaluate the evidence for purposes of making findings and drawing conclusions for an investigation or hearing conducted under this Procedure. The preponderance of evidence standard means it is more likely than not that the conduct complained of occurred.

X. A "Report" is notice from a complainant of alleged sexual harassment, other than a formal complaint, made to the Title IX coordinator or an official with authority.

Y. "Rape" is the penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim.

Z. "Respondent" means an individual who has been reported to be the perpetrator of conduct that could constitute sexual harassment. AA. "Retaliation" is adverse action taken against an individual for engaging in protected activity. No college or other person may intimidate, threaten, coerce, or discriminate against any individual for the purpose of interfering with any right or privilege secured by 34 C.F.R. Part 106 (Title IX), or because the individual has made a report or complaint, testified, assisted, or participated or refused to participate in any manner in an investigation, proceeding, or hearing under Title IX.

Intimidation, threats, coercion, or discrimination, including charges against an individual for code of conduct violations that do not involve sex discrimination or sexual harassment but arise out of the same facts or circumstances as a report or complaint of sex discrimination, or a report or formal complaint of sexual harassment, for the purpose of interfering with any right or privilege secured by Title IX, constitutes retaliation.

BB. "Sexual Assault" is defined as rape, fondling, incest, and statutory rape as defined herein.

CC. "Sexual Harassment" means conduct on the basis of sex that satisfies one or more of the following: (1) An employee of the college conditioning the provision of an aid, benefit, or service of the college on an individual's participation in unwelcome sexual conduct (i.e. quid pro quo); (2) Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the college's education program or activity; or (3) sexual assault, dating violence, domestic violence, or stalking as defined herein.

DD. "Staff" means any person employed by the college for reasons other than conducting classes.

EE. "Stalking" means engaging in a course of conduct directed at a specific person that would cause a reasonable person to (1) fear for his or her safety or the safety of others; or (2) suffer substantial emotional distress. For the purposes of this definition: "Course of conduct" means two or more acts, including, but not limited to, acts which the stalker directly, indirectly, or through third parties, by any action, method, device, or means follows, monitors, observes, surveils, threatens, or communicates to or about, a person, or interferes with a person's property; "reasonable person" means a person of ordinary prudence and action under the circumstances in which the course of conduct occurs; and "substantial emotional distress" means significant mental suffering or anguish that may, but does not necessarily, require medical or other professional treatment or counseling.

FF. "Statutory rape" is sexual intercourse with a person who is under the statutory age of consent (see S.C. Code Ann. § 16-3-655)

GG. "Student" means an individual currently enrolled in a program and/or registered for the current or upcoming academic term.

HH. "Supportive Measures" are non-disciplinary, non-punitive individualized services offered as appropriate, as reasonably available, and without fee or charge to the complainant or the respondent. Supportive Measures may include counseling, extensions of deadlines or other course-related adjustments, modifications of work or class schedules, campus escort services, mutual restrictions on contact between the parties, changes in work or housing locations, leaves of absence, increased security, and monitoring of certain areas of the campus, and other similar measures

II.A "Third-Party Reporter" is an individual who files a complaint on behalf of another individual alleging violation of this policy.

JJ. A "Title IX Coordinator" is an employee designated by the college to coordinate its efforts to comply with and carry out its responsibilities under 34 C.F.R. Part 106 (Title IX), including any investigation of any complaint communicated to such college alleging its noncompliance with Title IX or alleging any actions which would be prohibited by Title IX.

III. Receipt of Reports and Formal Complaints

A. Reports. A report of alleged sexual harassment to a Title IX coordinator or any official of the college who has authority constitutes actual knowledge. The college must maintain a list of college personnel who are considered officials with authority to institute corrective measures and may name additional responsible employees who must report sexual harassment to the Title IX coordinator. An official with authority who receives a report of alleged sexual harassment must promptly notify the Title IX coordinator of the report. A report is not considered to be a formal complaint but initiates the offering of supportive measures.

B. Formal Complaints. A Title IX coordinator may receive a formal complaint alleging sexual harassment by phone, mail, e-mail, or any other approved method of notification. Receipt of a formal complaint must be acknowledged in writing by the Title IX coordinator to the complainant within three (3) instructional days of submission of the complaint. Formal complaints may be initiated by a complainant or the Title IX coordinator. Upon determining a formal complaint meets the elements set forth in Section I of this Procedure, the college's sexual harassment grievance process is initiated.

IV. Supportive Measures Upon receiving or being made aware of a report alleging sexual harassment, regardless of whether a formal complaint has been filed, the Title IX coordinator must provide supportive measures to both the complainant and the respondent. The Title IX coordinator is responsible for

coordinating the effective implementation of supportive measures and must consider a complainant's wishes with respect to measures provided. Measures provided shall be kept confidential unless disclosure is necessary to provide the measures, such as in the case of a no-contact order. Such measures should restore or preserve equal access to the education program or activity without unreasonably burdening the other party.

Interim suspension or expulsion of a respondent is not included in the list of supportive measures. Emergency removal of a respondent from an educational program or activity is allowable only after conducting a safety and risk analysis and determining there is an immediate threat to the physical health or safety of any student or other individual arising from the allegations of sexual harassment that justifies removal. The respondent must be provided with notice of the removal and an opportunity to challenge the decision immediately following the removal. Such a challenge must be made to the Title IX coordinator in writing through an approved method of notification within two (2) instructional days of the removal and include a rationale for why the emergency removal should be rescinded. A respondent may not be subject to an emergency removal without full and appropriate consideration of applicable disability laws, such as Section 504 of the Rehabilitation Act and the Americans with Disabilities Act, in order to preserve equal education access.

V. Sexual Harassment Grievance Process The sexual harassment grievance process must include reasonably prompt time frames determined by the college and written into policy for conclusion of the grievance process (from the filing of a formal complaint to the written determination by the decision-maker), informal resolutions, and appeals. The college's policy must also include an explanation and examples of time extensions beyond the published policy, and such extensions must be temporary and justified by good cause.

A. Dismissal of a Formal Complaint The college must dismiss formal complaints alleging sexual harassment if the conduct in the alleged complaint does not meet the definition of sexual harassment as contained herein; if the conduct did not occur in the college's education program or activity; or if the conduct did not occur against a person in the United States. However, the complaint may be investigated under the Student Code for the South Carolina Technical College System (SBTCE Procedure 3-2-106.1) if it violates a college's student code of conduct.

A college may dismiss a formal complaint under this Procedure if, at any time, a complainant notifies the Title IX coordinator that the he or she wishes to withdraw the complaint; if the respondent is no longer enrolled at the college; or if specific circumstances prevent the college from gathering evidence sufficient to reach a determination. If a formal complaint is dismissed, written notice containing reason(s) for the dismissal must be made by an approved method of notification and provided to both parties. Dismissal of a formal complaint can be appealed.

B. Notice of Allegations

Upon receiving a formal complaint alleging sexual harassment, written notice of the allegation(s) ("Notice of Allegations") must be provided within seven (7) instructional days to both the complainant and the respondent. The written notice must be made by an approved method of notification and include:

1. The identities of the parties involved in the incident.
2. The conduct allegedly constituting sexual harassment.
3. The date and location of the alleged incident.
4. Notice of the college's sexual harassment grievance process, to include information regarding its informal resolution process, if available;
5. A statement that the respondent is presumed not responsible for the alleged conduct and that a determination regarding responsibility will be made upon conclusion of the grievance process.
6. Notice as to whether the college's code of conduct prohibits knowingly making or submitting false information during the grievance process, and;

7. Notice that the parties may have an advisor of their choice. Such notice of allegations must be provided at least three (3) instructional days prior to any initial interviews or meetings to allow the respondent sufficient time to respond to the allegations. Notice of additional allegations added after the initial notice must also be provided in writing through an approved method of notification.

C. Advisors

Both the complainant and respondent may have an advisor of their choosing to be present during meetings with college officials (such as the Title IX coordinator or investigator), interviews, and review of materials related to the complaint. Both the complainant and respondent must have an advisor present at the hearing whose sole purpose is to conduct cross-examination on behalf of the party. A party who does not bring an advisor of their choosing to the hearing shall be assigned an advisor by the college. In the event that neither a party nor their advisor appears at the hearing, the college must provide an advisor to appear on behalf of the non-appearing party. An assigned advisor may or may not be an employee of the college.

D. Investigation

1. Investigative Process

Upon receipt of a formal complaint of allegations of sexual harassment, the college must initiate an investigation led by an impartial investigator whose purpose is to collect and summarize evidence. The person(s) investigating may not also serve as the Title IX coordinator or decision-maker. The college must ensure that the burden of proof and burden of gathering evidence sufficient to reach a determination lies on the college and not the parties involved. Parties must receive equal opportunity to present witnesses and evidence. Such evidence must be submitted to the investigator within ten (10) instructional days upon receipt of the Notice of Allegations. Written notice must be provided to a party when the party's participation in a meeting with the investigator is invited or expected. The notice must include the date, time, and location of the meeting; the expected participants; the meeting's purpose; and must allow up to three (3) instructional days, although this period may be shortened if mutually agreed upon by the parties. Investigators may record interviews with parties and witnesses. Such recordings may be included in the investigative report if relevant, either by transcription with irrelevant information redacted or by recording with irrelevant audio removed. The investigative process should be completed within approximately thirty (30) to forty-five (45) instructional days from receipt of the formal complaint. Circumstances may warrant additional time to complete the investigative process.

2. Review of Evidence

Before an investigator issues a report, both parties must be allowed at least ten instructional days to (1) review evidence gathered during the investigation that is directly related to the allegations raised in the formal complaint and (2) submit a written response to the evidence. Investigators may but are not required to share such responses to the other party. Should the college discover additional evidence resulting from further investigation prompted by a party's initial response to evidence, the required time of ten (10) instructional days must again be provided for a party to review and respond to the evidence. Notification of any such additional evidence for review shall be made to the parties in writing by an approved method of notification. Upon conclusion of the investigation, the investigator shall generate a written report within seven (7) instructional days unless this time is extended for an additional five (5) instructional days upon written notice to the parties with an explanation for the extension. Privileged information will not be provided, and treatment records of a party may only be provided to the other party with written consent.

3. Investigative Report

The investigator(s) must create a report that fairly summarizes all relevant inculpatory and exculpatory evidence and distribute the report to the parties and their advisors at least ten (10) instructional days prior to the scheduled hearing. The investigative report should include a description of procedural steps taken during the investigation and a summary of evidence. Only evidence relevant to the allegations of sexual harassment shall be included in the investigative report. Prior sexual history is not deemed relevant (1) unless such questions and evidence about the complainant's prior sexual behavior are offered to prove that someone other than the respondent committed the conduct alleged by the complainant, or (2) if the questions and evidence concern specific incidents of the complainant's prior sexual behavior with respect to the respondent and are offered to prove consent.

Parties may provide written responses to the investigative report, which shall be provided to the decision-maker at least one instructional day in advance of the hearing.

E. Hearings

A college's sexual harassment grievance process must provide for a live hearing with cross-examination of parties and witnesses. The parties may bring an advisor of their choice to conduct the cross-examination. Should a party not have an advisor, the college must provide an advisor at no cost. Parties must be notified of a scheduled hearing at least ten (10) instructional days prior to the hearing through an approved method of notification that shall include the date, time, and location of the hearing.

At the live hearing, advisors of the parties shall cross-examine parties and witnesses who have provided information relevant to the complaint or response thereto. The decision-maker does not have to allow witnesses who are solely character witnesses. The decision-maker must allow the advisor for each party to ask the other party and any witnesses relevant questions and follow-up questions. Such cross-examination must be conducted directly, orally, and in real time by the party's advisor of choice and may occur with the parties in separate rooms using technology that enables participants to simultaneously see and hear the person answering questions. Only relevant cross-examination and other questions may be asked of a party or witness. Before a complainant, respondent, or witness answers a question while under cross-examination or otherwise, the decision-maker must first determine whether the question is relevant and explain any decision to exclude a question as not relevant.

Questions for cross-examination may be presented in advance to the decision-maker so that relevancy may be determined prior to the hearing. However, providing cross-examination questions in advance does not preclude the advisor(s) from asking additional questions not provided in advance to the decision-maker. Questions and evidence about the complainant's sexual predisposition or prior sexual behavior are not relevant, unless such questions and evidence about the complainant's prior sexual behavior are offered to prove that someone other than the respondent committed the conduct alleged by the complainant, or if the questions and evidence concern specific incidents of the complainant's prior sexual behavior with respect to the respondent and are offered to prove consent.

At the request of either party, the college must provide for the live hearing to occur with the parties located in separate rooms with technology enabling the decisionmaker and parties to simultaneously see and hear the party or the witness answering questions. An audio or visual recording or a transcript of the hearing must be created and made available for review and inspection

F. Determinations

Determinations must be made using the Preponderance of the Evidence standard. Determinations may be made at the conclusion of the live hearing or within three (3) instructional days of the live hearing's conclusion and shall be provided in writing by an approved method of notification simultaneously to both parties. A written determination shall include:

1. Identification of the allegation(s) of sexual harassment.

2. A description of the process of investigation, from receipt of the complaint through the determination, to include any notifications to the parties, interviews, site visits, methods used to gather evidence, and hearings held.
3. Findings of fact supporting the determination.
4. Conclusions regarding the application of any of the college's policies to the facts
5. A statement of, and rationale for, the determination regarding each allegation, to include:
 - a. Disciplinary sanctions for the respondent
 - b. Remedies provided to the complainant to restore the complainant's equal access to the college's education program or activity; and
6. Information regarding the opportunity to appeal the determination. A determination is considered final either on the date that the college provides the parties with the written determination or upon expiration of the option to file an appeal.

G. Appeals

Both parties must be afforded the opportunity to appeal dismissal of a formal complaint as well as a final determination on the following grounds:

1. A procedural irregularity affecting the outcome.
2. New evidence not available at the time of the determination that could affect the outcome; or
3. Conflict of interest or bias on the part of the Title IX coordinator, investigator(s), or decision-maker which affected the outcome.

If a party wishes to appeal, an appeal must be made within ten (10) instructional days of dismissal of a formal complaint or delivery of a written determination. If a party files an appeal, the other party must be notified by an approved method of notification. A party wishing to appeal must do so by submitting an appeal in writing to the Title IX coordinator, who will assign review of the appeal to an appeals officer within three (3) instructional days of receipt. The appeal must include a statement indicating why the appealing party disagrees with dismissal of the complaint or the determination and specify on which ground(s) the appeal is being made. The college must ensure that the appeals officer is not the Title IX coordinator, investigator(s), or decision-maker who reached the original determination. A decision by an appeals officer must be rendered within three (3) instructional days of receipt by the appeals officer and provided in writing to both parties simultaneously through an approved method of notification. Should an extension be necessary, the appeals officer may provide the parties with written notice extending determination of the appeal for five (5) instructional days with an explanation for the extension. The results of an appeal and the rationale for the determination must be provided in writing simultaneously to both parties.

VI. Informal Resolution

Upon receipt of a formal complaint, a college may choose to introduce the option of a voluntary informal resolution process. Informal resolution may include a range of conflict resolution strategies to include arbitration, mediation, or restorative justice. Informal resolution is a voluntary process that must be agreed upon in writing by both parties, and the documented agreement must notify the parties of their right to withdraw at any time from the informal resolution process.

Colleges may not offer or facilitate an informal resolution process to resolve complaints of sexual harassment where the complainant is a student, and the respondent is an employee. The informal resolution process may result in sanctions for a respondent. Colleges may not, under any circumstance, require a party to waive the right to an investigation and adjudication of formal complaints under Title IX. Similarly, a college may not require the parties to participate in the informal resolution of a formal complaint or offer an informal resolution process unless a formal complaint is filed.

Informal resolution, which does not involve a full investigation and adjudication, may be offered at any time prior to reaching a final determination as long as:

- A. Colleges do not require informal resolution participation as a condition of enrollment or continuing enrollment or enjoyment of any other right, waiver of the right to an investigation and adjudication of formal complaints of sexual harassment consistent with this section; and
 - B. The parties receive a written notice that includes the following:
 - 1. The allegations.
 - 2. The requirements of the informal resolution process including the circumstances under which it precludes the parties from resuming a formal complaint arising from the same allegations;
 - 3. That at any time prior to agreeing to a resolution, any party has the right to withdraw from the informal resolution process and resume the grievance process with respect to the formal complaint.
 - 4. Any consequences resulting from participating in the informal resolution process, including the records that will be maintained or could be shared; and
 - 5. Signature blocks for the parties' voluntary, written consent to the informal resolution process.
- The complainant and respondent both have the right to terminate the informal resolution process at any time and proceed with the formal grievance process. Furthermore, the Title IX coordinator or designee may, where appropriate, terminate or decline to initiate informal resolution and proceed with formal resolution instead. In such cases, statements or disclosures made by the parties during the informal resolution process may be considered in any subsequent formal proceedings.

VII. Sanctions

Following an investigation of allegations presented before the decision-maker, the following sanctions may be imposed if the available information indicates that a violation has occurred:

- A. Reprimand -- A written warning documenting that the student violated a student conduct procedure and indicating that subsequent violations could result in more serious disciplinary sanctions.
- B. Special Conditions -- Completion of a variety of educational activities relating to the nature of the offense may be imposed. Examples include, but are not limited to, the following: a formal apology, an essay or paper on a designated topic, or participation in a special project or activity.
- C. Disciplinary Probation -- A written reprimand documenting that the student violated a student conduct procedure. Probation is for a specified period of time, and it serves as a warning that subsequent violations could most likely result in more serious disciplinary sanctions.
- D. Loss of Privileges -- Suspension or termination of student privileges.
- E. Suspension from the college -- Separation from the college for a specified period of time. Suspended students will not receive academic credit for the semester in which the suspension was imposed. During the suspension period, the student may not return to the campus unless prior permission by the Chief Student Services Officer, or designee, has been granted.
- F. Expulsion from the college -- Permanent separation from the college. An expelled student may not return to the campus unless prior permission by the Chief Student Services Officer, or designee, has been granted. An expelled student will not receive academic credit for the semester in which the expulsion was imposed.
- G. Additional Measures -- Minimizing contact between complainant and respondent. This may include but is not limited to: change in academic and extracurricular activities, living arrangements, transportation, dining, and college-related work assignments, as appropriate.
- H. Any combination of the above.

VIII. Recordkeeping A college must maintain for seven (7) years from the initial report or formal complaint of sexual harassment, records of:

- A. Any sexual harassment investigation, including any final determination thereof, any required recording or transcript, any sanctions imposed on the respondent, and any remedies provided to the complainant.
- B. Any appeal and its result.
- C. Any informal resolution and its result.
- D. Records of any action, including any supportive measures, taken in response to an informal or formal complaint of sexual harassment.

The college must also maintain for a period of seven (7) years all materials used to train Title IX coordinators, investigators, decision-makers, and those who conduct the informal resolution process regarding sexual harassment. This requirement applies only to complaints (informal or formal) received on or after August 14, 2020.

IX. Confidentiality and Privacy The college must keep confidential the identity of complainants, respondents, third-party reporters, and witnesses involved in the grievance process, except as may be permitted by FERPA, as required by law, or as necessary to carry out a Title IX proceeding. The college must maintain as confidential any supportive measures provided to the complainant or respondent, to the extent that maintaining such confidentiality would not impair the ability of the college to provide the supportive measures. If a formal complaint is made to a Title IX coordinator, confidentiality of the complainant may not be maintained. However, both parties and their advisors may be required to sign non-disclosure or privacy notices requesting that information shared as part of the sexual harassment grievance process not be disclosed.

X. Amnesty for Drug and Alcohol Possession and Consumption Violations Students are encouraged to report instances of sex-based discrimination, sexual harassment, or sexual assault. Therefore, students who report information about sex-based discrimination, sexual harassment, or sexual assault will not be disciplined by the college for any violation of the college's drug or alcohol possession or consumption policies in connection with making the report.

The Student Grievance:

I. PURPOSE The purpose of the student grievance procedure is to provide a system to channel and resolve student complaints against a college employee concerning decisions made or actions taken. A decision or action can be grieved only if it involves a misapplication of a college's policies, procedures, or regulations, or violation of a state or federal law. This procedure may not be used in the following instances: (1) to grieve a claim against a college employee for any matter unrelated to the employee's role or position at the college; (2) for complaints or appeals of grades awarded in a class or for an assignment, unless the complaint is based upon alleged discrimination on the basis of race, color, religion, sex, sexual orientation, national origin, age, disability, genetic information, gender, veteran status, pregnancy, childbirth, other categories protected by applicable law or on the basis of alleged sexual harassment/violence; or (3) to grieve a decision for which other grievance or appeal procedures exist (e.g., appeal of a disciplinary case, a residency appeal, a financial aid appeal, FERPA grievances, transfer credit evaluations).

The student filing the grievance must meet the definition of a "student" at the time of the decision or action being grieved and must be the victim of the alleged mistreatment. A grievance cannot be filed on behalf of another person.

II. DEFINITIONS When used in this document, unless the context requires other meaning,

A. "College" means any college in the South Carolina Technical College System.

B. "President" means the chief executive officer of the college.

C. "Administrative Officer" means anyone designated at the college as being on the administrative staff, such as the President, Vice President, Chief Student Services Officer, Chief Academic Officer, Dean of Instruction or Dean of Students, Business Manager, or Hearing Officer.

D. "Chief Student Services Officer" means the Administrative Officer at the College who has overall management responsibility for student services or his/her designee.

E. "Chief Academic Officer" means the Administrative Officer at the College who has overall management responsibility for academic programs and services or his/her designee.

F. "Grievable Act or Decision" means a misapplication of a college's policies, procedures, or regulations, or a

violation of a state or federal law.

G. "Instructional Days" mean any weekday (M-F) in which classes are in session.

H. "Student" means an individual currently enrolled in a program and/or registered for the current or upcoming academic term.

I. "Instructor" means any person employed by the college to conduct classes.

J. "Staff" means any person employed by the college for reasons other than conducting classes.

K. "Campus" means any place where the college conducts or sponsors educational, public service, or research activities.

L. "Approved Method of Notification" means any communication from college personnel through a communication channel to which the student has consented, or which confirms receipt of the communication by the student, such as a hand-delivered letter, restricted mail delivery services, or e-mail. A student who communicates with the college via email or otherwise provides an e-mail address in connection with communications relating to a grievance thereby consents to the service of documents and all other correspondence associated with the grievance by e-mail, and the date and time of such e-mail(s) shall be deemed the date and time of service.

M. "Close of Business" means the time that the administrative offices of the college close on that specific workday.

III. GRIEVANCE PROCESS

A. Filing a Complaint This procedure must be initiated by the student within fifteen (15) instructional days of becoming aware of the decision, action, or event giving rise to the grievance. This time limit may be extended by the President or his/her designee if the student requests an extension within the fifteen (15) instructional day period.

Before initiating the Student Grievance process, a student may go to the college employee who originated the alleged problem and attempt to resolve the matter informally. In instances alleging discrimination or harassment, including sexual harassment and violence, the student is not required to initially try to resolve the matter with the person alleged to have committed the violation under this procedure. Where applicable, if the student is not satisfied with the outcome of this meeting or if the student prefers to ignore this step, then the student may file a written complaint and initiate the grievance process. This written complaint should describe the decision or action that is being grieved, the date of the decision or action, and the college employee(s) involved in the decision or action.

1. Written complaints about alleged discrimination or harassment on the basis of race, color, religion, sex, sexual orientation, national origin, age, disability, genetic information, gender, veteran status, pregnancy, childbirth, other categories protected by applicable law and written complaints about alleged sexual harassment or violence shall be submitted to the employee(s) designated in the college's Statement of Nondiscrimination to coordinate Section 504, Title II, and Title IX compliance.

2. Written complaints about decisions and actions not related to discrimination on the basis of race, color, religion, sex, sexual orientation, national origin, age, disability, genetic information, gender, veteran status, pregnancy, childbirth, other categories protected by applicable law or sexual harassment shall be submitted to the college's Chief Student Services Officer.

3. Any written complaint naming the College's President as the person whose alleged action or decision originated the problem shall be submitted to the President of the South Carolina Technical College System.

B. Preliminary Investigation and Findings

The person receiving the student's written complaint will send a written acknowledgment to the student no later than two (2) instructional days after receiving the written complaint.

1. When the complaint is against anyone other than the President of a College:

The person receiving the complaint will forward the complaint to the immediate supervisor of the employee named in the complaint no later than two (2) instructional days after it has been received.

As a part of the effort to resolve the matter, the supervisor, or designee, will consult as needed with the employee named in the complaint, the student filing the complaint (collectively, the “Parties”), the Chief Administrative Officer of the division or component concerned, and any others relevant to the resolution of the complaint.

The supervisor, or designee, shall respond in writing to the student within ten (10) instructional days of receipt of the complaint. The response, sent through an approved method of notification, shall include a summary of the findings and propose the steps that shall be taken to resolve the complaint. If the student does not agree with the proposed resolution, the student may request to have the complaint heard by the Student Grievance Committee (see Section III.C.2.a.).

2. When the complaint is against the President of a College:

The South Carolina Technical College System’s Vice President for Academics, Student Affairs, and Research (Vice President), or designee, will be responsible for the preliminary investigation and findings.

As a part of the effort to resolve the matter, the South Carolina Technical College System’s Vice President, or designee, will consult as needed with the College President named in the complaint, the student filing the complaint, the Chief Administrative Officer of the division or component concerned, and any others relevant to the resolution of the complaint.

The South Carolina Technical College System’s Executive Vice President, or designee, shall respond in writing to the student within ten (10) instructional days of receipt of the complaint. The response, sent through an approved method of notification, shall include a summary of the findings, and propose the steps that shall be taken to resolve the complaint. If the student does not agree with the proposed resolution, the student may request to have the complaint heard by an ad hoc committee.

The President of the South Carolina Technical College System will convene a three-person ad hoc committee consisting of College Presidents or a three-person ad hoc committee from within the System to hear the student’s complaint.

C. Student Grievance Hearing

1. Requesting a Hearing

a. When the complaint is against anyone other than the President of a College:

1) The student must submit a written request for a Grievance Hearing to the Chief Student Services Officer within seven (7) instructional days after receiving the supervisor's written response. The request must be related to the original complaint and include a statement describing why the supervisor's response was unsatisfactory.

2) If the student does not submit the written hearing request within seven (7) instructional days after receiving the supervisor's written response but the student can demonstrate that extenuating circumstances resulted in the failure to meet this deadline, the Chief Student Services Officer may allow the hearing to take place.

3) Within two (2) instructional days of receiving the hearing request, the Chief Student Services Officer shall notify the College President about the need to convene a Student Grievance Committee. These committees shall be formed to hear specific complaints and a new committee may be formed each time a grievance covered by this procedure is filed.

b. When the complaint is against the President of a College:

1) The student must submit a written request for a Grievance Hearing to the South Carolina Technical College System's Vice President, or designee, within seven (7) instructional days after receiving the Vice President's written response. The request must be related to the original complaint and include a statement describing why the Vice President's response was unsatisfactory.

2) If the student does not submit the written hearing request within seven (7) instructional days after receiving the Vice President's written response but the student can demonstrate that extenuating circumstances resulted in the failure to meet this deadline, the Vice President may allow the hearing to take place.

3) Within two (2) instructional days of receiving the hearing request, the Vice President shall notify the South Carolina Technical College System President about the need to convene an ad hoc committee of College Presidents or a three-person ad hoc committee from within the System to hear the student's complaint. These committees shall be formed to hear specific complaints and a new committee may be formed each time a grievance covered by this procedure is filed.

2. Grievance Committees

a. When the complaint is against anyone other than the President of a College: 1) Student Grievance Committee - The College President must approve all recommended members. The committee shall be composed of the following:

- a) Two students recommended by the governing body of the student body.
- b) One faculty member recommended by the Chief Academic Officer.
- c) One Student Services staff member recommended by the Chief Student Services Officer.
- d) One administrator, other than the Chief Student Services Officer, to serve as the Committee's chairperson;
- and e) The Chief Student Services Officer, or designee, who serves as ex-officio, nonvoting member of the committee.

2) The Chief Student Services Officer, or designee, will send copies of the student's hearing request to the committee members, the employee, and the employee's supervisor. The employee against whom the grievance was filed has an opportunity to submit his/her response to the hearing request to the Committee prior to the hearing.

3) The Student Grievance Committee's hearing shall be conducted within twenty-one (21) instructional days following the date of the request. The chairperson may grant a postponement if either party submits a written request no later than five (5) instructional days prior to the scheduled hearing. The chairperson of the Student Grievance Committee, in his/her discretion, may postpone the hearing due to circumstances beyond the control of the parties. The re-scheduled hearing must take place within ten (10) instructional days of the date of the previously scheduled hearing.

b. When the complaint is against the President of a College:

1) Ad hoc committee - The President of the South Carolina Technical College System will select three College Presidents from the System to serve on this committee and identify one of the three College Presidents to serve as the chairperson for the hearing. The President of the South Carolina Technical College System may also choose to select a three-person ad hoc committee from within the System to hear the student's complaint.

2) The President of the South Carolina Technical College System, or designee, will send copies of the student's hearing request to the committee members and the President at that college. The President against whom the grievance was filed has an opportunity to submit his/her response to the hearing request to the Committee prior to the hearing.

3) The ad hoc committee hearing shall be conducted within twenty-one (21) instructional days following the date of the request. The chairperson may grant a postponement if either party submits a written request no later than five (5) instructional days prior to the scheduled hearing. The chairperson of the ad hoc committee, in his/her discretion, may postpone the hearing due to circumstances beyond the control of the parties. The re-scheduled hearing must take place within ten (10) instructional days of the date of the previously scheduled hearing.

3. Hearing Procedures

a. When the complaint is against anyone other than the President of a College:

1) The Chief Student Services Officer, or designee, shall send notice through an approved method of notification to the student filing the complaint and to the employee(s) named in the complaint (collectively, the Parties) at least fifteen (15) instructional days before the scheduled hearing. This notification shall include:

a) a brief description of the complaint, including the name of the person filing the complaint.

b) the date, time, and location of the hearing; and

c) a list of the student's procedural rights:

i. The right to review all available evidence, documents or exhibits that each party may present at the hearing. This review must take place under the supervision of the Chief Student Services Officer or designee.

ii. The right to appear before the Hearing Committee and to present information and additional evidence, subject to the Committee's judgment that the evidence is relevant to the hearing.

iii. The right to consult with counsel. This person serving as counsel may not address the committee, question the employee(s) named in the complaint, or examine any witnesses. The student will be responsible for paying any fees charged by the student's counsel.

iv. The right to present witnesses who have information relating to the complaint. Witnesses will be dismissed after presenting the information and responding to questions posed by the Committee, the student filing the complaint, and the employee(s) named in the complaint.

v. The right to submit evidence relevant to the complaint.

2) At least ten (10) instructional days before the scheduled hearing the Parties must submit the names of persons that the parties anticipate calling as witnesses as well as any evidence that the Parties intend to introduce at the hearing.

3) At least five (5) days prior to the hearing, the Chief Student Services Officer shall provide the list of witnesses and evidence to the Parties involved in the hearing and shall send hearing information to the witnesses to include, at minimum, the date, time, and location of the hearing.

4) Committee hearings shall be closed to all persons except the student filing the complaint, the employee(s) named in the complaint, respective counsel for the student and the employee(s), witnesses authorized by the Committee to participate in the hearing, committee members, and one or more persons designated by the Committee to be responsible for making an official written record or audio recording of the hearing.

5) The Committee will arrange for an official audio recording or written record of the hearing (not including deliberations) to be made, and only the person(s) designated by the Committee may make any kind of record of the proceedings. No record of the Committee's deliberations shall be permitted to be made by any means. The official audio recording or written record of the hearing is the property of the College and will be maintained in the office of the Chief Student Services Officer. The student or employee(s) named in the

complaint may review the official audio recording or written record of the hearing (as applicable) under the supervision of the Chief Student Services Officer or designee, but neither are entitled to a copy of the audio recording or written record. Notes made by Committee members for use as a personal memory aid shall not be made a part of the written record and are not subject to review by the student or employee(s).

6) Witnesses shall be called in one at a time to make a statement and to respond to questions, as permitted by the Chair.

7) After the portion of the hearing concludes in which all pertinent information has been received, everyone other than the Committee will be excused, and its deliberations will begin. The "preponderance of the evidence" standard shall apply to the deliberations, which means that the Committee members must determine if the information presented at the hearing leads them to conclude that it is more likely than not that the violation(s) occurred as alleged. The Committee members will determine by majority vote whether the violation(s) occurred and, if so, the Committee members will decide upon the appropriate sanction(s) by majority vote.

8) The Chair of the Committee will send an approved method of notification to the student and College President's address of record within two (2) instructional days of the Committee's decision. The letter shall inform both parties of the Committee's decision, the date of the decision, any sanction(s) imposed, and the appeal process.

The internal timeline periods contained in Section III.C.3. ("Hearing Procedures") may be waived upon the mutual written agreement of the Parties.

IV. Appeal Process

A. When the complaint is against anyone other than the President of a College:

If either party is not satisfied with the Student Grievance Committee's decision, that person may submit a written appeal to the President of the College within ten (10) instructional days of the Committee's decision. The written appeal must include a statement indicating why the person was not satisfied with the Committee's decision. The College President shall review the Committee's findings, conduct whatever additional inquiries are deemed necessary and render a decision within ten (10) instructional days of receipt of the appeal. The College President will notify both parties of his/her decision through an approved method of notification. The President's decision is final, and this decision cannot be the sole reason for filing a grievance against the President.

B. When the complaint is against the President of a College:

If either party is not satisfied with the Committee's decision, that person may submit a written appeal to the President of the South Carolina Technical College System within ten (10) instructional days of the Committee's decision. The written appeal must include a statement indicating why the person was not satisfied with the Committee's decision. The System President shall review the Committee's findings, conduct whatever additional inquiries are deemed necessary and render a decision within ten (10) instructional days of receipt of the appeal. The System President will notify both parties of his/her decision through an approved method of notification. The System President's decision is final.

I. Student Rights

- A. Freedom from Discrimination--There shall be no discrimination in any respect by the college against a student or applicant for admission as a student based on race, color, religion, sex, sexual orientation, national origin, age, disability, genetic information, gender, veteran status, pregnancy, childbirth or other categories protected by applicable law.

- B. Freedom of Speech and Assembly--Students shall have the right to freedom of speech and assembly without prior restraints or censorship subject to clearly stated, reasonable, and nondiscriminatory rules and regulations regarding time, place, and manner developed and approved by the college.
In the classroom and in other instructional settings, discussion and expression of all views relevant to the subject matter -are recognized as necessary to the educational process, but students have no right to interfere with the freedom of instructors to teach or the rights of other students to learn.
- C. Freedom of the Press--In official student publications, students are entitled to the constitutional right of freedom of the press, including constitutional limitations on prior restraint and censorship. To ensure this protection, the college shall have an editorial board with membership representing SGA, faculty, and administration. Each college has the responsibility of defining the selection process for its editorial board. The primary responsibility of the board shall be to establish and safeguard editorial policies.
- D. Freedom from Unreasonable Searches and Seizures--Students are entitled to the constitutional right to be secure in their persons, dwellings, papers, and effects against unreasonable searches and seizures. College security officers or administrative officers may conduct searches and seizures only as authorized by law.
- E. Right to Participate in College Governance--Students should have the opportunity to participate on college committees that formulate policies directly affecting students, such as in the areas of student activities and student conduct. This participation may be coordinated through a Student Government Association whose constitution or bylaws have been approved by the college's area commission.
- F. Right to Know Academic and Grading Standards--Instructors will develop, distribute, explain, and follow the standards that will be used in evaluating student assignments and determining student grades.
Grades are awarded for student academic performance. No grade will be reduced as a disciplinary action for student action or behavior unrelated to academic conduct.
- G. Right to Privacy--Information about individual student views, beliefs, and political associations acquired by instructors, counselors, or administrators in the course of their work is confidential. It can be disclosed to others only with prior written consent of the student involved or under legal compulsion.
- H. Right to Confidentiality of Student Records--All official student records are private and confidential and shall be preserved by the college. Separate record files may be maintained for the following categories: (1) academic, (2) medical, psychiatric, and counseling, (3) placement, (4) financial aid, (5) disciplinary, (6) financial, and (7) veteran's affairs. In addition, disciplinary records are maintained by the Chief Student Affairs Officer.

Student education records will be maintained and administered in accordance with the Family Educational Rights and Privacy Act of 1974, the guidelines for the implementation of this act, and other applicable federal and state statutes and regulations.

- I. Right to Due Process--At a minimum, any student charged with misconduct under this code is

guaranteed the following: 1) the right to receive adequate notice of the charge(s); 2) the right to see and/or hear information and evidence relating to the charge(s), and 3) the right to present information and evidence relating to the charge(s). Additional due process requirements will be identified in other sections of this Code.

II. Student Responsibilities

- J. Students are expected to conduct themselves in a manner that is civil, that is respectful of the rights of others, and that is compatible with the college's educational mission.
- K. Students are expected to comply with all of the college's duly established rules and regulations regarding student behavior while on campus, while participating in off-campus college sponsored activities, and while participating in off-campus clinical, field, internship, or in-service experiences.
- L. Students are expected to comply with all course requirements as specified by instructors in course syllabi and to meet the standards of acceptable classroom behavior set by instructors. Instructors will announce these standards during the first week of classes. Ordinarily, if a student's behavior disrupts class, the instructor will provide a warning about said behavior. However, if the unacceptable conduct/disruption jeopardizes the health, safety, or well-being of the student or others, or is otherwise severe or pervasive, the instructor may immediately dismiss the student for the remainder of the class. Any disruption may result in a written referral to the Chief Student Affairs Officer. This written referral may result in the initiation of disciplinary action against the student. The college reserves the right to review syllabi in connection with this provision.

III. Student Conduct Regulations

The following list identifies violations for which students may be subject to disciplinary action. The list is not all inclusive, but it reflects the categories of inappropriate behavior and provides examples of prohibited behaviors.

M. Academic Misconduct

All forms of academic misconduct including, but not limited to, cheating on tests, plagiarism, collusion, and falsification of information may call for disciplinary action.

- 1. Cheating on tests is defined to include the following:
 - a. Copying from another student's test or answer sheet.
 - b. Using materials or equipment during a test not authorized by the person giving the test.
 - c. Collaborating with any other person during a test without permission.
 - d. Knowingly obtaining) using, buying, selling, transporting, or soliciting in whole or in part the contents of a test prior to its administration.
 - e. Bribing or coercing any other person to obtain tests or information about tests.
 - f. Substituting for another student or permitting any other person to substitute for oneself.

- g. Cooperating or aiding in any of the above.
 - 2. "Plagiarism" is defined as the appropriation of any other person's work and the unacknowledged incorporation of that work in one's own work.
 - 3. "Collusion" is defined as knowingly assisting another person in an act of academic dishonesty.
 - 4. "Fabrication" is defined as falsifying or inventing information in such academic exercises as reports, laboratory results, and citations to the sources of information.
- N. Abuse of Privilege of Freedom of Speech or Assembly
- No student acting alone or with others, shall obstruct or disrupt any teaching, administrative, disciplinary, public service, research, or other activity authorized or conducted on the campus of the college or any other location where such activity is conducted or sponsored by the college. This disruption does not necessarily have to involve violence or force for the student to face disciplinary actions. In addition to administrative action, any person in violation of any federal, state, or local law will be turned over to the appropriate authorities.
- O. Falsification of Information and other Acts Intended to Deceive
- Falsification of information and other acts intended to deceive include, but are not limited to the following:
- 1. Forging, altering, or misusing college documents, records, or identification cards.
 - 2. Falsifying information on college records.
 - 3. Providing false information for the purpose of obtaining a service.
- P. Actions which Endanger Students and the College Community
- Actions which endanger students and the college community include, but are not limited to the following:
- 1. Possessing or using on campus a firearm or other dangerous or potentially dangerous weapon unless such possession or use has been authorized by the college.
 - 2. Possessing, using, or threatening to use any incendiary device or explosive unless such possession or use has been authorized by the college.
 - 3. Setting fires or misusing or damaging fire safety equipment.
 - 4. Using, or threatening to use, physical force to restrict the freedom of action or movement of others or to harm others.
 - 5. Endangering the health, safety, or wellbeing of others with physical, written, or verbal abuse, threats, intimidation, harassment, and coercion.
 - 6. Sexual violence, which refers to physical sexual acts perpetuated against a person's will or when a person is incapable of giving consent. Cases of alleged acts of sexual violence will be adjudicated through SBTCE procedure 3-2- 106.2.

7. Retaliating, or threatening to retaliate, against any person for filing a complaint, providing information relating to a complaint, or participating as a witness in any hearing or administrative process.

Q. Infringement of Rights of Others

Infringement of rights of others is defined to include, but is not limited to the following:

1. Stealing, destroying, damaging, or misusing college property or the property of others on campus or off campus during any college activity.
2. Sexually harassing another person. In addition to sexual violence, sexual harassment can include unwelcome sexual advances, requests for sexual favors, and other verbal, nonverbal, or physical conduct of a sexual nature, when submission to such conduct is made a term or condition of a student's education, a basis for academic conditions affecting the student, or the conduct is sufficiently serious to interfere with the student's academic performance or otherwise deny or limit the student's ability to participate in any aspect of the college's program, thereby creating an intimidating or hostile learning environment. Cases of alleged acts of sexual harassment will be adjudicated through SBTCE procedure 3-2-106.2 or SBTCE procedure 8-5-101.1.
3. Stalking, which is defined as engaging in a course of conduct, through physical, electronic, or other means, that would place a reasonable person in fear for his/her safety, or that has, in fact, placed an individual in such fear. Where the stalking is based on sex, race, national origin, color, age, religion, or disability, it may constitute harassment under other provisions of this Code.
4. Bullying or harassing conduct, including verbal acts and name calling; graphic and written statements, which may include the use of cell phones, the internet, or other electronic devices; and other conduct that may be physically harmful, threatening, or humiliating. Bullying or harassment based on race, color, religion, sex, sexual orientation, national origin, age, disability, genetic information, gender, veteran status, pregnancy, childbirth or other categories protected by applicable law, will be a violation of the Code when it is a basis for academic decisions affecting the student or the conduct is sufficiently serious to interfere with the student's academic performance or otherwise deny or limit the student's ability to participate in any aspect of the college's program, thereby creating an intimidating or hostile learning environment.
5. Engaging in any activity that disrupts the educational process of the college, interferes with the rights of others, or adversely interferes with other normal functions and services.

R. Other Acts which Call for Discipline

Other acts which call for discipline include, but are not limited to the following:

1. Possessing, using, or distributing any narcotics or other unlawful drugs as defined by the laws of the United States or the State of South Carolina.
2. Possessing, using, or distributing on campus any beverage containing alcohol.
3. Violating institutional policies while on campus or off campus when participating in a college sponsored activity or event.
4. Violating any South Carolina and/or federal laws while on campus or off campus.

IV. Student Disciplinary Procedures

The procedures and sanctions that follow are designed to channel faculty, staff or student complaints against students, except for those complaints alleging acts of sexual violence or sexual harassment which are processed under SBTCE procedure 3-2-106.2 or SBTCE procedure 8-5-101.1. Because due process is essential in dealing with infractions of college regulations, any disciplinary actions taken, and sanctions imposed on a student or student organization will follow the provisions of this code.

S. Interim Suspension

In certain situations, the President, or President's designee, may temporarily suspend a student before the initiation of disciplinary procedures. Interim suspension may only be imposed when there is reason to believe that the continued presence of the accused student at the college poses a substantial and immediate threat to the student or to others or poses a serious threat of disruption of, or interference with, the normal operations of the college.

The interim suspension process is as follows:

1. When the Chief Student Affairs Officer, or designee, becomes aware of a situation which may warrant interim suspension, the Chief Student Affairs Officer, or designee, will consult with the President, or President's designee, to confirm the imposition of interim suspension. This consultation includes providing the President, or President's designee, with the nature of the alleged infraction, a brief description of the incident(s) and the student's name. The decision to impose interim suspension should occur by the close of business within two instructional days.
2. The Chief Student Affairs Officer, or designee, will inform the student through an approved method of notification about the decision to impose an interim suspension. This notification must be sent within two (2) instructional days of receiving the information from the President, or designee.

The notification must include the following information:

- a. The reason(s) for the interim suspension.
- b. Notice that the interim suspension does not replace the regular hearing process.
- c. Information about requesting a hearing before the Hearing Committee.
- d. Notice that the student is denied access to the campus during the period of suspension without prior approval of the Chief Student Affairs Officer.

T. Academic Misconduct

1. An instructor who has reason to believe that a student enrolled in his/her class has committed an act of academic misconduct must discuss the matter with the student. The instructor must advise the student of the alleged act of academic misconduct and the information upon which it is based. The student must be given an opportunity to refute the allegation. If the student chooses not to participate in the discussion, the instructor will make a decision based upon the available information.
2. If the instructor, after meeting with the student, determines that the student has engaged in academic misconduct as alleged, the instructor will inform the student about the decision and the academic sanction that will be imposed. The instructor may impose one of the following academic sanctions:
 - a. Completion of an educational activity relating to the nature of the offense.
 - b. Assign a lower grade or score to the paper, project, assignment or examination involved in the act of misconduct.

- c. Require the student to repeat or resubmit the paper, project, assignment, or examination involved in the act of misconduct.
 - d. Assign a failing grade for the course.
 - e. Require the student to withdraw from the course.
 - f. Egregious or repeat offenders may be referred to the College's conduct officer for a review of the matter. Such referrals will follow the Student Misconduct procedures and the sanctions that accompany it.
3. If the student is found responsible for the academic misconduct, within five (5) instructional days of the meeting with the student, the instructor, or designee, will submit a written report about the incident and the sanction imposed to the Chief Academic Officer.
4. The Chief Academic Officer, or designee, will send a notification to the student summarizing the incident, the finding, the terms of the imposed sanction, and informing the student that he/she may appeal the decision and/or the sanction by submitting a written request to the Chief Academic Officer within seven (7) instructional days of the date of the Chief Academic Officer's notification.
5. If the student requests an appeal, the Chief Academic Officer, or designee, will send an approved method of notification to the student's address of record. The notification must contain the following information:
 - a. A restatement of the charge(s).
 - b. The time, place, and location of the appeal.
 - c. A list of witnesses that may be called.
 - d. A list of the student's basic procedural rights. These rights are as follows:
 - 1) The right to consult with counsel. The role of the person acting as counsel is solely to advise the student. Counsel may not participate in any of the questioning or make any statements on behalf of the student. The student will be responsible for paying any fees charged by his/her counsel.
 - 2) The right to present witnesses on one's behalf.
 - 3) The right to present evidence and notice that the Chief Academic Officer, or designee, may determine what evidence is admissible.
 - 4) The right to know the identity of the person(s) bringing the charge(s).
 - 5) The right to hear witnesses on behalf of the person bringing the charges.
 - 6) The right to testify or to refuse to testify without such refusal being detrimental to the student.
 - 7) The right to appeal the decision of the Chief Academic Officer to the President.
 - e. A statement informing the student that the sanction imposed by the instructor will be held in abeyance pending the outcome of the appeal.
6. Based on the information presented at the appeal, the Chief Academic Officer, or designee, will render one of the following decisions:
 - a. Accept the decision and the sanction imposed by the instructor.
 - b. Accept the instructor's decision but impose a less severe sanction.
 - c. Overturn the instructor's decision.

Within two (2) instructional days of the meeting with the student, the Chief Academic Officer, or designee, will notify the student of the decision through an approved method of notification. The notification must also inform the student that the decision may be appealed to the College's President and that any appeal request must be written and must detail the reason(s) for the appeal. The student seeking the appeal must provide reasons for the appeal which sets forth a

statement that specifies the issues that further review is sought and any evidence which supports the issue(s) on appeal. The written appeal must be sent to the President within five (5) instructional days of the receipt of the Chief Academic Officer's decision.

After receiving the student's request, the President will review all written materials, non-written materials, and evidence relating to this incident and render one of the following decisions:

- a. Accept the decision and the sanction imposed.
- b. Accept the decision but impose a less severe sanction.
- c. Overturn the decision.
- d. Remand the case to the Student Hearing Committee to be re-heard. The decision of the hearing committee is final.

The President's decision is final and cannot be appealed further.

U. Student Misconduct

Any member of the college community may file charges alleging a violation of the Code. A charge, that includes a description of the alleged violation, must be submitted in writing to the Chief Student Affairs Officer as soon as possible after the incident occurs, but no later than ten (10) instructional days after the incident, unless the person on filing the charge demonstrates that exceptional circumstances prevented filing the charge within this time period. The Chief Student Affairs Officer, or designee, will determine whether the circumstances merit an extension of the deadline.

1. Preliminary Investigation

Within seven (7) instructional days after the charge has been filed, the Chief Student Affairs Officer, or designee, shall complete a preliminary investigation of the charge and schedule a meeting with the student. After discussing the alleged infraction with the student and reviewing available information, the Chief Student Affairs Officer, or designee will decide whether the information presented during the meeting indicates that the violation occurred as alleged. When the student cannot be reached to schedule an appointment, or when the student fails to attend the meeting, the Chief Student Affairs Officer, or designee, will base the decision upon the available information.

If the available information indicates that the violation occurred as alleged, then one of the following sanctions will be imposed:

- a. Reprimand--A written warning documenting that the student violated a student conduct regulation and indicating that subsequent violations could result in more serious disciplinary sanctions.
- b. Restitution--Compensation for loss or damage to college property or the property of others while on the campus or at a college event or activity including but not limited to field trips, internships, and clinicals.
- c. Special Conditions-Completion of a variety of educational activities, relating to the nature of the offense may be imposed. Examples include, but are not limited to, the following: a formal apology, an essay or paper on a designated topic, or participation in a special project or activity.
- d. Disciplinary Probation-- A written reprimand documenting that the student violated a student conduct regulation. Probation is for a specified period of time, and it serves as a warning that subsequent violations could most likely result in more serious disciplinary sanctions.
- e. Loss of Privileges-- Suspension or termination of student privileges.

- f. Suspension from the College--Separation from the college for a specified period of time. Suspended students will not receive academic credit for the semester in which the suspension was imposed. During the suspension period, the student may not return to the campus unless prior permission by the Chief Student Affairs Officer, or designee, has been granted.
- g. Expulsion from the college--Permanent separation from the college. An expelled student may not return to the campus unless prior permission by the Chief Student Affairs Officer, or designee, has been granted. An expelled student will not receive academic credit for the semester in which the expulsion was imposed.
- h. Any combination of the above.

Within five (5) instructional days of the preliminary investigation, the Chief Student Affairs Officer, or designee, will send an approved method of notification to the student. This notification will confirm the date of the investigation, identify the specific regulation(s) that the student allegedly violated, identify the decision, summarize the rationale, and, if the student violated the regulation(s), state the sanction that was imposed. This notification must also state that if the student disagrees with the decision or the sanction, the student may request a hearing before the Hearing Committee, that the student must submit this request no later than five (5) instructional days after receiving the decision unless a request is made and approved by the Chief Student Affairs Officer, or designee, for an extension, and that any decision made and sanction imposed after the preliminary investigation may be held in abeyance should the student decide to go before the Hearing Committee.

2. Hearing Committee

- a. The Hearing Committee shall be composed of the following:
 - 1) Two faculty members appointed by the Chief Academic Officer and approved by the President.
 - 2) Two student members appointed by the appropriate student governing body and approved by the President.
 - 3) One member of the Student Affairs staff appointed by the Chief Student Affairs Officer and approved by the President.
 - 4) The Chief Student Affairs Officer, or designee, who serves as an ex officio non-voting member of the Committee and who presents the case.
- b. The Hearing Committee shall perform the following functions:
 - 1) Hear cases of alleged violations of the Code of Student Conduct.
 - 2) Ensure that the student's procedural rights are met.
 - 3) Make decisions based only on evidence and information presented at the hearing.
 - 4) Provide the student with a statement of the committee's decision including findings of fact and, if applicable, impose one or more of the following sanctions:
 - i. Academic Misconduct Sanctions
 - a) Refer to Student Code; IV. Disciplinary Procedures; B. Academic Misconduct; Section 2
 - ii. Student Misconduct Sanctions
 - a) Refer to Student Code; IV. Disciplinary Procedures; C. Student Misconduct; Section 1
- c. Hearing Committee Procedures
 - 1) The Chief Student Affairs Officer, or designee, shall refer the matter to the Hearing Committee together with a report of the nature of the alleged misconduct, the name

of the person(s) filing the complaint(s), the name of the student against whom the charge(s) has (have) been filed, and a summary of the findings from the preliminary investigation.

- 2) At least seven (7) instructional days before the date set for the Hearing meeting, the Chief Student Affairs Officer, or designee, shall send an approved method of notification to the student's address of record. The notification must contain the following information:
 - i. A statement of the charge(s).
 - ii. A brief description of the incident that led to the charge (s).
 - iii. The name of the person(s) submitting the incident report.
 - iv. The date, time, and place of the scheduled hearing.
 - v. A list of all witnesses who might be called to testify.
 - vi. A statement of the student's procedural rights. These rights follow:
 - a) The right to consult counsel. This role of the person acting as counsel is solely to advise the student. Counsel may not address the Hearing Committee or participate in any of the questioning. The student has the responsibility for paying any of the counsel's fees and any other of the counsel's charges.
 - b) The right to present witnesses on one's behalf.
 - c) The right to know the names of any witnesses who may be called to testify at the hearing.
 - d) The right to review all available evidence, documents, exhibits, etc., that may be presented at the hearing.
 - e) The right to present evidence; however, the Hearing Committee will determine what evidence is admissible.
 - f) The right to know the identity of the person(s) bringing the charge(s).
 - g) The right to hear witnesses on behalf of the person bringing the charges.
 - h) The right to testify or to refuse to testify without such refusal being detrimental to the student.
 - i) The right to a fair and impartial decision.
 - j) The right to appeal the Hearing Committee's decision.
- 3) On written request of the student, the hearing may be held prior to the expiration of the seven (7) day advance notification period if the Chief Student Affairs Officer, or designee, concurs with this change.
- 4) The Chief Student Affairs Officer, or designee, may postpone the hearing due to circumstances beyond the control of the parties.

d. Hearing Committee Meetings

- 1) The Chair shall be appointed by the College's President from among the membership of the Committee. Ex officio members of the Committee may not serve as its Chair.
- 2) Committee hearings shall be closed to all persons except the student ("Student") accused of the violation(s), the person(s) initiating the charge(s), respective counsel for the Student and the College, witnesses authorized by the Committee to participate in the hearing, and one or more persons designated by the Committee to be responsible for making an official written record or audio recording of the hearing.
- 3) The Committee will arrange for an official audio recording or written record of the hearing (not including deliberations) to be made, and only the person(s) designated by the Committee may make any kind of record of the proceedings.
No record of the Committee's deliberations shall be permitted to be made by any means. The official audio recording or written record of the hearing is the property of the College and will be maintained in the office of the Chief Student Affairs Officer.

The student may review the official audio recording or written record of the hearing (as applicable) under the supervision of the Chief Student Affairs Officer or designee, but the Student is not entitled to a copy of the audio recording or written record. Notes made by Committee members for use as a personal memory aid shall not be made a part of the written record and are not subject to review by the student.

- 4) Witnesses shall be called in one at a time to make a statement and to respond to questions, as permitted by the Chair.
- 5) After the portion of the hearing concludes in which all pertinent information has been received, everyone other than the Committee will be excused, and its deliberations will begin. The "preponderance of the evidence" standard shall apply to the deliberations, which means that the Committee members must determine if the information presented at the hearing leads them to conclude that it is more likely than not that the violation(s) occurred as alleged. The Committee members will determine by majority vote whether the violation(s) occurred and, if so, the Committee members will decide upon the appropriate sanction(s) by majority vote.
- 6) The Chair of the Committee will send an approved method of notification to the student's address of record within two (2) instructional weekdays of the Committee's decision. The letter shall inform the Student of the Committee's decision, the date of the decision, any sanction(s) imposed, and the appeal process.

3. Appeal

If the student disagrees with either the decision or the sanction, the student may submit a written appeal to the College's President. This letter must be submitted within seven (7) instructional days of the date on which the Hearing Committee made its decision. The written appeal must include a statement indicating why the student disagrees with the Hearing Committee's findings.

The President, or designee, shall review the Hearing Committee's findings, conduct whatever additional inquires as deemed necessary, and render a decision within ten (10) instructional days of receiving the appeal. The President, whose decision is final, shall have the authority to approve, modify, or overturn the Hearing Committee's decisions and, if needed, void the process, and reconvene another Hearing Committee. The President's decision regarding disciplinary actions under the Student Code 3- 2-106.1 is not grievable.

The President, or designee, will inform the student about the outcome of the appeal in a certified letter sent to the student's address on record.

GRIEVANCE FORM

Filing Date _____

I. Name of Grievant _____ Phone Number _____
Address _____

II. Name of Person Against Whom Grievance is being Filed _____

III. Nature of Grievance:

IV. Desired Solutions

V. Action Taken by Grievant to Date:

ATTACH ALL PERTINENT WRITTEN DOCUMENTATION AND FORWARD TO APPROPRIATE SUPERVISOR

SIGNATURE OF GRIEVANT

DATE

SIGNATURE OF DEAN

DATE

SPECIAL ADDENDUM RELATED TO THE COVID-19 PANDEMIC

This special addendum is notifying the campus community that Denmark Technical College has included violations specifically pertaining to COVID-19 Policy and Procedure rules in an effort to reduce the risk of the spread of the 2019 novel coronavirus ("COVID-19").

COVID-19 additions to the Student Code of Conduct. New prohibitions:

1. Refusal to comply with CDC and SC-DHEC guidelines related to COVID-19.
2. Refusal to comply with directives related to health and safety issued by federal, state, local and campus authorities.

Student Code of Conduct:

- **Disruption or obstruction:** Disruption or obstruction of teaching, studying, research, administration, conduct proceedings, living/learning environment, or other college activities, including its public service functions on or off campus or other authorized non-college activities.
- **Failure to comply:** A failure to act in accordance with the directions of college officials acting in performance of their duties.

- **Reckless behavior:** Endangering the safety of persons (self or others) or property, or any action that might lead to loss of life or serious physical harm to others.
- **Alleged or actual violation:** Alleged or actual violation of federal, state, or local laws on college premises, at college-sponsored or College-supervised activities, or elsewhere, including off-campus locations, if such conduct adversely affects the College community and its mission.

Range of possible sanctions (in order of progression) for students:

- First Violation: Online tutorial on the necessity of related risk mitigation measures, Written Warning
- Second Violation: Formal charge with all affiliated conduct procedures, to include dismissal from campus housing, campus activities, entry into the campus cafe

In classroom setting: All faculty members have authority to deny entry to any student who does not have and/or refuses to put on a face covering.

Acceptable Student Use Policy for Computer Labs, Network Services, and the Internet

General Principles

Computers are available for student use in the computer labs and in the Learning Resources Center. Student users are subject to the standard of Acceptable Use that is contained in this policy.

1. Access to computer systems and networks owned or operated by the State of South Carolina necessitates the following principles governed by policies and laws afore to referred. Acceptable use always is ethical, reflects honesty, and shows restraint in the consumption of shared resources. It demonstrates respect for intellectual property, ownership of information, system security, mechanisms, and the individual's rights to privacy and freedom from intimidation, harassment, and unwarranted annoyance.
2. Users who do not comply with this policy may be subject to limitations on their use of the network as determined by the appropriate supervising authority.
3. Users of the network services provided by the State of South Carolina, the State Technical College System and Denmark Technical College may be subject to monitoring for security and/or network management reasons. Users of these services are therefore advised of this potential monitoring by all three entities and agree to this practice.
4. Users who violate any copyright declarations are acting outside the course and scope of the authority governing the Acceptable Use Policy. The State of South Carolina, the State Technical College System and Denmark Technical College are therefore relieved of any legal responsibilities. Users will be held personally responsible and liable for such infringing activities. By participation in the use of networks and systems provided by the State, users agree to be subject to and abide by this policy for their use. Willful violation of the principles and provisions of this policy may result in legal action of the authoritative boards.
5. This document may be updated on an as-needed basis and is subject to annual review.

Special Provisions

Student Users Shall:

1. Use the computer terminals primarily for academic purposes and classroom assignments. Users may access only files that are in keeping with the policies and laws of the governing bodies heretofore mentioned.
2. Refrain from monopolizing systems, overloading networks with excessive data or computer time, connect time, disk space, printer paper, manuals, or other resources.

3. Assume responsibility for any charges associated with billable services unless appropriate authorization has been obtained.

Student Users Shall Not:

1. Use the network for illegal, or unlawful, or immoral purposes or to support or assist such purposes. Examples of this would be the transmission of violent, threatening, defrauding, obscene, or otherwise illegal or unlawful materials. Use mail or messaging services to harass, intimidate or otherwise annoy another person.
2. Use the network for private, recreational, non-public purposes including the conduct of personal commercial transactions.

Service Animals

The South Carolina Technical College System is committed to providing equal access to employment and educational opportunities for persons with disabilities. In keeping with these commitments, service animals are permitted on college property for persons with disabilities in accordance with relevant state and federal laws and the requirements of this procedure.

Purpose

Service animals are allowed to always accompany their handlers and in all facilities and programs on campus, except in areas where specifically prohibited due to health, environmental or safety hazards (e.g., laboratories, mechanical rooms, machine shops, custodial closets, and areas where there is a danger to the animal.) The College may not permit service animals when the animal poses a substantial and/or direct threat to health or safety or when the presence of the animal constitutes a fundamental alteration to the nature of the program or service. The College will make those determinations on a case-by-case basis in alignment with current state and federal laws.

Definitions

When used in this document, unless the content requires other meaning,

- A. "Service Animal" means any dog individually trained to do work or perform tasks for the benefit of an individual with a disability, including a physical, sensory, psychiatric, intellectual, or other mental disability, and meets the definition of "service animal" under Title III of the Americans with Disabilities Act ("ADA"), regulations at 28 CFR 36.104. Within Title II of the ADA is a provision allowing miniature horses as services animals provided, they meet specific assessment factors outlined in 28 CFR 35.136(i)(2). The work or tasks performed by a service animal must be directly related to the individual's disability.
- B. "Handler" means the individual with a disability, as defined under federal and state law, who uses a service animal to perform a work or task directly related to the individual's disability. A handler may also be a personal care attendant who handles the animal for a person with a disability.
- C. "Emotional Support Animals" (ESA) means any animal providing emotional support, well-being, or comfort that eases one or more identified symptoms or effects of a documented disability. Emotional support animals may also be referred to as comfort or therapy animals. Emotional support animals are not individually trained to perform specific work or tasks. Pets (as defined below) are not considered ESA.
- D. "Pet" means any animal kept for ordinary use and companionship that does not meet the

definition of an ESA.

Handler's Responsibilities

Registering A Service Animal

- 1) While registering a service animal is not mandatory, students who wish to bring a service animal to campus are encouraged to contact the Office for Students with Disabilities at their College, especially if academic accommodations are required.

Service Animal Control & Behavior Requirements

- 1.) Handlers are expected to maintain control of service animals. If a service animal exhibits unacceptable behavior, the handler may be required to employ appropriate training techniques to correct the situation. Failure to maintain control of the service animal always may be grounds for immediate removal of the service animal from campus.
 - a. Service animals can be controlled with leashes, harnesses, or tethers unless those devices interfere with the service animals' ability to perform tasks or unless the handler has a disability that prevents him/her from using such a device.
 - b. The service animal should always respond to voice or hand commands and be in full control of the handler.
 - c. To the extent possible, the service animal should be unobtrusive to other individuals and the learning, living, and working environment.
- 2) To the extent possible, the handler should ensure that the service animal does not,
 - a. display any behaviors or noises that are disruptive to others unless part of the service being provided to handler.
 - b. block an aisle or passageway to fire egress.

Vaccinations

- 1) Service animals should be vaccinated in accordance with state and local laws.
 - a. Colleges may require proof that a service animal has any vaccinations required by state or local laws that apply to all animals.

Waste Cleanup

- 1) Cleaning up after the service animal is the sole responsibility of the handler. In the event the handler is not physically able to do so, he/she must hire someone to perform this task. The following are guidelines for animal waste cleanup:
 - a. The handler is required to take the animal to an appropriate area on campus (if applicable) for relief.
 - b. The handler should carry equipment sufficient to clean up the animal's feces or urine whenever the animal is on campus.
 - c. Properly dispose of waste and/or litter in appropriate containers.

Costs Associated with Service Animal

- 1) Handlers are responsible for any costs, damage or injuries caused by their animals and must take appropriate precautions to prevent property damage or injury.
 - a. Costs associated with any damage to the campus facilities or properties resulting from the animal's behavior are the sole responsibility of their handlers.
 - b. The cost of care, along with maintaining the well-being of the service animal, are always the sole responsibility of the handler.
 - c. Any cost incurred for assistance with waste cleanup is the sole responsibility of the

handler.

Student Rights

- A. When it is not obvious what service an animal provides, only limited inquiries are allowed. Employees may ask two questions: (1) is the service animal required because of a disability, and (2) what work or task the service animal has been trained to perform. Employees cannot ask about the person's disability, require medical documentation, require a special identification card or training documentation for the service animal, or ask that the service animal demonstrate its ability to perform the work or task.
- B. Allergies and fear of service animals are not valid reasons for denying access or refusing service to people using service animals. Each request for service animal use should be considered individually recognizing that documented student academic accommodations take precedence in determining any adjustments to access.
- C. People with disabilities who use service animals cannot be isolated from other students, treated less favorably than other students, or charged fees that are not charged to other students without animals.
- D. A person with a disability cannot be asked to remove his service animal from the premises unless: (1) the service animal is out of control and the handler does not take effective action to control it or (2) the service animal is not housebroken. When an animal is removed pursuant to this procedure, the college will work with the handler to suggest reasonable alternative opportunities to participate in college services, programs, or activities without the animal's presence.

Removal of Service Animals

The following list identifies violations for which service animals may be subject to removal. The list is not all inclusive, but it reflects the categories of inappropriate behavior and provides examples of prohibited behaviors.

- A. Handlers will be asked to remove any animal if it is out of control and the handler does not take effective and immediate action to control it. If the out-of-control behavior happens repeatedly, the handler may be prohibited from bringing the animal into college facilities until the handler can demonstrate that significant steps have been taken to correct and control the behavior.
- B. A handler may be directed to remove an animal that is not housebroken.
- C. An animal that poses a direct threat to the health or safety of others that cannot be reduced or eliminated by reasonable modifications is not permitted on campus. A handler may be directed to remove an animal that the College determines to be a substantial and direct threat to the health and safety of individuals. This may occur as a result of a very ill animal, a substantial lack of cleanliness of the animal, or the presence of an animal in a sensitive area like a certain laboratory, health science facility, food service program, or mechanical or industrial area.

Emotional Support Animals

Emotional Support Animals that are not trained service animals are not allowed to accompany persons with disabilities on college campuses. Emotional support animals are not individually trained to perform specific work or tasks. Providing emotional support, well-being, or comfort does not constitute "work" or "tasks" for the purposes of the definition of "service animal." Therefore, an ESA is not a Service Animal under the ADA. Emotional support animals are permitted in college residential facilities according to college policies and the Fair Housing Act. A person with an emotional support animal should follow existing college policies when

bringing an emotional support animal to those facilities.

Grievance Procedures

Any student who is not satisfied with a decision made concerning a purported service animal or emotional support animal may file a written complaint using the SC Technical College System's Grievance procedures outlined in SCBTE 3-2-106.3.

1. Use the network for commercial or partisan political purposes.
2. Use the network to disrupt network users, services, or equipment. Disruptions include, but are not limited to, distribution of unsolicited advertising, propagation of computer "worms" and viruses, and sustained high volumes network traffic which substantially hinders others in their use of the network.
3. Make or use illegal copies of copyrighted software or other mediums, store such copies on state systems, or transmit them over state networks. Use the computers to play games, enter chatrooms or download information to the PC.
4. Manipulate any files on the Windows Desktop or configure/change any settings.

Violators of this policy may forfeit their access to computers on campus.

All student users of Denmark Technical College's electronic resources will be required to sign a copy of this policy to acknowledge their understanding of the policy and agree to abide by it.

CAMPUS POLICE

Public Safety Regulations

The Department of Public Safety (located in Building 022) enforces federal, state, county, and municipal laws, rules and regulations to ensure the protection and security of persons and property in the Denmark Technical College (DTC) campus community. The College's Public Safety Officers are Certified Class I Law Enforcement officers; and commissioned by the Governor as state constables with full police powers and state-wide jurisdiction. All South Carolina State Statutes are enforced in accordance with the law on the campus of Denmark Technical College. Students are requested to adhere to the laws, rules, and regulations provided to promote public safety and security in the Denmark Tech Community.

S. C. Code of Law (16-11-510), Malicious Injury to Property makes it a misdemeanor for anyone to willfully damage, destroy, or change in any manner the property of another, in this case, your fellow students, faculty/staff or property of Denmark Technical College. (Malicious injury to real property – damage less than \$2,000 (misdemeanor), more than \$2,000 (Felony).

S.C Code of Law (16-11-770) Illegal Graffiti Vandalism

Any inscription, writing, drawing, marking or design that is painted, sprayed, etched, scratched, or otherwise placed on structures, buildings, dwellings, statues, monuments, fences, vehicles or other similar materials that are on public or private property and that are publicly viewable without the consent of the owner, manager, or agent in charge of the property.

Misdemeanor -

1st offense - fined not less than \$1,000.00 or imprisoned not less than 30 days nor more than 90 days.

2nd offense - within 10 years, fined not more \$2500.00 than 1 year.

3rd offense - within 10 years if 1st offense, fined not more than \$3,000.00 or imprisoned not more than 3 years in addition to removal of the illegal graffiti, pay the cost of the removal, or make further restitution in the discretion of the court.

Law Enforcement Officers will conduct periodic surveillance. Violators will be prosecuted in accordance with the law.

Speeding or Failing to Stop for Stop Sign

The speed limit on campus is 15 mph. Violators will be issued a uniform traffic ticket and a summons to magistrate court. Violators will be fined not less than \$155 or 30 days in jail and/or two or more points will be assessed on their driver's license.

S.C. Code of Law (16-17-53) Public Disorderly Conduct - A person who is: (1) found on any highway or at any public place or public gathering in a grossly intoxicated condition or otherwise conducts himself in a disorderly or boisterous manner; (2) uses obscene or profane language on any highway or at any public place or gathering or in hearing distance of any schoolhouse or church; or (3) while under the influence or

feigning to be under the influence of intoxicating liquor, without just cause or excuse, discharges any gun, pistol, or other firearm while upon or within fifty yards of any public road or highway, except upon his own premises, is guilty of a misdemeanor and, upon conviction, must be fined not more than one hundred dollars or be imprisoned for not more than thirty days. Disorderly conduct laws apply on the campus of Denmark Technical College.

Alcohol and Drug Use on Campus

It is against DTC's Policy to have in your possession or use any alcoholic beverages or illicit drugs. Student found in violation of this policy are subject to DTC sanctions and/or criminal prosecution.

Loitering on Campus

Loitering on campus at night after visiting hours is strictly prohibited. Students are requested to either be in dormitories or leave the campus. Students may be stopped DTC Public Safety personnel and asked to present a student ID card to determine status.

Students are required to produce identification upon request by any law enforcement officer or security officer on the campus of Denmark Technical College.

Students are requested to adhere to the laws, rules, and regulations provided to promote safety and security at the college.

Weapons on Campus

S.C. Code of Law (16-23-420). Possession of firearm on school property.

(A) It is unlawful for a person to possess a firearm of any kind on any premises or property owned, operated, or controlled by a private or public school, college, university, technical college, other post-secondary institution, or in any publicly owned building, without the express permission of the authorities in charge of the premises or property. The provisions of this subsection related to any premises or property owned, operated, or controlled by a private or public school, college, university, technical college, or other post-secondary institution, do not apply to a person who is authorized to carry a concealed weapon pursuant to Article 4, Chapter 31, Title 23 when the weapon remains inside an attended or locked motor vehicle and is secured in a closed glove compartment, closed console, closed trunk, or in a closed container secured by an integral fastener and transported in the luggage compartment of the vehicle.

(B) It is unlawful for a person to enter the premises or property described in subsection (A) and to display, brandish, or threaten others with a firearm.

(C) A person who violates the provisions of this section is guilty of a felony and, upon conviction, must be fined not more than five thousand dollars or imprisoned not more than five years, or both. Possession of any kind of weapon, i.e., handguns, fireworks or explosives is prohibited on any property owned or operated by Denmark Technical College.

NOTE: Penalty for possession of firearms or other dangerous weapons on or off Denmark Technical College Property: ANY STUDENT WHO IS FOUND TO BE IN THE POSSESSION OF A FIREARM OR OTHER DANGEROUS WEAPONS WHILE ON OR OFF DENMARK TECHNICAL COLLEGE PROPERTY WILL BE EXPELLED FROM THE COLLEGE AND REMOVED FROM THE CAMPUS IMMEDIATELY.

PLEASE NOTE: Denmark Technical College expressly prohibits the possession of alcohol and drugs; firearms or other dangerous weapons; and fighting (on campus and/or off campus). The penalty for violation of this

regulation is suspension and/or expulsion from the college.

Animal Regulations

No animals are allowed on the campus of Denmark Technical College unless approved by the Office of Student Affairs.

If no approval is granted, animals will be brought to the attention of Animal Control and subsequently picked up for loitering on the campus of Denmark Technical College.

Cafeteria Regulations

The Thomas N. Rhoad Hall is the main cafeteria on campus. All student, faculty and staff meals are prepared and served in this building during academic sessions. Students are required to adhere to the following policies while using the cafeteria:

- Male students are required to remove hats, caps, or any head wear.
- Large containers, jars, jugs, etc. are not allowed in the cafeteria.
- It is unlawful to remove dishes, glasses, and silverware from the cafeteria.
- Loud noise and the use of profanity is prohibited in the cafeteria.
- Cutting the serving line is prohibited. Those persons found in violation of cutting the line will not be served.
- Students must present a valid student I.D. card with the proper sticker affixed in order to be served during all meals.
- Students are not allowed behind the serving line or in the kitchen.
- Students are required to remove trays from the table after each meal.
- Smoking and vaping are prohibited.

Student Center Regulations

The Student Center is provided for the use of current students enrolled at Denmark Technical College, faculty, staff, and their guests. A valid Denmark Technical College I.D. card should always be kept in your possession to verify your status. Please adhere to the following rules while visiting the Student Center:

- Shirts and shoes are always required.
- Profanity is not allowed.
- No alcoholic beverages, weapons, or drugs are allowed.
- Sitting on pool tables or any other tables is prohibited.
- Chairs are not to be moved from their position or from one room to another.
- Keep the center clean by throwing trash and other garbage in the trash containers provided, especially after eating and drinking in the canteen food area.
- Please do not beat on the pool tables or video games.
- Radios may be played on low volume in the game area only.
- Failure to comply with these rules will result in the suspension of your privilege to use of this facility.

Gym Regulations

Please adhere to the following rules and regulations while visiting the gym:

- Proper gym attire must always be worn (tennis shoes, warm-ups, or shorts, shirt, etc.).
- Good conduct must be maintained. (No Profanity Allowed).
- You must have approval to be in the gym (persons turning on the lights and playing without approval will be charged with trespassing).

- Lights are to be turned on by a Denmark Technical College staff member.
- No alcoholic beverages, weapons, or drugs are allowed.
- Keep gym floor and bleacher area clean. Always throw trash in the proper container.

This facility is for the use of current Denmark Technical College's students, faculty, staff, and/or authorized guests of the College.

Regulations for Outdoor Sports Facilities

Please adhere to the following regulations while using the outdoor courts:

- Proper tennis attire must be worn while playing on tennis courts (shorts, tops, and tennis shoes).
- Tennis shoes must be worn on basketball courts.
- No skates, hover boards, skateboards, bicycles, or toys are allowed on the courts.
- Good conduct and courtesy are expected.
- No profanity is allowed on or near the courts.
- Persons involved in vandalism will be prosecuted.
- No alcoholic beverages, weapons, or drugs are allowed.
- No food or drink is allowed inside the fence.
- No loitering.
- Keep courts and area clean and orderly.
- Turn lights off when not in use.

Campus Sexual Assault Procedure

Sexual assault is a violent act of aggression. Studies show that between 19- 27 percent of female college students are victims of rape or attempted rape and between 85-90 percent know their attacker. Victims of sexual assaults are urged to report the crime. Persons who commit this crime are known to repeat the act and cannot be caught or stopped without the victim's assistance. The following applies to all members of the Denmark Technical College community: students, faculty, administrators, staff, contract employees and visitors.

Denmark Technical College (DTC) is committed to providing an institutional environment where all persons may pursue their studies, careers, duties, and activities in an atmosphere free of all threat of unwelcome and unwanted sexual actions. DTC strongly condemns sexual offenses and will not tolerate sexual offenders and supports those who have been victimized.

Denmark Technical College urges all students and personnel to exercise sound judgment when moving about the campus. Dormitory students are always informed during student orientation to lock their doors and windows. They should let someone know where they are going and should not walk alone, particularly at night.

If a sexual assault occurs on campus, the Department of Public Safety should be notified immediately. If the responding officer is not a female, a female officer or female authority figure may be requested. The main objectives are to get medical assistance for the victim and preserve the crime scene. The College Nurse, the President, the Chief Student Affairs Officer and Academic Support and the Chief of Public Safety should be notified immediately. Every effort will be made by college personnel to handle sexual assault with the utmost discretion.

Sexual assault is committed against a person's will, as well as evidenced by refusal of consent or the use of force, threat or intimidation, or against a person who by virtue of mental incapacity or physical helplessness, is

unable to give or withhold consent. This includes, but is not limited to, incapacity or helplessness caused by alcohol or other drugs.

Intoxication of the assailant shall not diminish the assailant's responsibility for sexual assault.

If sexual assault occurs off-campus, the police officers from the proper jurisdiction should be notified immediately. Emergency Medical Services should be notified. In order to preserve the evidence needed for the investigation, the victim should avoid douching, showering, changing clothes, brushing teeth, drinking or disturbing the crime scene in any way.

Denmark Technical College personnel will respond promptly, fairly and decisively to all reports of sexual assault. Members of the college community accused of these actions will be subject to college disciplinary procedures when the alleged incident has occurred on campus or when the action has occurred off campus and materially affects the learning environment or operations of DTC.

Sexual assaults are serious violations of DTC's student code, (DTC's) faculty standards and employee policies. They are crimes under state law and are punishable by fines and/or imprisonment. In addition, these actions are subject to civil suit for damages.

Any student or employee who experiences sexual harassment (including sexual misconduct, sexual assault or sexual violence), harassment or discrimination based on sex is encouraged to contact the DTC Title IX Coordinator. The office is located on the Main Campus in Bldg. 029, (Academic Support Center). The coordinator may be reached at (803) 793-5154. Students and employees are also encouraged to contact the DTC Campus Police at (803) 793-5173 or email bondr@denmarktech.edu to report alleged sexual harassment, sexual misconduct, sexual violence, or sexual assault or any other criminal behavior based upon their sex.

The Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act (Clery Act)

This Act is a federal law that requires colleges to report crimes that occur "on campus" and school safety policies. This information is available each year in an Annual Security Report (ASR), which can be found on your school's website. The Clery Act also requires schools to send timely warnings to the school community when there are known risks to public safety on campus.

A **Campus Security Authority (CSA)** is an individual, who by virtue of their college/university responsibilities and under the Clery Act, is designated to receive and report criminal incidents to the Department of Public **Safety** so that they may be included and published in the college/university's Annual **Security** Report.

Clery Act regulations define "campus security authorities" as:

1. An institution's campus police or security department
2. Other individuals with security responsibilities, such as those monitoring access to campus property (e.g., parking lots, residence halls, and athletic venues)
3. Individuals or organizations designated in the institution's security policy as those to whom students and employees should report crimes
4. Officials with significant responsibility for student and campus activities, such as student housing, student discipline, and campus judicial proceedings

****For more information about The Jeanne Clery Act please visit The Department of Education:**

<https://www2.ed.gov/admins/lead/safety/campus.html>

Title IX Reporting

Any administrator or supervisor, including a department chair, or other administrator, or person in a position with power over a student or employee who receives notice of a student's or employee's complaint of alleged prohibited harassment, including sexual misconduct, sexual violence, sexual assault, or any other criminal behavior based upon sex or discrimination, must immediately contact the DTC Title IX Coordinator. Failure to immediately report any Title IX matter may result in disciplinary action against any person, (administrators and faculty or staff member) in a position of power over a student or employee. The Title IX Coordinator will work in coordination with Student Development Services administrators in cases involving students and with the Office of Human Resources in cases involving DTC employees.

****For more information about Title IX please visit The Department of Education:**

https://www2.ed.gov/about/offices/list/ocr/docs/tix_dis.html

Parking and Traffic Regulations

General

All federal, state, and local laws apply on the Denmark Technical College campus unless specifically superseded by Denmark

Technical College's regulations.

The Bamberg County Magistrate Court has jurisdiction over all misdemeanor and traffic offenses.

- Drivers must obey the instructions of designated traffic controllers.
- All posted traffic signs and signals must be obeyed.
- Uniform state and Denmark Technical College citations will be issued to violators.
- Traffic, parking, and registration violation fines must be paid to the Business Office. Failure to pay at the Business Office will result in a summons to magistrate's court and additional fines imposed.
- Denmark Technical College assumes no responsibility for any vehicle or its contents.
- Vehicle traffic on campus between the hours of 6:00 p.m. and 7:00 a.m. is restricted.
- Vehicle accidents on campus must be reported to the Office of Public Safety immediately.
- Pedestrians always have the right of way.

Vehicle Registration/Liability Insurance

Temporary parking permits are issued for any reasonable need by the Denmark Technical College Department of Public Safety.

All vehicles of faculty/staff and students regularly or occasionally driven on campus must be registered with the Denmark Technical College Department of Public Safety. Identification decals or visitor's passes must be displayed as directed on all vehicles while on the campus of Denmark Technical College. Vehicle registrants are responsible for all non-moving and parking violations. Proof of liability insurance and driver's license must be shown to any Public Safety or Security Officer upon request.

All vehicles must stop at the security booth before entering the campus.

Traffic Controls

- Parking, standing, loading, and unloading are prohibited on yellow curbs and where posted.

- Parking on grass in front of shop buildings or doorways is prohibited at any time.
- Fast take-offs, loud mufflers, or loud radios are not allowed on campus.
- Vehicles are not allowed to park or be parked or sitting in a lane of traffic except to avoid an accident.

Towing and Impoundment

Vehicles may be towed and impounded at owner's risk and expense if:

- The vehicle is blocking a fire lane.
- The vehicle is blocking another vehicle's traffic lane, driveway, or service entrance.
- The vehicle is parked in a restricted area. (This includes Faculty and Staff parking areas).
- Three or more outstanding traffic and/or parking citations have been issued against the vehicle.
- The vehicle is creating a safety hazard as determined by a DTC Public Safety Officer.
- Vehicles are repaired in parking lots or traffic lanes at any time for any reason.
- Vehicle(s) left on campus during college breaks.

Parking Decals

Parking decals can be obtained from The Office of Public Safety located in building 022.

All decals must be displayed on the bottom left side of the front windshield.

Vehicle decals should be removed upon expiration or when a student's or employee's status changes.

Fees for Decals

Faculty/Staff Reserve	\$160.00
Faculty/Staff Non-Reserve	\$80.00
Student	\$25.00 per semester

Campus Parking Fines

Handicapped Parking	\$150.00
Not Registered or Failure to Display Sticker	\$30.00
Faculty/Staff/Visitor Parking Space	\$30.00
No Parking Zone/Loading Zone/Grassy Area	\$30.00
Blocking Vehicles/Roadway/Walkway	\$30.00
Parking in Fire Lane	\$30.00
Occupying Two Spaces	\$30.00
Other - Noise Violation, Curfew Violation, etc.	\$50.00 / \$25.00

- Fines double if not paid or appealed within 10 days.
- Written appeals must be filed within 5 days from date listed on the ticket.
- Payment may be made in person at the Cashiers Office and no personal checks are accepted.

FEES AND STUDENT AID

EXPENSES FOR 2024-2025 ACADEMIC YEAR

All expenses for semester must be paid in full at the beginning of the semester as a condition of admission to classes. Receipts should be secured from the Business Office showing that all fees and expenses have been paid. A penalty of \$60.00 is charged for registration completed within the period set apart for late registration.

Please remit by **MONEY ORDER, CASHIER OR CERTIFIED CHECK**, payable to Denmark Technical College and send to: Office of Fiscal Affairs-P.O. Box 327, Denmark, South Carolina 29042-0327

COST PER SEMESTER

1st Semester Costs payable before August 1

2nd Semester Costs payable before January 3

Students	In-of-State Students	Out-of-State Students
Tuition (based on 15 hrs.)	\$2,820.00	\$5,640.00
Health Services Fee (On-campus ONLY)	150.00	150.00
Technology Fee	125.00	125.00
Student Activity Fee	150.00	150.00
Athletic Fee	175.00	175.00
Total Fee (Off Campus)	\$3,270.00	\$6,090.00
Total Fee (On-Campus)	\$3,420.00	\$6,240.00

Room Rent (Adjustment in charges, when necessary, will be made after rooms are occupied).

Boarding (Required of all students who reside in dormitories).

Residence Hall	Semester	Annual	Description
Edisto Residence Hall	\$2,300.00	\$4,600.00	Double Room
Lorry H. Dawkins Residence Hall	\$3,200.00	\$6,400.00	Single Room
Lorry H. Dawkins Residence Hall	\$2,300.00	\$4,600.00	Double Room
Lorry H. Dawkins Residence Hall	\$1,800.00	\$3,600.00	Triple Room
Dr. Martin Luther King Jr Residence Hall	\$2,300.00	\$4,600.00	Double Room

Students	In-of-State Students	Out-of-State Students
Fall/Spring Board	2,650.00	2,650.00

All students pay a Cengage textbook fee of \$225 per semester for textbook delivery. Necessary fees, such as transportation, etc. must be determined on an individual basis and are not included above.

There is a lab fee of \$50 each semester for Welding, Building Construction, Culinary Arts, Plumbing, Cosmetology, Nurse Aide Assistant, Nursing, Cybersecurity, Computer Technology and Engineering Programs.

A course fee of \$25 applies to all courses that begin with BIO, PHS, PHY and CHM.

To determine amount of fees due: Please deduct our advance room reservation fee of \$100.00. Also deduct from each semester's payment on-half (1/2) of the total annual award for the Federal Pell Grant, Federal SEOG, or Federal Stafford Loan made to you in accordance with your award statement from the Office of the Director of Financial Aid to Students.

Any payment not made on or before the payable date shown above should not be mailed but should be brought by the student when reporting to register. Tuition and fees may change. See the College's webpage at: www.denmarktech.edu for up-to-date tuition and fees or call the Business Office at 803-793-5121.

Additional Costs for Barbering Students:

Barbering Permit	\$35.00
Books	\$650.00
Supplies	\$1200.00

Additional Costs for Cosmetology Students:

Books	\$600.00
Supplies	\$1200.00

***NOTE that all costs are subject to change.**

**** The tuition per credit hour is \$188 per credit hour for in-state students and \$376 for out-of-state students.**

Additional Costs for Cybersecurity Students:

Technology & Remote Instructional Fee	\$1900.00
RangeForce Cyber Range Fee	\$250 .00
Cyber Materials & Memberships	\$110.00

Additional Costs for Early Childhood Development Students:

SC Law Enforcement Fingerprint Check	\$58.00
T.B. Tine Test and CPR/First Aid	\$80.00*

Additional Costs for Practical Nursing Students:

Books	\$700.00*
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Health Form – (Physical Exam & updated immunizations, to include Hepatitis B Vaccine) \$100.00-200.00*

Supplies -Student Uniform	\$150.00-350.00*
Lab Skills Kit	\$215.95*

*NOTE that all costs are subject to change. A \$12 fee will be assessed for duplicate diplomas and degrees not picked up at commencement. An Accuplacer fee of \$50 will apply to all studnets NOT attending Denmark Tech.

Persons who are 60 years old or more and who are legal residents of South Carolina may attend classes for credit or non-credit purposes on a space-available basis without paying tuition, provided that neither they nor their spouses receive compensation from any type of employment. Any person attending classes for credit must meet admission requirements.

Graduation Regalia

Graduating students will be charged \$150 for the cost of caps and gowns and other materials required for participation in graduation ceremonies. Current costs will be posted.

eBooks and Supplies

Costs of books and supplies are determined by each student's needs in a particular program of study. Costs are not included in tuition. The campus Spirit store carries these items for purchase by the student. All students, except for those in specific technical programs, will be assessed a \$225 Cengage Textbook fee per semester for unlimited access to ebooks and electronic materials for all courses.

Continuing Education Fees

Continuing Education fees are based on the number of class hours and instructional costs for each course.

Payment of Fees

Tuition and fees must be paid at the beginning of each semester. Students will not be permitted to enter classes until a billing statement stamped "Approved" has been obtained from the cashier.

Payment to the College may be made in the form of a cashier's check or money order, made payable to Denmark Technical College. If mailing payments in advance, mail to: Denmark Technical College, Attn: Business Office, P.O. Box 327, Denmark, SC 29042-0327.

Debts Owed to the College

Students will not be permitted to graduate, receive transcripts, or re-enroll in any programs until all debts incurred at the College have been paid in full. Students should contact the Office of Fiscal Affairs with any questions regarding their balance.

Vehicle Registration

Each student is required to have a current parking permit properly displayed on any vehicle driven and/or parked on campus. Permits will be valid from September to August each year (This applies to all full-time, part-time, and Continuing Education students). Any student who loses his/her permit or trades automobiles may apply for a new permit. The student shall apply for the new permit in the Public Safety Office. The parking permit fee is \$25.00 per semester.

ID Cards

Student identification cards are issued during registration. New ID cards are issued at the beginning of each academic term. There is a \$20.00 fee for lost cards. ID cards are required for all students and must be presented when requested by college personnel.

Emergency Services

Emergency services will be rendered at the RMC Bamberg-Barnwell Emergency Medical Center. Students who are to be hospitalized will be admitted to The Regional Medical Center, Orangeburg, SC, or referred to their family physician.

Late Registration

Any student registering after the regularly scheduled registration days must pay a \$60 late fee.

Refund Policy (R2T4 Calculations)

It is the policy of Denmark Technical College to refund tuition, and fees, to students who officially leave the college, depending on the last date of attendance. For students who are receiving financial aid, regardless of the source, the Financial Aid Office will adjust aid based on the recalculation completed by the Business Office to determine the percentage of earned aid for students who withdraw, are dismissed, or take a leave of absence prior to completing 60% of the semester. If a student owes a balance

to the College, he or she will be notified by the Business Office. A copy of the official recalculation is available in the Business Office.

A refund check will be generated for accounts that have a credit balance after application of all financial aid. However, withdrawal or changes in enrollment status may affect the Refund Check. Refunds are issued within a 14-day period disbursement.

Students will be refunded 100% of tuition and fees if the classes they are enrolled in are cancelled by the

college.

Students who never attend class will be considered to have constructively withdrawn before the start of term.

A student who withdraws or otherwise ceases attendance has lost SFA eligibility and generally may not be paid further funds for the enrollment period. However, in some cases, a late disbursement may be made. This determination must be made on a case-by-case basis according to Title IV Student Financial Assistance Guidelines.

The College will disburse refunds twice during the Semester. Refunds will be given to students during week thirteen and week sixteen of the Fall and Spring semesters. The Summer term will issue refunds during week four and week six.

Refunds to Veterans, Non-Degree – Refunds to veterans and/or orphans of veterans will be made subject to the limitations set in VA Regulation 12204.1. The College agrees to furnish each Public Law 500 Veteran and/or orphan a copy of the refund policy upon request.

Requesting a Refund After Overpayment -- If a student anticipates a refund due to an overpayment, the student should check with the Cashier. All refunds will be processed and payable by check within 14 days after the account has been reconciled.

Financial Aid

Students who have satisfactory academic records and are in need of aid may qualify for financial assistance. Although the primary responsibility for financing an education remains with students and their families, Denmark Technical College participates in several programs designed to supplement the family contribution in order to meet the financial need of the student. Financial aid may consist of grants, loans, scholarships, employment opportunities, and/or any combination of these as determined by the policies of the Financial Aid Office.

Philosophy

1. The primary purpose of financial aid is to provide financial assistance to students who need additional resources to pursue their educational and career goals and objectives.
2. Financial assistance may be offered in the form of grants, loans, employment, scholarships and/or any combination of resources listed.
3. Determination of the student's eligibility to continue receiving financial assistance is based upon the student's ability to make "satisfactory progress" according to the College's Financial Aid Standards of Satisfactory Academic Progress (SAP).
4. The Financial Aid Office reserves the right to review and cancel awards at any time because of change in the student's financial or academic status.

The Major Federal Aid Programs

Federal Pell Grant - Pell Grants provide non-repayable funds to eligible applicants and are intended to be the foundation of a combination of awards. These grants may be used for payments of tuition, books and living expenses, but do not to cover the full cost of these items. Students can receive Pell Grants for a maximum of 8 terms to complete their undergraduate education. (A financial aid year includes fall, spring, and summer

terms.) Students must graduate in 150% of the time it takes to complete their major. (See a Financial Aid counselor for a detailed explanation).

Federal Supplemental Educational Opportunity Grant (FSEOG) - FSEOG's are awarded to students with exceptional financial need. At Denmark Technical College, FSEOG's are awarded to students who have remaining eligibility after being considered for a Pell Grant and part-time work.

Federal Direct Loans - The U.S. Department of Education offers low-interest loans to eligible students to help cover the cost of college or career school. Repayment with interest begins six months after the student stops attending college at least half-time. A **subsidized loan** means that the Federal Government will pay the interest on the loan while you are enrolled in college on at least a half-time basis and during the grace period or, if possible, deferment period. **Unsubsidized loans** are available if you do not qualify for other types of financial assistance. An unsubsidized loan means that you are responsible for paying all interest on the loan.

Federal PLUS Loans -The Federal Plus Loan Program was established to ease the burden that the cost of post-secondary education places on many families. Federal PLUS loans are available to parents of dependent students who need additional financial assistance or who may not qualify for other types of financial assistance.

Federal Work-Study (FWS) - The Federal Work-Study Program provides part-time employment for eligible undergraduate and graduate students. Most FWS jobs are located on campus, although some community service-related jobs are available off-campus. Federal Work-Study students are paid bi-weekly.

South Carolina Aid Programs

South Carolina Need-Based Grant (SCNBG) - is designed to provide additional financial aid assistance to South Carolina's neediest students. In order to receive SCNBG, you must comply with some requirements:

1. Be a legal resident of the State of South Carolina.
2. Be of good moral character, have no felony convictions or criminal record.
3. Admitted and enrolled at least half-time as an undergraduate student seeking your first undergraduate degree.
4. Make satisfactory academic progress as defined by the College catalog.

Renewal students must maintain a minimum cumulative grade point average of 2.0 and must complete a minimum of twenty-four credit hours an academic year.

South Carolina LIFE Scholarships the LIFE Scholarship is a **merit-based scholarship program** that is administered by the financial aid office. For more information, contact the Financial Aid Office at (803) 793-5161.

South Carolina Tuition Assistance (Lottery Funds): Tuition Assistance funds are available to South Carolina residents enrolled in at least 6 credit hours. All applicants must file the Free Federal Student Aid Application. For current eligibility requirements contact the Financial Aid Office at (803)793-5161.

Provided by Other Sources

Scholarships - A limited number of scholarships are available through Denmark Technical College. These are based on academic performance and achievements.

National Guard Tuition Assistance Program - Members of the National Guard are eligible for tuition assistance. However, each of the Armed Forces determines how to administer their own Tuition Assistance

(TA). In addition, each state may offer its National Guard members state funded education incentives based on state guidelines and eligibility (i.e., TA, waivers, exemptions, student loan repayment, etc.

U.S. Department of Veterans Affairs Educational Benefits

Denmark Technical College is approved for veterans' educational benefits by the South Carolina Commission on Higher Education, State Approving Agency (SAA) for training veterans and their dependents. Denmark Tech participates under Title 38 of the U.S. Code in these programs: Chapter 33 Post 9/11 GI Bill®; Chapter 30 Montgomery GI Bill® -Active Duty; Chapter 31 Vocational Readiness and Employment; Chapter 32 VEAP; and Chapter 35 Dependents' Educational Assistance (DEA). Title 10 of the U.S. Code are Chapter 1606 Montgomery GI Bill® - Selected Reserve and Chapter 1607 REAP. For further details and current payment rates regarding these education benefit chapters, please refer to the GI Bill® website at benefits.va.gov/gibill/. Chapter 30 Montgomery GI Bill® Chapter 31 Disabled Veterans (Vocational Rehabilitation) Chapter 33 Post 9/11 GI Bill® Chapter 35 Dependents and Survivors' Benefits Chapter 1606 Reservists and National Guard Benefits SC Free Tuition Vet Dependents Work-Study and Tutorial Assistance Eligibility for Veterans' Benefits is determined by the Department of Veterans' Affairs. You may call the VA toll free at 1-888-442-4551 if you have questions about your eligibility. GI Bill® is a registered trademark of the U.S. Department of Veterans Affairs (Veterans, their dependents, and members of the National Guard or Reserve may be eligible to receive benefits while pursuing an approved program of education or training. For this section, the term "veteran" can refer to a veteran as well as an eligible dependent or an eligible member of the National Guard or Reserve.

In accordance with Title 38 US Code 3679 subsection (e), Denmark Technical College adopts the following additional provisions for any students using U.S. Department of Veteran Affairs (VA) Post 9111 G.I. Bill® (Ch. 33) or Vocational Rehabilitation and Employment (Ch. 31) benefits, while payment to the institution is pending from the VA. This school will not:

- Prevent the student's enrollment.
- Assess a late penalty fee to.
- Require student secure alternative or additional funding.
- Deny their access to any resources (access to classes, libraries, or other institutional facilities) available to other students who have satisfied their tuition and fee bills to the institution.

However, to qualify for this provision, such students may be required to:

- Provide Chapter 33 Certificate of Eligibility (or its equivalent) or for Chapter 31, VA VR&E's contract with the school on VA Form 28-1905 by the first day of class.

The student must first apply to the College, complete an application online and must be accepted into a program of study and registered for classes before he or she can be certified. Once admitted, the student should provide a copy of the appropriate documentation based on their chapter type:

- DD214 Member 4 copy (if application is based on active-duty service or if Chapter 30 or 33 and coded as out of state)
- Notice of Basic Eligibility (if application is based on current Reserve or National Guard service, chapters 1606/1607)
- Certificate of Eligibility (COE) Letter (if a Chapter 33 veteran)
- Dependent's Educational Assistance (DEA) program letter (if chapter 35, dependent of a veteran)

VA CERTIFICATION FOR ONLINE COURSES

In order to meet VA certification requirements for off-campus courses, such as courses offered via the internet or other modes of distance learning, the College acknowledges that these courses are part of the College's

approved curriculum, are directly supervised by the College, are measured in the same unit as other courses, are required for graduation, and are part of a program of study approved by the State Approving Agency. The College provides an assigned instructor for each course.

The College requires that the faculty teaching these courses use a grading system similar to the grading system used in resident courses and include statements in the course syllabus that indicate that appropriate assignments are needed for the completion of the course. Further, the student must demonstrate, at least once a week, that he/she is actively involved in the class. Examples of activities that can be used to demonstrate this involvement include, but are not limited to, the following: posting/receiving emails, participating in online class discussions and class chat rooms, and completing and submitting course assignments. Further, the College requires that these courses have schedules of time for training and instruction which demonstrate that students shall spend at least as much time in preparation, instruction, and training as is normally required by the College for its resident courses. All students participating in online classes must comply with the College's attendance procedure for online students.

Conditions for Interruption of Veterans Financial Benefits Due to Unsatisfactory Progress

Each veteran certified for benefits in a traditional college program at an institution of higher learning will have an evaluation of academic progress at the end of each term. This will be determined according to the College's determination of academic progress as defined in this Catalog under Academic Information.

- If the student is placed on Academic Warning, VA is not notified of a Warning status.
- If the student is placed on Academic Probation, this status will be reported to VA at the end of each term as required by federal regulations. Students on Academic Probation are eligible to receive educational benefits unless otherwise notified by the VA.
- If a student previously on Academic Probation returns to Academic Good Standing, the student is eligible for certification.
- If a student previously on Academic Probation moves to Academic Suspension, the student is no longer eligible for certification at this institution. Any certification for the upcoming semester will be terminated with a reason of "Unsatisfactory Conduct or Progress" in accordance with federal regulations.
- However, if the student requests an appeal with the Academic Appeals and Financial Aid appeals committees and the appeals are approved, the student's enrollment for the upcoming semester should not be terminated. VA will contact the student if additional requirements and/or actions are required by the student regarding whether future payments of VA educational assistance allowance should be authorized.

Grading Procedures

In 1976, Congress amended the GI Bill® in such a way as to encourage veterans to move toward the attainment of educational career goals. The law now provides that no payment will be made to an eligible veteran for auditing a course or for taking a course in which the grade assigned is not used in computing graduation requirements.

To comply with this law, the following rules apply to veterans or other individuals who receive veterans' benefits:

- The "I" grade is not a permanent grade and carries only a message of a temporary condition that will be changed to a letter grade of A, B, C, D, or F. The "I" defaults to "F" automatically at the midterm period of the subsequent term if course requirements are not completed by that time. In the event a veteran receives an "I" grade at the end of a semester, further enrollment in that course cannot be certified to the VA. Once the permanent grade is assigned, the VA Certifying Official will review the updated status.

- In all cases, an “F” grade is defined as a punitive grade for purposes of computing eligibility for and receipt of veterans’ benefits.
- Veterans cannot be certified for an “AU” grade.
- Veterans’ enrollment cannot be certified for any course not listed in his/her curriculum as a graduation requirement.
- Non-Punitive Grade: A non-punitive grade is a grade that does not count as earned credit and is not considered in progress standards for graduation. A withdrawal after the drop period is non-punitive if it is not calculated into the student’s GPA, or it is not considered in academic progress criteria. Payment is not allowed for a course in which this grade is awarded. Students receiving a “W” should consult with the Registrar’s office if there are any mitigating circumstances.
- If there are electives listed as part of the curriculum, veterans must not exceed the total number of elective hours designated by the program and should take only electives listed as approved electives or electives approved in writing by their department head.

To learn more about specific information required for eligibility, please contact the Office of Financial Aid and Veteran’s Affairs at 803.793.5215.

Attendance

Veterans are responsible for maintaining satisfactory attendance as outlined in the College’s policy. If a veteran’s absences exceed 25 percent of the scheduled meetings of a class, his or her training will be reduced accordingly. (No distinction is made between excused and unexcused by Veterans Regional Office.) Veterans who are students receiving VA educational assistance are required to maintain satisfactory progress according to academic standards of Denmark Technical College as approved by the state approving agency.

Tutorial Assistance

If a tutor is required to assist a veteran in passing a subject, veterans may receive monetary assistance from the Veterans administration. For more information contact your local Division of Veterans Affairs.

Eligibility for Aid

Eligibility requirements for each type of aid may vary from year to year. For information on the current eligibility requirements, methods for determining individual student eligibility requirements and calculating award amounts, contact the Financial Aid Office. Specific eligibility requirements are established by the US Education Department for Federally funded programs; SC Commission on Higher Education for State-funded programs; and local/private sources determine eligibility for their respective programs.

All aid awarded through Denmark Tech is awarded on the basis of financial need and merit. Students that are in default on a student loan or repayment of a grant may not be awarded financial aid, except under certain circumstances. A student’s aid package may include grants, scholarships, work-study, or loans.

When making aid awards, students demonstrating the greatest unmet financial need are assigned funds first. Because of this, students applying for aid early are most likely to receive assistance with available funds.

Eligibility of Students without a High School Diploma

To be eligible for federal student aid, you must have either a high school diploma or a recognized equivalent (such as a General Educational Development certificate (GED) or have been home schooled).

Expected Family Contribution

The lower a student’s Expected Family Contribution (EFC), the higher the student’s federal student aid eligibility. A change has been made to the income amount that is used to determine if a student qualifies for

an automatic EFC of zero. When you complete the Free Application for Federal Student Aid (FAFSA), you receive an Expected Family Contribution, which is a number used to determine your federal student aid eligibility.

Federal Pell Grant Program

Duration of Eligibility Once you have received a Pell Grant for 12 semesters, or the equivalent, you will no longer be eligible for additional Pell Grants. You are eligible to receive a Pell Grant for up to 12 semesters or the equivalent. If you have exceeded the 12-semester maximum, you will lose eligibility for additional Pell Grants. Equivalency is calculated by adding together the percentage of your Pell eligibility that you received each year to determine whether the total amount exceeds 600%.

Direct Student Loan

Changes Direct Subsidized loans will not be eligible for an interest subsidy during the six-month grace period. Subsidized loans are loans for which the borrower is not responsible for the interest while the student is enrolled in college on at least a half-time basis when the loan is in the six-month grace period after the student is no longer enrolled at least half-time, or if the loan is in a deferment status. This provision eliminates the interest subsidy provided during the six-month grace period for subsidized loans for which the first disbursement is made on or after July 1, and before July 1. If you receive a subsidized loan during this timeframe, you will be responsible for the interest that accrues while your loan is in the grace period. You do not have to make payments during the grace period (unless you choose to), but the interest will be added (capitalized) to the principal amount of your loan when the grace period ends. This provision does not eliminate the interest subsidy while the borrower is in school or during eligible periods of deferment.

All subsidized loans made to undergraduate students will have a fixed interest rate (please refer to Studentaid.gov for more information).

The student should also provide all requested information promptly, including verification and federal tax forms. After the completed file has been reviewed, a financial aid notification letter will be available. If offered aid, students should follow the instructions in the notification letter.

When communicating with applicants, the Financial Aid Office will use the address listed on the correspondence received when the student applied or was last registered. If students move, they should change their address promptly at the Office of Admissions and Records.

To remain eligible, a student must be enrolled and be in good academic standing. Students who withdraw from school after the start of the term are liable for repayment of part or all the funds received during that semester. In addition, to ensure that the student remains eligible, the student must notify the Financial Aid Office of changes in enrollment status or program of study. For additional information concerning types of aid, student eligibility selection, award procedures, etc., contact the Financial Aid Office at Denmark Technical College.

Steps to Obtaining Financial Aid

1. Complete an application for admission to Denmark Technical College.
2. Complete the Free Application for Federal Student Aid (FAFSA). This form is required for all financial aid programs. Scholarships, grants, work-study, lottery tuition assistance, and loans at Denmark Tech. Apply online at www.fafsa.ed.gov. Enter Denmark Technical College's school code — 005363 on the FAFSA.
3. If you are eligible for financial aid, you will receive an award notification from Denmark Technical College stating the

amount of aid.

Financial Aid Application Deadlines

Financial Aid application deadlines for each term are as follows:

For This Term	Application is due by
Fall Term	July 1
Spring Term	November 1
Summer Term	April 1

To be considered for campus-based aid, your student aid report must be in the Financial Aid Office before July 1, each year. Financial aid applications may be processed after the posted deadlines; however, students should make adequate payment arrangements with the business office to cover the cost of tuition and books for the first semester of enrollment or until they are officially notified of eligibility status for financial aid. Students who have questions regarding their financial aid should always speak with a financial aid counselor. The telephone number for the Financial Aid Office is: 803-793-5161.

Education Tax Credits

The Taxpayer Relief Act of 1997 included the Hope Scholarship and Lifetime Learning tax credits that may be used to reduce federal taxes. The Hope Scholarship Tax Credit is available to degree-seeking students in the

first two years of postsecondary education. If you are not eligible for the Hope Scholarship Tax Credit, you may be eligible for the Lifetime Learning Tax Credit. This tax credit is available to those who take at least one course to acquire or improve job skills. The actual amount of the tax credit depends upon family income and the amount of qualified tuition and fees paid. More information regarding these tax credits can be found at www.irs.ustreas.gov. In addition to these federal tax credits, a South Carolina tax credit is available. More information on the state tax credit can be found at www.sctax.org.

Satisfactory Academic Progress Policy

The following Satisfactory Academic Progress (SAP) policy measurements are immediate. These measurements shall be used to determine student eligibility for all need-based and federal Title IV financial assistance unless the terms of a particular grant or funding source state otherwise.

Frequency of Monitoring and Evaluation

Denmark Technical College will review a student's progress at the end of each academic term. Transfer students must meet the same SAP requirements and maximum enrollment limit as other students. At the end of each academic term, the Financial Aid Office determines whether a student is making SAP towards his/her program of study and is thus eligible to continue to receive federal student financial aid during the following academic term. A student's progress is measured both qualitatively and quantitatively according to the eligibility stated below. The following are considered when evaluating a student's satisfactory academic progress:

- Grades of A, B, C, or D are considered attempted and earned hours.
- Withdrawals(W), Incompletes(I), Failures(F), grades are considered attempted but not earned.
- Audited courses are included in the attempted hours but not in the total of hours earned.
- Remedial courses are included in the calculation of both attempted and earned hours.
- Transfer credits are included in the calculation of both attempted and earned hours and the cumulative GPA.
- If the removal of an incomplete grade ("I") makes the student eligible, the student must make sure the Financial Aid Office is informed of the removal of the incomplete grade.

Financial Aid Warning

If, at the end of the first academic term, a student is deemed ineligible for financial aid due to not meeting SAP standards, the student will be placed on Financial Aid Warning. The student can receive financial aid for the semester he/she is on Warning. Students on Warning must complete a Student Success Academic Plan of Action Form with Academic Champions.

Financial Aid Suspension

If, at the end of the academic term and a student with a Warning status is deemed ineligible for financial aid due to not meeting SAP standards, the student will be placed on Financial Aid Suspension. Financial aid, once lost, cannot be reinstated retroactively for previous semesters. The student must pay expenses incurred while a student's aid is suspended until the minimum SAP standards are met again. This policy applies to all students at Denmark Technical College receiving financial aid. The SAP requirements for Denmark Technical College are as follows:

Associate Degree Programs	
Credit Hours Attempted	Minimum GPA Requirements
0-35	1.5
36-50	1.8
51-above	2.0

Diploma Programs	
Credit Hours Attempted	Minimum GPA Requirements
0-26	1.5
27-40	1.8
41-above	2.0

Certificate Programs	
Credit Hours Attempted	Minimum GPA Requirements
0-12	1.5
13-14	1.8
15-above	2.0

Pace of Progression

Each student is required to complete successfully 67% of all credit hours attempted, including transfer hours accepted towards the student's program of study. Attempted hours are credit hours that the student is enrolled in after the drop/add period and includes grades of A, B, C, D, F, I, and W. **All attempted hours** are included in the calculation.

If a student has attempted these hours:	18	36	60	84	106	130
Then the student must have successfully completed at least these hours to be SAP eligible:	12	24	40	56	71	87

Note: Repeating courses that have already been passed with a grade of D or better will decrease the credit completion rate. Also, academic forgiveness is not recognized for SAP purposes. Therefore, all coursework will be counted, whether forgiven or not.

Maximum Time Frame

The maximum timeframe a student is eligible for financial aid is 150% of the published length of the educational program in which the student is **currently** enrolled. Most associate degrees require a minimum of 60 credit hours. Therefore, a student working towards an associate degree is eligible for federal aid up to 90 semester hours attempted. *Students should also be reminded that only hours needed to complete the declared degree, diploma, or certificate, including those attempted from previous institutions, will be counted in the total hours and therefore the calculation by Denmark Technical College.*

To determine the maximum allowable hours for a specific program of study, refer to the College Catalog, the total hours required for the degree, diploma, or certificate, and multiply that number by 1.5.

The maximum timeframe is not increased for changes in the programs of study. Also, a total of two (2) degrees, diplomas, or certificates completed at Denmark Technical College will be allowed.

Appeal Procedures

Students who fail to meet the SAP standard may appeal the suspension of their student federal aid. The appeal must be based on mitigating circumstances that impacted negatively upon the students' ability to meet the required standards and must include official supporting documentation. Examples of such circumstances are:

(1) death/prolonged illness of an immediate family member, (2) medical illness by the student that created undue hardship, (3) natural disasters or other acts of God beyond the control of the student (i.e., hurricanes, earthquakes, etc.) or other personal or family matters/situations which may have negatively impacted the student's ability to meet the required standards. Each appeal is reviewed by an anonymous SAP Appeals Committee and a decision is based on the following:

The appeal application must be completed in its entirety and submitted before the first day of class for the enrolled semester. The appeal application should describe the student's special or mitigating circumstance. It must include how the circumstances affected the student's academic performance and the dates and time-periods involved. An appeal should explain how the situation has changed and the steps being taken to resolve the circumstances. If these items are not being addressed, the appeal letter will be considered incomplete. Incomplete appeals will not be reviewed and will automatically be denied.

Students must attach all necessary documents. Important documents such as police reports, death certificates, birth certificates, medical records, medical bills, court or police documents, letters from third-party professionals on official letterhead and other documents should be attached which may assist with the Committee's decision.

The student's letter of appeal will be reviewed within two (2) weeks of receiving the request and all necessary documents by the SAP Appeals Committee. All SAP Committee decisions are final. Students who are DENIED financial aid due to appeal results and/or placed on Financial Aid Suspension are responsible for payment of tuition and fees. Please see business office for possible payment arrangements.

Notification of the decision will be sent to the student's Denmark Technical College email account. Explanation of justification for the decision will not be provided to the student or parent(s). Appeals will only be approved for the next academic term. A student can only receive two (2) appeals during his/her matriculation at Denmark Technical College. The second appeal cannot use the same mitigating circumstances in the previous SAP appeal approval. Terms and conditions of appeal approval will be included in an Academic Plan that the student must sign before financial aid will be awarded.

Academic Plan

Students must be placed on an academic plan upon submission of granted appeal. Students must complete the academic plan, with the end goal of resolving all academic deficiencies or degree completion. An academic plan varies in length and is determined by Academic Affairs. If the student does not maintain Academic Plan stipulations, Financial Aid eligibility could be cancelled immediately.

Reinstatement of Financial Aid

Students who demonstrate mitigating circumstances that interfere with academic performance will have financial aid eligibility reinstated until the next SAP review period and be placed on Financial Aid probation. To maintain financial eligibility after the approved academic term, a student must meet the SAP policy or successfully follow an approved Academic Plan.

Reinstatement of Financial Aid without a Successful Appeal

If an SAP Appeal is denied, the student must pay for college expenses each semester and earn the deficiency either in the hours, GPA or both. Once the student believes he/she has met the SAP requirements on his/her own, the student must make a request to have their SAP status reevaluated.

NOTE: The SAP Policy is subject to change without advance notice based on changes to federal laws and regulations, or school policies. If changes are made, student must abide by the most current policy.

RETURN OF TITLE IV FINANCIAL AID

A student's federal financial aid eligibility must be recalculated for students who withdraw, drop out, are dismissed or take a leave of absence prior to completing 60% of a semester. Federal financial aid includes the Federal Pell Grant, the Federal Supplemental Educational Opportunity Grant (FSEOG), and the Federal Direct Loan Program. The recalculation of eligibility is based on the percent of earned aid using the following formula:

The number of days attended in the semester divided by the total number of days in the semester.

Federal financial aid must be returned to the federal government based on the percent of unearned aid using the following formula:

The percent of earned aid multiplied by the amount of federal financial aid disbursed.

The amount of aid to be returned is the responsibility of the college and the student. However, the student will be responsible for repaying the college for the amount that the college was required to return on his or her behalf. Therefore, a student who does not complete at least 60% of a semester may owe the college and/or the federal government for the amount of unearned federal financial aid. A student who owes the college may not be permitted to register for a subsequent term or obtain an official academic transcript until the debt is paid. Payment should be made to the DTC Cashier's Office. Please contact the Financial Aid Office for dates that mark the 60 percent point of each term.

ACADEMIC AFFAIRS

Credit Programs Offered

Denmark Technical College offers a comprehensive instructional program designed to fulfill the occupational, professional, and public service needs of its constituents. Included are technical education and transfer programs. Technical education programs are designed to provide students with the necessary skills to enter the work force in a chosen career field.

Individuals who seek to pursue a career at the technical or paraprofessional level may enroll in a two-year college credit program leading to an Associate Degree. College Credit Diplomas and Technical Certificates are offered for those persons desiring to spend fewer than two years in preparation. Technical certificate programs of various lengths can be chosen by individuals which, depending upon the preparation needed by the individual, allow the student to graduate in one year or less. All occupational programs are designed to prepare students for immediate employment after graduation. Students may be placed in transitional courses as needed to help prepare them for successful completion of the Associate Degree, Diploma, or Certificate based on test results obtained by the Placement Test scores.

Work experience options for student program majors are also available via Cooperative Education opportunities. Students can gain valuable job experience in their major or area of study through this structured learning experience. Experiential Learning options are available through the divisional programs. Advisory committees for each program of study will assist Denmark Technical College in evaluating and creating sound instructional programs. Advisory committees are made up of civic-minded representatives of business, industry, government, and health agencies.

The courses required to graduate are listed under specific educational programs. Due to rapid technology changes and industrial demands, Denmark Technical College is evaluating and recreating sound instructional programs. The courses required to graduate from any program area are listed under the program title and are identified as General Education, Required Core Subject Areas, Other Hours for Graduation and Electives.

Transfer Students

Denmark Technical College will accept and give credit for work completed at other accredited colleges and universities. Applicants seeking such credits should complete the regular application form and request an official transcript of work from all colleges previously attended. A completed high school transcript may be requested for specific programs if fewer than 15 hours have been earned on the collegiate level.

The rules regulating the transfer of credit will be at the discretion of the Vice President for Academic Affairs and the appropriate Divisional Dean using the following guidelines:

1. Courses being transferred must closely parallel courses being offered by Denmark Technical College.
2. In order to transfer credit, a grade of "C" or better must have been made in the course.
3. Transfer credit will not be included in the computation of the student's grade-point ratio.
4. Only courses that will be applied towards the program of study will be transferred. If a student changes their major in subsequent semesters, they will need to apply for re-evaluation of their transcript.
- 5.

Statute of Limitation

Most general education course credits will be transferred, with no limitations on which the course(s) were completed. Shorter course eligibility time limits, of eight (8) years, will apply to any courses within the Health Sciences, Engineering Technology, and Computer Science programs. Courses within the Sciences will include any of the following courses: BIO 210, BIO 211, BIO 225, CHM 110, and CHM 111. Any major courses that exceed the eight (8) year limitation will be approved for transferring by the discretion of the Division Dean, Registrar Services, and the Vice President for Academic Affairs.

Transfer Procedures

New students applying to the College in a transfer status must provide official transcripts for each accredited post-secondary institution from which they are seeking transfer credit.

1. Only course work in which a minimum grade of “C” or its equivalent has been earned will be considered for credit.
2. Course work earned must be college level to be creditable.
3. Course work is evaluated individually on the basis of its course content and credit hours received for the course.
4. For transfer credit to be awarded, a comparable Denmark Technical College course must exist within the student’s curriculum with the course content and credit hours being equivalent as described in the Catalog of Approved Courses.
5. Transfer credit will be awarded to degree, diploma, and technical certificate seeking students.
6. When advanced standing has been awarded for transfer credit, a grade of “TR” will be posted on the student’s approved curriculum profile and recorded on the student’s academic transcript.
7. A copy of the curriculum profile with transfer credit noted will be provided to the student and the student’s academic advisor.

Placement Testing

Each student admitted to Denmark Technical College must take placement tests in reading, mathematics, and English. Students participate in a variety of assessments and surveys from admission through post-graduation to ensure high academic standards, effective evaluation of student achievement and placement in certain courses, and student satisfaction with quality of the instructional program.

At Denmark Technical College, the ACCUPLACER is administered as a placement examination for Reading, English, and Mathematics to help identify a student’s present academic strengths and needs, and how they match up with starting point requirements for the first courses that are a part of a student’s program of study. Other diagnostic assessment tools are available as needed. Students who do not achieve an appropriate score on the Placement Test are placed in transitional courses for program preparation. Supplemental assistance in the form of academic support laboratories, tutoring, and academic mentoring is also available.

Program Entrance Requirements

Admission to specific academic programs requires that applicants have appropriate educational preparation, satisfactory placement scores, and all admission requirements. The specific requirements for each program can be found on the curriculum display.

Course Restrictions

Students who do not meet the minimum Placement Test score in writing and English skills must register for developmental English and may not take any English course beyond the developmental level or any other English course where writing is a major requirement. Students who do not meet the minimum Placement Test score in mathematics must register for developmental mathematics and may not take any course in which mathematics skills are a major requirement. Students who do not meet the minimum Placement Test score in reading skills must register for developmental reading and may not take any course in which reading skills are a major requirement for passing the course. Students must meet minimum program standards in English,

mathematics, or reading in order to enroll in credit courses where these skills are required.

Academic Advising

Academic advising at Denmark Technical College is a continuous process starting with the student identifying a major. The purpose of academic advising is to assist students in planning and pursuing a program of study that will enable them to satisfy the requirements for an associate degree, diploma, or certificate. After a first-time freshman is admitted to a program of study, he or she is assigned an Academic Champion. The Academic Champion is responsible for providing freshmen advising, monitoring, and support to students in his or her cohort for one full semester. Continuing and transfer students will be assigned a faculty advisor. Both the Academic Champion and Advisor will:

1. Assist the student in planning and facilitating a schedule of courses that are appropriate to the program of study.
2. Assist the student in making schedule changes.
3. Make referrals for students in situations that require the services of other areas of Denmark Technical College.
4. Maintain an individual file on the student's progress.
5. Assist the student with questions and concerns about his or her program of study and career opportunities.
6. Complete and submit all materials the student needs for notification of graduation to Enrollment Services.

Advisors are required to meet with each student advisee a minimum of two times per semester. Students are allowed to change academic advisors with the approval of the Division Dean and the Vice President for Academic Affairs.

Pre-Registration

Pre-registration is the formal process for students to meet with their advisors and select courses and class schedules. Pre-registration guarantees students' enrollment in a class, provided the class meets the College's minimum requirements to be offered.

Registration

Students are required to register for each semester in which they plan to enroll. Registration and fee payment must be made in accordance with the published payment schedules. Students are not officially enrolled until they complete all the registration steps, including fee payment.

Schedule

A schedule of classes is provided each semester. Students may change their schedules through the scheduled Add/Drop period. Denmark Technical College reserves the right to change and/or cancel scheduled courses, times, dates, and instructors.

Schedule Changes, Dropping, Withdrawing from Classes

Students who register but never attend class will be dropped from the roster. Schedule changes are made only with the consent of a faculty advisor and the Division Dean. A class may not be added after the Add/Drop period ends.

A student who is consistently absent from the scheduled class meetings may be administratively withdrawn

from the class by the instructor. Students who wish to withdraw from a course must see the Academic Champion to complete the Withdrawal Form. Students who wish to withdraw from the College should see their Academic Champion. Students who officially withdraw from the College after the Add/Drop period, but before midterm, will receive W grades for their courses.

A student who withdraws from a course after the mid-term date published in the Academic Calendar shall receive a grade of WF or WP for that course. All withdrawal information is verified by the appropriate offices (Academic Champion, Registrar, Financial Aid, and Business Office).



Career Services

Career_Planning_and_Placement

Career Services resources through the Department of Career and Student Success at Denmark Technical College is a comprehensive process designed to guide students from career exploration to successful job placement. These services are available throughout a student's academic journey and beyond graduation, with the ultimate goal of optimizing placement in employment or higher education.

Key Services:

- **Self-Awareness Development:**
Gain insights into personal values, interests, and aptitudes as they relate to career goals.
- **Career Exploration:**
Conduct in-depth investigations into various career paths and industries.
- **Decision-Making Support:**
Clarify goals, process information, and make informed vocational decisions.
- **Skill Development:**
Receive guidance on educational planning, job-seeking strategies, and life-work balance.

Additional Opportunities:

- **Experiential Education:**
Engage in internships, cooperative programs, part-time, and summer employment to enhance real-world experience.
- **Resume Preparation and Job Placement Support:**
The Placement Office assists with resume creation, identifying job opportunities, and connecting with potential employers.
- **Portfolio Development:**
Create professional portfolios to showcase your skills to prospective employers.

The Career Services Office is located in Smith Hall Building 027. For personalized support, contact Ms. Holman Brooks at 803-793-5287 or visit the office to begin planning your path to success.

Academic Forgiveness

Denmark Technical College will extend academic forgiveness to readmitted students with previously poor academic records who have not been in attendance for at least seven years. This will allow students to have grades earned in previous academic terms excluded from the overall calculations of their cumulative

grade point average. The students must petition the college for Academic Forgiveness. If a petition is granted, all courses taken at Denmark Technical College, attempted, and completed prior to the ten (10) year limitation, will be eliminated from computations and grade point averages. This includes courses that were completed with satisfactory grades. However, the courses will remain on the student's transcript. A student may petition for Academic Forgiveness only once. Procedures for pursuing Academic Forgiveness are as follows:

1. Submit a Re-admission Application.
2. Complete an Academic Forgiveness Form.
3. Submit a letter to the Academic Appeals Committee explaining the reason(s) why academic forgiveness should be considered.
4. The committee will determine if the petition for Academic Forgiveness is approved.
5. The appeal should be submitted 20 days prior to the semester of enrollment.

Once the appeal has been granted for Academic Forgiveness, the student must meet all program admission requirements at the time of enrollment to Denmark Technical College. A copy of the Academic Forgiveness Form will be maintained in the Office of Admissions and Records. This local policy does not override the State or Federal policies related to determination of scholarships or Financial Aid.

Student Success Center

The mission of the Student Success Center (SSC) is to provide quality, non-judging, effective academic support services that will enhance student success. The Center is also here to support both faculty instruction and student learning by providing academic assistance which reinforces and supplements the College's goals and objectives. Goals to accomplish include:

- Hiring competent peer tutors to help students identify specific problems they are experiencing with their courses, establish procedures for addressing those problems and providing useful, immediate feedback concerning their progress.
- Training peer tutors to develop competence in tutoring methodology and interpersonal skills that will demonstrate respect for the whole person, thus building self-respect and self-confidence in the students served leading to them becoming independent learners.
- Working collaboratively with faculty to allocate tutors in creative and effective ways to meet both instructional demands of the classroom as well as the tutoring needs of students.
- Offering services that can enhance a student's academic experience as well as remediate.

The Student Success Center provides tutoring and mentoring support to all registered Denmark Technical College students. Through these services, students will be afforded the opportunity to become independent learners and strengthen their academic weaknesses. The center is located in building 025, Smith Hall, labs A and B; and is equipped with a tutorial computer lab for on-line tutoring services. Students may apply for tutoring at any point in a semester. Services are free to currently enrolled DTC students.

Services Offered:

- Peer Tutoring
- Professional Tutoring
- Success Workshops
- Individual/Group Tutoring
- Mentoring
- On-line Tutoring

To apply for tutoring services, students should email, in writing, the course, date and time in which he or she

would like to receive tutoring assistance. Tutors may be available for immediate assistance, or several days may be required to arrange a session. The tutoring schedule is subject to change due to tutor availability.

Hours of Operation:

Monday – Thursday

8:00 a.m. to 5:30 p.m.

Friday

8:30 a.m. to 12:00 p.m.

Students with Disabilities

The Career and Student Success department assists students with disabilities pursue an academic program of their choice and participate fully in campus life. The department can arrange counseling, special parking, priority registration, and other services needed by students with disabilities. Students with disabilities are encouraged to contact the Disability Services office at (803) 793-5274 for assistance.

Classification of Students

To advance from freshman to sophomore standing, a student must have earned a minimum of thirty (30) semester hours with a grade point average of at least 2.0 in an associate degree program.

Definition of Student Status

The following definitions are used to describe the student's status based upon the number of hours pursued within a given semester:

1. A full-time student is a student enrolled in an associate degree, diploma, or certificate program and registered for 12 or more semester hours.
2. A three-fourth time student is a student enrolled in an associate degree, diploma, or certificate program and registered for 9 to 11 semester hours.
3. A one-half time student is a student enrolled in an associate degree, diploma, or certificate program and registered for 6 to 8 semester hours.

Course Load

The minimum number of semester hours for a student at Denmark Technical College for matriculation as a full-time student is twelve (12) semester hours. Eighteen (18) semester hours is the maximum. However, additional credit hours may be approved by the Division Dean and the Vice President for Academic Affairs. Students who apply for an overload must have a cumulative grade point average of 2.8.

Changes in Program of Study

Students who wish to change their program of study should complete a "Request for Change of Program Form" for the new program after discussing the change with the faculty advisor before or during the pre-registration and/or registration process. Students cannot change a program of study after the Drop/Add period for the semester period. The College may drop or change courses, hours, or credits in accordance with institutional capability and as demands change, or according to student interest, or community, or industrial needs.

Independent Study

Denmark Technical College policy provides that students who find themselves with unusual circumstances may be assigned to selected courses on a directed independent study basis so that progress toward successful program completion can be maintained if a course does not appear on the schedule and does not have a lab component. State policy prohibits the use of independent study to satisfy requirements listed under the

“Required Core Subject” section of any curriculum model. Students who wish to enroll in independent study courses must get approval from the Division Dean and the Vice President for Academic Affairs.

Attendance Policy

Denmark Technical College expects students to attend all scheduled class meetings including lecture and/or laboratory sessions. Attendance and participation are necessary for academic success. Records of attendance will begin on the first day the student enrolls in the course.

Extreme circumstances may arise which are beyond a student’s control. In an effort to work with students as they deal with difficult situations, students who provide documentation that demonstrates an excused absence will be allowed to “make-up” the work missed. In all cases, students are still responsible for the material presented in class that was missed due to an excused absence. Because “making-up” work is such a challenge, students should make every effort to attend classes as scheduled and deliver assigned work on time. Please carefully read the discussion below, regarding Excused Absences and Unexcused Absences.

Regardless of an excused/unexcused status for absences, if a student misses more than twenty-five percent (25%) of their scheduled class meetings, including lecture and/or laboratory meetings for a course, the student will not be able to receive credit for that course. Due to the varied nature of programs with a lab/clinical component, more stringent attendance requirements may be set by the individual departments. Absences related to school sponsored functions, including athletic events, will not be calculated into the twenty-five percent (25%) absence limitation.

If a student must be absent, it is the student’s responsibility to notify the instructor prior to the scheduled absence or within five (5) business days of the absence. It is the student’s responsibility to make-up all work missed because of an excused absence.

There is a distinction between excused and unexcused absences.

Excused Absences

Excused absences are given to students who have legitimate documentation to verify an absence. Such absences may include, but are not limited to, death in the immediate family, doctor’s statements, jury duty, and approved student activities. Documentation requests should be submitted to the Office of the Vice President for Student Services for approval. Students with excused absences will be given the opportunity to make-up any work missed because of the absence.

Unexcused Absences

Unexcused absences are given when students do not meet the criteria for excused absences. When an absence is regarded as unexcused, the instructor has the option of deciding whether to allow a student to make-up any work missed during the absence.

Tardiness:

- Students are expected to attend class on time.
- If a student is late for a class meeting, the student will be considered tardy, and a “T” will be entered into the student’s attendance record for the course.
- Three (3) tardies will be considered one absence.

The specific requirements of a course will be published in the course syllabus and distributed to all students at the beginning of the term. If a student exceeds the twenty-five percent (25%) absence limitation, the instructor will apply one of the following:

- 1) If the student's last day of attendance is on or before the last day of the midterm week, the student will be withdrawn, and a grade of "W" is assigned.
- 2) If the student's last date of attendance is after the last day of the midterm week, the student will be withdrawn and a grade of "WF" or "WP" is assigned at the discretion of the instructor.

Veterans Affairs Attendance

Veterans are responsible for maintaining satisfactory attendance as outlined in the College's policy. If a veteran fails to attend at least seventy-five percent (75 %) of the scheduled meetings of a class, his or her training will be reduced accordingly. Students receiving VA educational assistance are required to maintain satisfactory progress according to academic standards of Denmark Technical College as approved by the Veterans Affairs' Office.

Student Reinstatement

If a student is dropped from a course, the following will apply:

1. A student can be reinstated into each INDIVIDUAL course only ONE time unless there are extreme circumstances (see number 2 below). Students will not be reinstated into a course five (5) business days after the term's census (add/drop) date.
2. Any request (s) for subsequent reinstatement due to unusual circumstances or a reinstatement after the term or course withdrawal date MUST be approved in writing by the dean of the division.

The attendance policy can be found at <https://www.denmarktech.edu/wp-content/uploads/2020/08/DTC-Policy-Class-Attendance-Approved.pdf>.

Grade Reporting

Grades reports are available to students after midterm and at the end of each semester.

Grading System

Denmark Technical College shall use a grading and grade point system in which the calculation of the student's grade point average (GPA) is based on a 0 to 4-point numerical scale. The grades and numerical values used in the calculation of the GPA are as follows:

- A = **Excellent**- Earns 4.0 Quality Points
- B = **Above Average**-Earns 3.0 Quality Points
- C = **Average**-Earns 2.0 Quality Points
- D = **Below Average**-Earns 1.0 Quality Point
- F = **Failure**-Earns 0.0 Quality Points
- WF = **Withdrawn Failing**-No Credits or Grade Points

Other grade and course symbols authorized for use are as follows:

- AU = **Audit**-No Credit or Grade Points
- I = **Incomplete**-No Credits or Grade Points
- W = **Withdrawn**-No Credits or Grade Points
- WP = **Withdrawn Passing**-No Credits or Grade Points
- SC = **Satisfactory Completion**-Earns Institutional Credits, No Grade Points
- S = **Satisfactory Progress**-No Credits, No Grade Points
- U = **Unsatisfactory Progress**-No Credits or Grade Points
- E = **Exempt**-Earns credits, No Grade Points
- TR = **Transfer**-Earns credits, No Grade Points
- CF = **Carry Forward**-Earns no credit hours, No Grade Points

Grades of W, S, SC, U, CF, AU, TR, and WP and the corresponding credit hours are not included in calculating

the GPA. Credits transferred to Denmark Technical College are only used to determine eligibility to graduate. They are not used to calculate the GPA. A cumulative GPA of 2.00 is required for graduation. I and CF grades are temporary and must be replaced by an academic grade. While the I and CF grades and the corresponding credit hours are on the student's permanent record, they are not included in calculating the student's GPA. A student receiving an I grade must complete the coursework necessary to earn an academic grade by midterm of the following semester or the grade will automatically turn into an F.

A student receiving a CF grade must complete the work necessary to earn a grade by the end of the following semester or the grade will automatically turn into an F. Credits earned in courses numbered less than 100 shall not be creditable towards a certificate, diploma or degree and shall not generate grade points for use in GPA calculations. The highest grade earned in a course is to be computed in a student's grade point average. However, the student's complete academic records shall be reflected on the transcript. Students may appeal a grade by acting in accordance with the College's grade appeal procedure.

Grade Point Average

A grade point average will be maintained for each student. To determine GPA, numerical values are assigned to final grades as shown in the following example:

Course	Grade	Credit Attempted	Quality Points Earned	Total Quality Hours Points Per Course
Microeconomics	F	3	0	0
Communication I	B	3	3	9
Introduction to Business	A	3	4	12
College Algebra	C	3	2	6
College Skills	D	3	1	3
TOTAL		15		30
Total Quality Points (divided by) Credit Hours Attempted				= GPA
30	/	15	=	2.00

For an A, 4 quality points are awarded for each semester hour of credit attempted; for a B, 3 quality points; for a C, 2 quality points; for a D, 1 quality point; and for an F, FA or WF no quality points. The grade point average is calculated by multiplying Credit Hours Attempted by the Quality Points Earned for each course grade, summing the Total Quality Points per course, and dividing the sum of the total number of Credit Hours Attempted.

Developmental Courses

Denmark Technical College students enrolled in developmental courses are given letter grades for satisfactory completion. These grades are not included in the grade point average calculations. According to Title IV regulations, students who do not complete the developmental courses after thirty (30) hours are no longer eligible for financial aid. Contact the Financial Aid Office for further clarification.

Academic Standing - Probation and Suspension

To remain in good standing, students pursuing a degree, diploma or certificate who are enrolled in curriculum courses must maintain a minimum credit hour grade point average (GPA) according to the following scale:

Associate Degree Programs	
Credit Hours Attempted	Minimum GPA Requirements
0-35	1.5

36-50	1.8
51-above	2.0

Diploma Programs	
Credit Hours Attempted	Minimum GPA Requirements
0-26	1.5
27-40	1.8
41-above	2.0

Certificate Programs	
Credit Hours Attempted	Minimum GPA Requirements
0-12	1.5
13-14	1.8
15-above	2.0

Students who fail to maintain a minimum required GPA as specified will be placed on **Probation I** during the next semester in which they enroll in the College. Students must complete a “Program Course Plan” form with their academic advisor before registering for the next semester. Students must follow the completed Program Course Plan which outlines the courses to be taken. Students **must register for and attend COL 101 (Probation I) or COL 104 (Probation II)**. Students who withdraw from or do not attend COL 101 or COL 104 will be administratively withdrawn from the College. Students who do not achieve the required GPA for good standing at the end of the Probation II semester will be academically suspended. **The student can petition the Academic Appeals Committee for reinstatement. If the petition is denied, the suspension may be appealed to the Vice President for Academic Affairs. The Vice President for Academic Affairs’ decision is final.** A student on probation and suspension will receive a letter from the Vice President for Academic Affairs explaining the student’s status.

Related Policies

1. Students on probation shall not take more than 13 credit hours.
2. Students on probation shall not be a candidate for or serve in any school-wide elective offices or be appointed to any administrative or social committees.
3. A student who has been suspended academically from Denmark Technical College must apply for re-admission.
4. Probation or suspension indicators will appear each semester on the student’s grade report and transcript, when applicable.
5. Academic status within a given semester will be changed only if there is a grade change or removal of an I.

Advanced Standing

Denmark Technical College has established policies and procedures which may allow students to enter certain curriculum programs with advanced standing. In many cases, credit may be awarded through transfer or credit from other post-secondary institutions, challenge examinations, the College Level Examination Program, military experience, or credit for non-academic achievement, thus giving the student advanced standing. In addition, many of the College’s programs have developed articulation agreements with vocational/technical education centers in the College’s service area which also allow for advanced standing. Students interested in advanced standing should furnish appropriate documentation to the Admissions Office. After this information has been reviewed by the appropriate academic department, students will be notified regarding academic credits awarded.

Credit by Examination

A student may earn up to one-third of the semester hour credits required for an associate degree and enter

certain curriculum programs with advanced standing through credit-by-examination options. Total credit awarded may come from standardized tests, such as Advanced Placement (AP) or a combination of AP, College-Level Examination Program (CLEP) and/or the Proficiency Examination Program (PEP). Information about these tests is available at the Testing Center.

CLEP

The College-Level Examination Program (CLEP) is a nationally standardized series of tests designed primarily for students who have acquired college-level knowledge outside the classroom. Students may receive college credit for CLEP equivalent courses by making an acceptable score on the CLEP test. A student is normally awarded between two and four semester credit hours for passing a CLEP subject examination. Credit will be awarded when scores are officially recorded.

Credits will be given for the following subjects: Calculus with elementary functions, college algebra, college composition, computers and data processing, educational psychology, English Composition, general biology, general chemistry, general psychology, human growth and development, introduction to business law, introduction micro/macroeconomics, introductory marketing, introductory sociology, money, and banking.

Proficiency Examination Program

The Proficiency Examination Program (PEP) is an alternative to obtaining college credit through traditional classroom course work. Students may earn credit for both formal and informal education with PEP. Students demonstrating sufficient knowledge of material covered in a course may elect to earn credit or exempt a course by examination. The student must complete the examination with a passing score of 80 percent to earn credits. PEP examinations will not be given for subject areas when CLEP examinations are available.

Institutional Credit by Examination

Students regularly enrolled or formerly enrolled in the College may obtain credit by examination for courses in which they have had no class attendance or semester standing. However, permission must be obtained from the Dean of the division involved. A grade of not less than C on the examination is necessary to receive credit for the course. Examinations are not permitted in courses in which students have previously enrolled either regularly or as an auditor. Before the examination, applicants must pay the Business Office a \$15.00 examination fee, and if required, a fee of \$234.00 per semester hour. * These fees are non-refundable. The Business Office issues a receipt which must be shown to the Dean of the division conducting the examinations. The Division Dean reports the results of the examination to the Office of Admissions and Records. Credits earned under this regulation are recorded as *hours earned*.

***Tuition rate subject to change.**

Military Service School Credit

Following enrollment, a student may obtain credit for experience in the Armed Services. In order to receive credit, the student must have a DD295 and Certificates of Completion. Students who qualify should contact the Office of Admissions and Records. Following a review by the Admissions Office, using *A Guide to the Evaluation of Educational Experiences in the Armed Services*, a recommendation for credit is made to the Dean of the student's major area. The final decision as to the credit awarded is made by the Dean of the division in which the student is enrolled.

Other Academic Regulations

Post-Secondary Non-Academic Achievement for College Credit

To be eligible to receive post-secondary non-academic achievement for college credit, the student should be least 25 years old and have been employed for five years, including at least two years of full-time work experience related to the specific course content requested for credit. The student may be eligible to receive up to one-third of their course work for an associate degree, diploma or certificate program based on Denmark

Technical College's policy concerning the awarding of credit for post-secondary non-academic achievement. Contact the Office of the Registrar for further information.

Repetition of Course Work

It is the policy of the College that permanent records of students show the actual course work completed. Under no circumstances can a grade be deleted from a student's record. In instances where a course is repeated, only the quality points and credit hours associated with the higher grade will be counted in the calculation of the student's GPA. In the event of identical grades, the quality points and credits of the latest repetition will be included in the calculation of the student's GPA.

Program Completion

Students must complete program curriculum requirements as outlined on the curriculum display in effect at the time of their enrollment at Denmark Technical College. Students who discontinue their enrollment for a period of one term must complete the program curriculum requirements in the Catalog in effect at the time of their entry.

Change of Program

Students who elect to change from one program of study to another must contact their current Division Dean. The student will be referred to the new academic advisor who will determine the student's eligibility for the new program and will complete a Program Change Form. The completed Program Change Form should be returned to the Office of Admissions and Records.

Course Substitution

All substitutions of courses required for graduation must be approved by the faculty, Divisional Dean, and Vice President for Academic Affairs. Students must still meet the minimum number of hours required for graduation.

Auditing a Course

A student who desires to attend classes, but does not wish to receive grades or credits, may register to audit the class. The instructor may decide whether the student auditing the course may participate in class discussions, assignments, or examinations. An auditor is expected to register and pay appropriate fees. After the Drop/Add period, a student enrolled in a course for audit cannot change to credit and a student enrolled in a course for credit cannot change to audit. An audited course may be repeated for credit. Audited courses appear on the transcript.

Exemption Procedures

By assessment, students may demonstrate knowledge equivalent to an approved curriculum course due to "life experiences" or other relevant experiences. Any student at the College desiring to exempt a course, should:

1. Meet with the academic advisor.
2. The academic advisor completes the Course Exemption Request Form and submits it to the appropriate Divisional Dean for approval.
3. The student submits the approved form along with the credit hour cost and a \$15 non-refundable fee for each course to the Business Office.
4. The instructor will return the form to the Office of Admissions and Records with a grade attached after assessment.
5. If the exemption is approved, the student receives credit for the course, with a grade of E recorded on

the academic transcript.

6. Exemption of a course may be challenged only once.
7. A student may earn a grade of E for a maximum of twenty-five percent (25%) of the credits required by a program.

Placement Test (Scores)

The placement test scores are valid for ten (10) years after the test date.

Length of Programs

Denmark Technical College operates on a 16-week academic semester format. The projected time for completing a program of study is shown in the curriculum display. If a student enrolls on a part-time basis, he or she may expect to take a longer time to complete the program of study.

ACADEMIC RECORDS

Official Student Records

The permanent academic record of each student contains entries of all courses taken for credit and/or non-credit and is housed in the Office of Admissions and Records. The permanent academic record of each student contains the following:

1. Student's Name
2. Social Security Number
3. Date of Birth
4. Permanent home address
5. Transcript(s)
6. Course entries, course number, course title, grade, credit hours, quality points
7. Admitted program
8. Current and cumulative statistics
9. Transcript key
10. Academic credit
11. Transfer credit
12. Official signature (on official transcript)
13. Confidentiality Statement
14. Name and address of institution

Change of Name and Address

It is the obligation of every student to notify the Registrar of any change in name and/or address. Failure to do so can cause serious delays in the handling of student records and in the notification in case of emergencies. When a change of name is requested, the student must present proof to justify the change.

Confidentiality of Student Records

Annual Notice to Students

In compliance with the Family Educational Rights and Privacy Act of 1974 (FERPA), Denmark Technical College will not disclose educational records concerning its students except for directory information and as otherwise stated below. FERPA protects the privacy of education records and establishes the right of students to inspect and to review their education records. Directory information is considered to be the student's name, address, telephone listing, email address, date and place of birth, major field of study, participation in officially recognized activities, dates of attendance, degrees and awards received, and the most recent previous educational agency or institution attended by the student. This information will be released to anyone who requests it unless the student specifies in writing to the Registrar's office that his or her directory information is to be withheld. In such case, no directory information will be released. Directory information may also be released for college publications, commencement announcements, press releases and advertisements.

Denmark Technical College will release a student's educational record without his or her approval under the following circumstances:

- To Denmark Technical College officials who have legitimate interest in the records
- To administrators of secondary schools in which the student is currently enrolled or previously graduated from as it related to local, state, and federal mandates
- To authorized officials at another institution of higher learning in which the student seeks to enroll
- To be in compliance with a court order or lawfully issued subpoena, but only after the eligible student has been duly notified.
- In clearly defined emergency situations affecting the health and safety of the student or other individuals.
- Family members or guardians of dependent students may access their dependent student's records by submitting a request and providing appropriate documentation to verify the dependent status of the student to the Registrar's office.

The Faculty of Denmark Technical College reserve the right to release class specific information regardless of whether the student has given permission to the individual or entity requesting such information.

The college periodically updates student addresses for future contact purposes. Students wishing to restrict publication of their student directory information or opt out of address updates must notify the Registrar's office in writing.

Questions concerning the Family Educational Rights and Privacy Act may be referred to the Registrar's office.

Students have the right to file a complaint with the U.S. Department of Education concerning alleged failures by the college to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:

Family Policy Compliance Office, U.S. Department of Education
400 Maryland Ave. SW
Washington, DC 20202-5920

Transcript Fees

A transcript is released only when a student makes a written request to the Registrar. The first copy requested by the student is \$7.00. Transcript requests may be made by mail for \$12.00. Telephone requests will not be accepted. In all cases, financial obligations to the College must be paid in full before a transcript or any other information can be released. High school transcripts and any other college transcripts must be maintained in the student's file and cannot be released by student request. The student must request copies from the high school or institution where the credits were earned.

Honors and Presentations

Honor Students

A student who carries a course load of twelve (12) credit hours or more and maintains a semester GPA of 3.0 or above will be placed on the Honor's List of Honor Students. A student who carries a course load of twelve (12) credit hours or more and maintains a semester GPA of 3.5 or above will be placed on the Dean's List of Honor Students. A student who carries a course load of twelve (12) credit hours or more and maintains a semester GPA of 4.0 will be placed on the President's List of Honor Students. Students with an incomplete grade are not eligible for the Dean's or President's List.

Honors College - incoming freshman must have a 3.0 unweighted grade point average. Continuing students are admitted to the Honors College on the basis of their academic performance at Denmark Technical College. If you meet the requirements and have been accepted by the admission's office, please contact the Office of Academic Affairs.

Academic Honors for Part-Time Students

A part-time student with a cumulative GPA of 3.5 or greater is eligible for the Honors List if he or she: is enrolled in a major (certificate, diploma, or associate degree program), **and** has completed at least eighteen (18) semester credit hours.

Academic Awards

Graduate Honor Awards are given to the top three graduates with the highest GPAs in the Associate, Diploma, and Certificate programs.

Achievement Awards are presented to graduates in each division who have a GPA of 3.0 or above in their program area.

Special Academic Presentations

The Presidential Achievement Award is given by the President of the College and is presented to a graduating senior who has demonstrated exemplary scholarship, leadership, congeniality, citizenship and served as an exemplary ambassador for the College.

Phi Theta Kappa International Honor Society is a scholastic honor organization that consists of student members who have a grade point average of 3.5 or better and who are enrolled as full-time students with twelve (12) credit hours or above.

National Technical Honor Society is a scholastic honor for students who are enrolled in a technical program who have earned a grade point average of 3.0 or above.

Graduation Requirements

In order to complete requirements for graduation, students must earn at least twenty-five (25%) percent of credit hours through courses offered by Denmark Technical College.

General Requirements

1. Satisfactory completion of the required number of general education courses for the degree, diploma, or certificate.
2. Satisfactory completion of the required number and type of courses required for the major.
3. Satisfactory completion of the required number of hours specified by the curriculum in which the student is specializing.
4. Payment of all required fees, including the graduation fee, licensing application and examination fees (Cosmetology, Barbering, and Nursing students), and any other financial obligations due the College.
5. Completion and filing of an official application for a degree, diploma or certificate with the Office of Admissions and Records.
6. Completion of all course requirements with a minimum cumulative GPA of 2.0 and a minimum grade of C in each course specific to the discipline.
7. Completion of Denmark Technical College's residency requirements (students must successfully earn at least twenty-five (25) percent of credit hours through courses offered at the College.
8. All students have the option of satisfying requirements for graduation as found in the College Catalog in force on the date of the first entrance to Denmark Technical College or the catalog that is in effect on the date of graduation.
9. A minimum of fifteen (15) credit hours must be taken in general education courses for the Associate Degree.
10. A minimum of nine credit hours must be taken in general education courses for the Diploma.
11. Completion of a minimum of 1,500 clock hours of clinical experience is required for Barbering and Cosmetology students.
12. Additional requirements for associate degree, diploma, and certificate programs are noted in the specific curriculum displays.

Transfer and Articulation

Transfer Credit

Denmark Technical College may accept and give credit for work completed at other accredited colleges and universities. Applicants seeking such credits should complete the regular application form and request an official transcript of work from all colleges previously attended. If fewer than 15 hours have been earned on the collegiate level, a complete high school transcript must be submitted. The rules regulating the transfer of credit will be at the discretion of the Vice President for Academic Affairs and the appropriate Divisional Dean using the following guidelines:

1. Courses being transferred must cover the competencies of courses being offered by Denmark Technical College.
- A. Courses being transferred must have a grade of C or better. Exceptions are students who are transferring credits into the Practical Nursing program. Students must earn a grade of B or better for all courses with a nursing prefix.

3. Transfer credit will not be included in the computation of the student's GPA.

Applicants may apply for advanced standing by being awarded transfer credit when they have earned academic credit from another accredited post-secondary educational institution. New students applying to the college in a transfer status will provide official transcripts from each accredited post-secondary institution for which they are seeking transfer credit. Course work is evaluated individually based on its content and credit hours received. For transfer credit to be awarded, a comparable Denmark Technical College course must exist within the student's curriculum with the course content and credit hours being equivalent as described in the catalog of approved courses. When advanced standing has been awarded for transfer credit, a grade of TR will be posted on the student's approved curriculum profile and recorded on the student's academic transcript. The submission of fraudulent records or information constitutes ground for denial of admission or dismissal from the College.

Other Transfer Options

The institution also accepts Advanced Placement (AP), College Level Examination Program (CLEP), and Technical Advanced Placement (TAP) credits in appropriate programs.

Articulation Agreements

Denmark Technical College complies with the Statewide Articulation Agreement. The College maintains articulation agreements for specific majors with the following state institutions:

- [Anderson University](#)
- [Benedict College](#)
- [Columbia College](#)
- [Bethel University \(TN\)](#)
- [Claflin University](#)
- [Claflin University RN to BSN](#)
- [Clemson University](#)
- [Coastal Carolina University](#)
- [Columbia College](#)
- [ECPI University](#)
- [Lander University](#)
- [Lander University Bachelor of Applied Science in Business Administration](#)
- [MUSC Online Bachelor of Science in Healthcare Studies](#)
- [Newberry College Online Bachelor of Science in Respiratory Therapy](#)
- [South Carolina Fire Academy](#)
- [South Carolina Independent Colleges and Universities](#)
- [South Carolina State University](#)
- [Southern Wesleyan University](#)
- [University of South Carolina](#)
 - Includes comprehensive colleges [Aiken](#), [Beaufort](#), and [Upstate](#)
- [Voorhees College](#)
- [Webster University](#)

Although the College cannot guarantee the transferability of its courses, articulation agreements are generally accurate guidelines regarding the acceptability of Denmark Technical College's courses by the participating institutions.

Post-Secondary Non-Academic Achievement

Denmark Technical College offers potential mature students, with full-time jobs and demanding schedules, an opportunity to earn an associate degree, diploma, or certificate through credit for work or public service by taking courses at Denmark Technical College, and through other approved testing options.

Any person who is at least 25 years old and has not been enrolled in a higher education institution for the past five years or is resuming his education after a one-year break, must have a minimum of five years of acquired work or public service experience to be eligible for credit for Non-Academic Achievement.

A potential student may be awarded a maximum of one-third of the credits for program completion. Potential students are not exempted from the College's admissions requirements or other academic regulations.

Transfer Officer

The college's Transfer Officer is the Registrar, who can be contacted at Denmark Technical College, 1126 Solomon Blatt Blvd. Post Office Box 327, Denmark, SC 29042 - phone (803) 793-5174.

State Transfer Policies and Procedures Background

Section 10-C of the South Carolina School-to-Work Transition Act (1994) stipulates that the Council of College and University Presidents and the State Board for Technical and Comprehensive Education, operating through the Commission on Higher Education, will develop better articulation of associate and baccalaureate degree programs. To comply with this requirement, the Commission upon the advice of the Council of Presidents established a Transfer Articulation Policy Committee composed of four-year institutions' Vice Presidents for Academic Affairs and the Associate Director of Instruction of the State Board for Technical and Comprehensive Education. The principal outcomes derived from the work of that committee and accepted by the Commission on Higher Education on July 6, 1995, were:

- *An expanded list of 86 courses which will transfer to four-year public institutions of South Carolina from the two-year public institutions.

- *A statewide policy document on good practices in transfer to be followed by public institutions of higher education in the State of South Carolina, which was accepted in principle by the Advisory Committee on Academic Programs and the Commission.

- *Six task forces on statewide transfer agreements, each based in a discipline or broad area of the baccalaureate curriculum.

In 1995, the General Assembly passed ACT 137, which stipulated further that the South Carolina Commission on Higher Education "notwithstanding any other provision of law to the contrary, will have the following additional duties and functions with regard to the various public institutions of higher education." These duties and responsibilities include the Commission's responsibility "to establish procedures for the transferability of courses at the undergraduate level between two-year and four-year institutions or schools." This same provision is repeated in the legislation developed from the Report of the Joint Legislative Study Committee, which was formed by the General Assembly and signed by the Governor as Act 359 of 1996.

Act 137 directs the Commission to adopt procedures for the transfer of courses from all two-year public to all four-year public institutions of higher education in South Carolina. Proposed procedures are listed below. Unless otherwise stated, these procedures became effective immediately upon approval by the Commission and were to be fully implemented, unless otherwise stated, by September 1, 1997.

Statewide Articulation of 86 Courses

1. The Statewide Articulation Agreement of 86 courses already approved by the South Carolina Commission on Higher Education for transfer from two-to-four-year public institutions will be applicable to all public institutions, including two-year institutions and institutions within the same system. In instances where an institution does not have synonymous courses to those on this list, it will identify comparable courses or course categories for acceptance of general education courses on the statewide list.

Admissions Criteria, Course Grades, GPA's, Validation

2. All four-year public institutions will issue annually in August a transfer guide covering at least the following items:
 - A. The definition of a transfer student and requirements for admission both to the institution and, if more selective, requirements for admission to programs.
 - B. Limitations placed by the institution or its programs for acceptance of standardized examinations (e.g., SAT, ACT) taken more than a given time ago, for academic coursework taken elsewhere, for coursework repeated due to failure, for coursework taken at another institution while the student is academically suspended at his or her home institution, and so forth.
 - C. Institutional and, if more selective, programmatic maximums of course credits allowable in transfer.
 - D. Institutional procedures used to calculate student applicants' GPAs for transfer admission. Such procedures will describe how nonstandard grades (withdrawal, withdrawal failing, repeated course, etc.) are evaluated; and they will also describe whether all course work taken prior to transfer or just coursework deemed appropriate to the student's intended four-year program of study is calculated for purposes of admission to the institution and/or programmatic major.
 - E. Lists of all courses accepted from each technical college (including the 86 courses in the Statewide Articulation Agreement) and the course equivalencies (including "free elective" category) found at the home institution for the courses accepted.
 - F. Lists of all articulation agreements with any public South Carolina two-year or other institution of higher education, together with information about how interested parties can access these agreements.
 - G. Lists of the institution's Transfer Officer (s) personnel together with telephone and FAX numbers, office address, and e-mail address.
 - H. Institutional policies related to "academic bankruptcy" (i.e., removing an entire transcript or parts thereof from a failed or underachieving record after a period of years has passed) so that the reentry into the four-year institution with course credit earned in the interim elsewhere is done without regard to the student's earlier record.
 - I. "Residency requirements" for the minimum number of hours required to be earned at

the institution for the degree.

- B. Coursework (individual courses, transfer blocks, statewide agreements) covered within these procedures will be transferable if the student has completed coursework with a “C” grade (2.0 on a 4.0 scale) or above, but transfer of grades does not relieve the student of the obligation to meet any G.P.A. requirements or other admissions requirements of the institution or program to which application has been made.
 - A. Any four-year institution which has institutional or programmatic admissions requirements for transfer students with cumulative grade point averages (GPAs) higher than 2.0 on a 4.0 scale will apply such entrance requirements equally to transfer students from regionally accredited South Carolina public institutions regardless of whether students are transferring from a four-year or two-year institution.
 - B. Any multi-campus institution or system will certify by letter to the Commission that all coursework at all its campuses applicable to a particular degree program of study is fully acceptable in transfer to meet degree requirements in the same degree program at any other of its campuses.
- C. Any coursework (individual courses, transfer blocks statewide agreements) covered within these procedures will be transferable to any public institution without any additional fee and without any further encumbrance such as a “validation examination,” “placement examination/instrument,” verification instrument,” or any other stricture, notwithstanding any institutional or system policy, procedure, regulation to the contrary.
4. The following Transfer Blocks/Statewide Agreements taken at any two-year public institution in South Carolina will be accepted in their totality toward meeting baccalaureate degree requirements at all four-year public institutions in relevant four-year degree programs as follows:
 - Arts, Humanities, and Social Sciences: Established curriculum block of 46-48 hours
 - Business Administration: Established curriculum block of 46-51 semester hours
 - Engineering: Established curriculum block of 33 semester hours
 - Science and Mathematics: Established curriculum block of 51-53 semester hours.
 - Teacher Education: Established curriculum block of 38-39 semester hours for Early Childhood, Elementary, and Special Education students only. Secondary education majors and students seeking certification who are not majoring in teacher education should consult the Arts, Humanities, and Social Sciences or the Math and Science transfer blocks, as relevant, to assure transferability of coursework.
 - Nursing: By statewide agreement, at least 60 semester hours will be accepted by any public four-year institution toward the baccalaureate completion program (BSN) from graduates of any South Carolina public associate degree program in nursing (AND), provided that the program is accredited by the National League of Nursing and that the graduate has successfully passed the National Licensure Examination (NCLEX) and is currently licensed as a Registered Nurse.
5. Any “unique” academic program not specifically or by extension covered by one of the statewide transfer blocks/agreements listed in #4 above must either create its own transfer block of 35 or more credit hours with the approval of CHE staff or will adopt either the Arts/Social Science/Humanities or the Science/Mathematics block. The institution at which such program is located will inform the staff

of the CHE and every institutional president and vice president for academic affairs about this decision.

6. Any student who has completed either an Associate of Arts or Associate of Science degree program at any public two-year South Carolina institution which contains within it the total coursework found in either the Arts/Social Sciences/Humanities Transfer Block or the Math/Science Transfer Block will automatically be entitled to junior-level status or its equivalent at whatever public senior institution to which the student might have been admitted. (Note: As agreed by the Committee on Academic Affairs, junior status applies only to campus activities such as priority order for registration for courses, residence hall assignments, parking, athletic event tickets, etc. and not in calculating academic degree credits.)

Related Reports and Statewide Documents

8. All applicable recommendations found in the Commission's report to the General Assembly on the School-to-Work Act (approved by the Commission and transmitted to the General Assembly on July 6, 1995) are hereby incorporated into the procedures for transfer of coursework among two- and four-year institutions.

9. The policy paper entitled State Policy on Transfer and Articulation, as amended to reflect changes in the numbers of transfer blocks and other Commission action since July 6, 1995, is hereby adopted as the statewide policy for institutional good practice in the sending and receiving of all course credits to be transferred (Contact the Division of Academic Affairs for copies of this report.)

Assurance of Quality

10. All claims from any public two- or four-year institution challenging the effective preparation of any other public institution's coursework for transfer purposes will be evaluated and appropriate measures will be taken to reassure that the quality of the coursework has been reviewed and approved on a timely basis by sending all receiving institutions alike. This process of formal review will occur every four years through the staff of the Commission on Higher Education, beginning with the approval of these procedures.

Statewide Publication and Distribution of Information on Transfer

11. The staff of the Commission on Higher Education will print and distribute copies of these procedures upon their acceptance by the Commission. The staff will also place this document and the Appendices on the Commission's Home Page on the Internet under the title "Transfer Policies."

12. By September 1 of each year, all public four-year institutions will place the following materials on their internet websites:

- a. A copy of this entire document.
- b. A copy of the institution's transfer guide.

13. By September 1 of each year, the State Board for Technical and Comprehensive Education will place the following materials on its internet website:

1. A copy of their entire document.
2. Provide to the Commission staff in a format suitable for placing on the Commission's website a list of all articulation agreements that each of the sixteen technical colleges has with public and other four-year institutions of higher education, together with information about how interested parties can access those agreements.

14. Each two-year and four-year public institutional catalog will contain a section entitled “Transfer: State Policies and Procedures.” Such a section at a minimum will:

- a. Publish these procedures in their entirety (except Appendices).
- b. Designate a Chief Transfer Officer at the institutional who will provide information and other appropriate support for students considering transfer and recent transfers. Will serve as a clearinghouse for information on issues of transfer in the State of South Carolina and provide definitive institutional rulings on transfer questions for the institution’s students under these procedures. Will also work closely with feeder institutions to assure ease in transfer for their students.
- c. Designate other programmatic Transfer Officer (s) as the size of the institution and the variety of its programs warrant.
- d. Refer interested parties to the institution Transfer Guide (if applicable).
- e. Refer interested parties to institutional and Commission on Higher Education’s websites
- f. for further information regarding transfer.

15. In recognition of its widespread acceptance and use through the United States, SPEEDE/EXPRESS should be adopted by all public institutions and systems as the standard for electronic transmission of all student transfer data.

16. In conjunction with the colleges and universities, develop and implement a statewide Transfer Equivalency Database at the earliest opportunity. (As an electronic counseling guide, this computerized, on-line instrument will allow students and advisors to access all degree requirements for every major at every public four-year institution in South Carolina. Also, the Database will allow students to obtain a better understanding of institutional programs and program requirements and select their transfer courses accordingly, especially when the student knows the institution and the major to which he or she is transferring.)

Development of Common Course System

17. Adopt a common statewide course numbering system for common freshman and sophomore courses of the technical colleges, two-year regional campuses of the University of South Carolina, and the senior institutions.
18. Adopt common course titles and descriptions for common freshman and sophomore courses of the technical colleges, two-year regional campuses of the University of South Carolina, and senior institutions. The Commission will convene statewide disciplinary groups to engage in formal dialogue for these purposes. A common course numbering system and common course titles and descriptions for lower-division coursework at all public institutions in the state can help reduce confusion among students about the equivalency of their two-year coursework with lower division coursework at the four-year level. To this end, a common system leaves no doubt about the comparability of content, credit, and purpose among the lower-division courses at all public colleges and universities in South Carolina. It would also help eliminate institutional disagreement over the transferability of much lower-division course work, thus clearing a path for easier movement between the technical colleges and senior institutions.

Statewide Articulation Agreements

Listed are the Statewide Articulation Agreements of Technical Colleges courses that are transferable to Public Senior Institutions.

Course Code	Title of Course	Credits
ACC 101	Accounting Principles	3
ACC 102	Accounting Principles	3
ANT 101	General Anthropology	3
ART 101	History and Appreciation of Art	3
ART 105	Film As Art	3
AST 101	Solar System Astronomy	4
AST 102	Stellar Astronomy	4
BIO 101	Biological Science I	4
BIO 102	Biological Science II	4
BIO 210	Anatomy and Physiology I	4
BIO 211	Anatomy and Physiology	4
BIO 225	Microbiology	4
CHM 110	College Chemistry I	4
CHM 111	College Chemistry II	4
CHM 112	College Chemistry III	4
CHM 211	Organic Chemistry I	4
CHM 212	Organic Chemistry II	4
ECO 210	Macroeconomics	3
ECO 211	Microeconomics	3
ENG 101	English Composition I	3
ENG 102	English Composition II	3
ENG 201	American Literature I	3
ENG 202	American Literature II	3
ENG 20	American Literature Survey	3
ENG 205	English Literature I	3
ENG 206	English Literature II	3
ENG 208	World Literature I	3
ENG 209	World Literature II	3
ENG 214	Fiction	3
ENG 218	Drama	3
ENG 222	Poetry	3
ENG 230	Women in Literature	3

ENG 236	African American Literature	3
ENG 260	Adv. Tech. Communication	3
FRE 101	Elementary French I	4
FRE 102	Elementary French II	4
FRE 201	Intermediate French I	4
FRE 202	Intermediate French II	4
GEO 101	Introduction to Geography	3
GEO 102	World Geography	3
GER 101	Elementary German I	4
GER 102	Elementary German II	4
HIS 101	Western Civilization to 1689	3

HIS 102	Western Civilization Post 1689	3
HIS 201	American History Discovery to 1877	3
HIS 202	American History 1887 to Present	3
MAT 110	College Algebra	3
MAT 111	College Trigonometry	3
MAT 120	Probability and Statistics	3
MAT 122	Finite College Mathematics	3
MAT 130	Elementary Calculus	3
MAT 140	Analytical Geo. and Calculus I	4
MAT 141	Analytical Geo. and Calculus II	4
MAT 242	Differential Equations	4
MUS 105	Music Appreciation	3
PHI 101	Introduction to Philosophy	3
PHI 105	Introduction to Logic	3
PHI 106	Logic II: Inductive Reasoning	3
PHI 110	Ethics	3
PHI 115	Contemporary Moral Issues	3
PHY 201	Physics I	4
PHY 202	Physics II	4
PHY 221	University Physics I	4
PHY 222	University Physics II	4
PHY 223	University Physics III	4
PSC 201	American Government	3
PSC 215	State and Local Government	3
PSY 201	Introduction to Psychology	3
PSY 203	Human Growth and Development	3
PSY 205	Human Sexuality	3
PSY 212	Abnormal Psychology	3
SOC 101	Introduction to Sociology	3
SOC 102	Marriage and the Family	3
SOC 205	Social Problems	3
SOC 206	Social Problems	3
SOC 210	Juvenile Delinquency	3
SOC 220	Sociology and the Family	3
SOC 235	Thanatology	3
SPA 101	Elementary Spanish I	3
SPA 102	Elementary Spanish II	3
SPA 201	Intermediate Spanish I	3
SPA 202	Intermediate Spanish II	3
SPC 205	Public Speaking	3
SPC 210	Oral Interpretation of Literature	3
THE 101	Introduction to Theatre	3

General Education Transfer Block
Arts, Humanities, and Social Sciences
Technical College Courses

Composition

ENG 101	English Composition I	3 Credits
ENG 102	English Composition II	3 Credits
Total Credits		6

Natural Sciences

BIO 101	Biological Sciences I	4 Credits
BIO 102	Biological Sciences II	4 Credits
OR		
CHM 110	College Chemistry I	4 Credits
CHM 111	College Chemistry II	4 Credits
OR		
PHY 201	Physics I	4 Credits
PHY 202	Physics II	4 Credits
OR		
PHY 221	University Physics I	4 Credits
PHY 222	University Physics II	4 Credits
Total Credits		8

Mathematics

MAT 120	Finite Probability and Statistics	3 Credits
MAT 130	Elementary Calculus	3 Credits
OR		
MAT 140	Analytical Geometry and Calculus I	4 Credits
OR		
MAT 141	Analytical Geometry and Calculus II	4 Credits
Total Credits:		6-8

Humanities

ENG 205	English Literature I	3 Credits
OR		
ENG 206	English Literature II	3 Credits
OR		
ENG 201	American Literature I	3 Credits
OR		
ENG 202	American Literature II	3 Credits
OR		
ENG 208	World Literature I	3 Credits
OR		

ENG 209	World Literature II	3 Credits
OR		
PHI 101	Introduction to Philosophy	3 Credits
OR		
PHI 110	Ethics	3 Credits
OR		
PHI 201	History of Philosophy	3 Credits

Total Credits: 3

History

HIS 101	Western Civilization to 1689	3 Credits
OR		
HIS 102	Western Civilization Post 1689	3 Credits

Total Credits: 3

Foreign Languages

FRE 101	Elementary French I	4 Credits
FRE 102	Elementary French II	4 Credits
OR		
GER 101	Elementary German I	4 Credits
GER 102	Elementary Germany II	4 Credits
OR		
SPA 101	Elementary Spanish I	4 Credits
SPA 102	Elementary Spanish II	4 Credits

Total Credits: 8

Fine Arts

ART 101	Art History and Appreciation	3 Credits
OR		
ART 108	History of Western Art	3 Credits
OR		
MUS 105	Music Appreciation	3 Credits
OR		
THE 101	Introduction to Theater	3 Credits

Total Credits: 3

Social and Behavioral Sciences

ECO 210	Macroeconomics	3 Credits
ECO 211	Microeconomics	3 Credits
PSY 201	General Psychology	3 Credits
SOC 101	Introduction to Sociology	3 Credits
PSC 201	American Government	3 Credits
GEO 102	World Geography	3 Credits

Total Credits: 9

General Education and Business Foundations Transfer Block for Baccalaureate Business Degrees

Technical College Courses

Composition

ENG 101	English Composition I	3 Credits
ENG 102	English Composition II	3 Credits

Total Credits 6

Natural Sciences

BIO 101	Biological Sciences I	4 Credits
BIO 102	Biological Sciences II	4 Credits
OR		
CHM 110	College Chemistry I	4 Credits
CHM 111	College Chemistry II	4 Credits
OR		
PHY 201	Physics I	4 Credits
PHY 202	Physics II	4 Credits
OR		
PHY 221	University Physics I	4 Credits
PHY 222	University Physics II	4 Credits
Total Credits:		8

Mathematics

MAT 130	Elementary Calculus	3 Credits
OR		
MAT 140	Analytical Geometry and Calculus I	4 Credits
OR		
MAT 141	Analytical Geometry and Calculus II	4 Credits
Total Credits:		3-8

Accounting*

ACC 101	Principles of Accounting I	3 Credits
ACC 102	Principles of Accounting II	3 Credits
Total Credits:		6

*Due to the way some technical colleges in their local areas teach the accounting sequence, Coastal and FMU accept both courses in the ACC sequence as equivalent to only the first course in their own accounting sequence. The additional 3 credit counts towards elective credit. Check with the Schools of Business at Coastal and FMU for additional information.

Humanities

Choose 1 course from 2 of the following 3 areas:

Literature

EITHER		
ENG 205	English Literature I	3 Credits
OR		
ENG 206	English Literature II	3 Credits

History

EITHER		
HIS 101	Western Civilization to 1689	3 Credits
OR		
HIS 102	Western Civilization Post 1689	3 Credits

Fine Arts

EITHER		
ART 101	Art History and Appreciation	3 Credits
OR		

MUS 105	Music Appreciation	3 Credits
(Not Accepting: FMU)		

Total Credits:	6
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****Foreign Languages**

FRE 101	Elementary French I	4 Credits
FRE 102	Elementary French II	4 Credits
OR		
GER 101	Elementary German I	4 Credits
GER 102	Elementary Germany II	4 Credits
OR		
SPA 101	Elementary Spanish I	4 Credits
SPA 102	Elementary Spanish II	4 Credits

**Total Credits:	8
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**USC-Spartanburg will accept only 4 credit hours of foreign language credit. Depending on the student's chosen major, additional courses may or may not be creditable toward graduation. Check with the School of Business Administration and Economics at USC-S for additional information.

Social and Behavioral Sciences

ECO 210	Macroeconomics	3 Credits
ECO 211	Microeconomics	3 Credits
AND		

Choose 1 of the following 3 courses:

PSY 201	General Psychology	3 Credits
SOC 101	Introduction to Sociology	3 Credits
OR		
PSC 201	American Government	3 Credits

Total Credits:	9
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Grand Total Credits:	46-51
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General Education Transfer Block for Baccalaureate Engineering Majors
Technical College Courses

Composition

ENG 101	English Composition I	3 Credits
ENG 102	English Composition II	3 Credits

Total Credits	6
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Natural Sciences

CHM 110	College Chemistry I	4 Credits
CHM 111	College Chemistry II	4 Credits
PHY 221	University Physics I	4 Credits

Total Credits:	12
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Mathematics

MAT 140	Analytical Geometry and Calculus I	4 Credits
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MAT 141	Analytical Geometry and Calculus II	4 Credits
Total Credits:		8

Humanities and Sciences

HIS 101	Western Civilization to 1689	3 Credits
Total Credits:		3

Engineering

Approximately 4 credits of EGR prefix coursework to be determined.

Total Credits: 4

Grand Total Credits: 33 Credits

General Education Transfer Block Sciences and Mathematics Majors Technical College Courses

Composition

ENG 101	English Composition I	3 Credits
ENG 102	English Composition II	3 Credits
Total Credits		6

Natural Sciences

CHM 110	College Chemistry I	4 Credits
CHM 111	College Chemistry II	4 Credits
PHY 221	University Physics I	4 Credits
PHY 222	University Physics II	4 Credits
Total Credits:		16

Mathematics

MAT 140	Analytical Geometry and Calculus I	4 Credits
MAT 141	Analytical Geometry and Calculus II	4 Credits
Total Credits:		8

Humanities

EITHER		
HIS 101	Western Civilization to 1689	3 Credits
OR		
HIS 102	Western Civilization Post 1689	3 Credits
	AND *one 200 level literature course	3 Credits
Total Credits:		6

Fine Arts

EITHER		
ART 101	Art History and Appreciation	3 Credits
OR		
MUS 105	Music Appreciation	3 Credits
OR		
THE 101	Introduction to Theater	3 Credits
Total Credits:		3

Foreign Languages*

FRE 101	Elementary French I	4 Credits
FRE 102	Elementary French II	4 Credits
OR		
GER 101	Elementary German I	4 Credits
GER 102	Elementary Germany II	4 Credits

Behavioral and Social Sciences

*One Course from Each of Two of the Following Disciplines:

Economics, Psychology, Sociology, Political Science

Total Credits: 6

Grand Total Credits: 53

1. Coursework in this block is guaranteed to count as transfer credit towards graduation in all Sciences and Mathematics majors at all public, senior institutions. However, this block may or may not completely satisfy all general education requirements at a particular senior institution.
2. Some institutions will take pre-calculus mathematics for credit toward sciences/mathematics majors.
3. Some majors at senior institutions allow for fewer than seven (7) elective credits; transfer of this entire block may preclude students transferring into these majors from taking some selective credits at the senior institution.
4. Completion of this 53-credit hour module will bring a student close to attaining an AA/AS degree. By working closely with advisors at both the technical college and at the senior institution, a student may be able to take enough transferable coursework to complete the AA/AS degree.
5. Majors in Computer Information Systems and in Applied Mathematics at the College of Charleston should contact these departments directly regarding appropriate transfer coursework in the Natural Sciences and in the Behavioral and Social Sciences.
- *6. Choose these courses from the 86 courses listed on the Statewide Articulation Agreement.
7. Some senior institutions offer only 3 credit hour foreign language courses. These institutions may only grant 3 credits per course for technical college foreign language coursework.

General Education Transfer Block for Early Childhood, Elementary and Special Education Majors*

Technical College Courses

Composition

ENG 101	English Composition I	3 Credits
ENG 102	English Composition II	3 Credits
Total Credits		6

Natural Sciences

BIO 101	Biological Science I	4 Credits
AND		
CHM 110	College Chemistry I	4 Credits
OR		
PHY 201	Physics I	4 Credits

Total Credits: 8

****Mathematics**

MAT 130 Elementary Calculus 3 Credits
 OR
 MAT 140 Analytical Geometry and Calculus I 4 Credits
Total Credits: 3-4

Humanities

ENG 208 World Literature II 3 Credits
 OR
 ENG 209 World Literature II 3 Credits
 AND
 HIS 101 Western Civilization to 1689 3 Credits
 OR
 HIS 102 Western Civilization Post 1689 3 Credits
Total Credits: 9

Fine Arts

ART 101 Art History and Appreciation 3 Credits
 AND
 MUS 105 Music Appreciation 3 Credits
Total Credits: 6

Social and Behavioral Sciences

Choose 2 of 3

PSC 201 American Government 3 Credits
 PSY 201 Introduction to Psychology 3 Credits
 SOC 101 Introduction to Sociology 3 Credits
Total Credits: 6

Grand Total Credits: 35-39

Footnotes on Usage of Block

1. These courses are guaranteed to transfer into either the general education component or the electives component of each baccalaureate early childhood, elementary, or special education program at each public senior institution in South Carolina. Moreover, all courses are guaranteed to count toward graduation in these majors without increasing the number of credit hours to degree.

*2. Students majoring in secondary education should consult the Arts and Humanities or Science and Mathematics Block, depending on their majors. Students who major in a field outside education but who desire teacher certification should consult the transfer block related to their majors (i.e., Arts and Humanities or Sciences and Mathematics) to ensure transferability of courses from the technical colleges.

**3. Winthrop requires MAT 122, Finite College Mathematics.

Courses That Are Transferable to The University of South Carolina –Columbia from Denmark Technical College

Course	Title of Course	USC Courses
ACC 101	Accounting Principles I	BADM 225/RETL 161

ACC 102	Accounting Principles II	BADM 226/RETL 162
ART 101	Art History & Appreciation	ARTE 101
BIO 101	Biological Science I	BIOL 101 & 101L
BIO 102	Biological Science II	BIOL 102 & 102L
BUS 121	Business Law I	OADM 240
BUS 240	Business Statistics	BADM 291
CHM 110	College Chemistry I	CHEM 111
CHM 111	College Chemistry II	CHEM 112
CPT 101	Introduction to Computers	CSCI 101/BADM 290
CPT 111	Basic Programming, I	CSCI 102
CPT 114	Computers and Programming	CSCI 102
CPT 115	COBOL Programming, I	W/CPT 215=CSCI 205
CPT 129	Microcomputer Assembler Programmer	ICSCI 210
CPT 132	PASCAL Programming	CSCI 145
CPT 170	Microcomputer Applications	BADM 290

Course	Title of Course	USC Courses
CPT 215	COBOL Programming II	W/CPT 215 =CSCI 205
CPT 234	C Programming, I	CSCI 207
CPT 244	Data Structure	CSCI 146
CPT 257	Operating Systems	AIME elective (for AIME majors)
CRJ 101	Intro. to Criminal Justice	CRJU 101
CRJ 115	Criminal Law	ICRJU 321 (for Criminal Justice majors)
CRJ 125	Criminology	CRJU 341 (for Criminal Justice majors)
CRJ 130	Police Administration	CRJU 211
CRJ 220	The Judicial Process	CRJU 221
CRJ 242	Correctional Systems	CRJU 231
ECO 210	Macroeconomics	ECON 221
ECO 211	Microeconomics	ECON 222
ENG 101	English Composition I	ENGL 101
ENG 102	Basic Communications	ENGL 102
ENG 205	English Literature I	ENGL 288
ENG 206	English Literature II	ENGL 289
HIS 101	Western Civilization to 1689	HIST 101
HIS 102	Western Civilization Post 1689	HIST 102
HIS 201	American History: Discovery to 1877	HIST 111
HIS 202	American History: 1877 to Present	HIST 112
CUL 101	Principles of Food Production I	HRTA elective
CUL 102	Principles of Food Production II	HRTA elective
CUL 103	Nutrition	HRTA elective
CUL 155	Hospitality Sanitation	HRTA elective
CUL 160	Purchasing for Hospitality	HRTA elective
CUL 220	Advanced Bakeshop	HRTA elective
CUL 225	Buffet Organization	HRTA elective
CUL 235	Menu Planning	HRTA elective

MAT 110	College Algebra	MATH 111
MAT 111	College Trigonometry	MATH 112
MAT 112	Pre-Calculus	MATH 115
MAT 122	Finite College Mathematics	MATH 170
MAT 130	Elementary Calculus	MATH 122
MAT 140	Analytical Geometry & Calculus I	---
MAT 141	Analytical Geometry & Calculus II	---
MUS 105	Music Appreciation	MUSC 110
PHI 101	Introduction to Philosophy	PHIL 102
PHS 101	Physical Science II	PHYS 101 & 101L
PHS 102	Physical Science II	PHY 221
PHY 221	University Physics I	PHYS 211
PHY 222	University Physics II	PHYS 212
PSC 201	American Government	GINT 201
PSC 220	Intro. to International Relations	GINT 101
PSY 201	General Psychology	PSYC 101
PSY 230	Interviewing Techniques	Elective
PSY 231	Counseling Techniques	Elective
PSY 235	Group Dynamics	Electives
SOC 101	Introduction to Sociology	SOCY 101
SPC 205	Public Speaking	THSP 140

Attached you will find an articulated list of courses between South Carolina State University and the Technical Colleges of South Carolina. Listed below is an articulated list of courses between South Carolina State University and the Technical Colleges of South Carolina.

Course	Title of Course	Credit Hours	SCSU Courses
MAT242	Differential Equations	4	M4033
MAT 211	Math for Elementary	3	MED3003
MAT215	Geometry	3	MED1043
PSY103	Human Relations	3	Elective 3
PSY105	Personal/ Interpersonal Psychology	3	Elective 3
PSY120	Organizational Psychology	3	Elective3
PSY201	General Psychology	3	PSY2013
PSY205	Adolescent Psychology	3	Elective3
PSY208	Human Sexuality	3	PSY3093
PSY212	Abnormal Psychology	3	PSY2043
PSY218	Behavior Modification	3	Elective3
PSY222	Psychology of Individual Achievement	3	Elective3
PSY203	Human Growth & Development	3	EPSY2043
PSY210	Educational Psychology	3	EPSY2053
PSY214	Psychology of the Exceptional Child	3	SPED2163
PSY215	Psychology of the Mentally Retarded	3	SPED2173
SOC101	Introduction to Sociology	3	SOC2013
SOC102	Marriage & Family	3	SOC2023
SOC205	Social Problems	3	SOC3083
SOC220	Sociology of the Family	3	SOC2023

SOC225	Sociology of Gender Roles	3	Elective3
SOC235	Thanatology	3	Elective3
ANT101	General Anthropology	3	SOC3103
BIO101	Biological Science	4	BSC1013
BIO101	Biological Science II	4	BSC1033
BIO102	Biological Science III	4	BSC1023
BIO112	Basic Anatomy & Physiology	4	B2094
BIO201	Zoology	4	B1014
BIO202	Botany	4	B1034
BIO216	Physiology	4	B2084
PHS101	Physical Science I	4	PSC1013
PHS102	Physical Science II	4	PSC1023
AST101	Solar System Astronomy	4	PSC2033
AST102	Stellar Astronomy	4	PSC1043
CHM110	College Chemistry	4	C1034
CHM111	College Chemistry II	4	C1044
PHY221 & 222	University Physics I & II	4	P2014
PHY222 & 223	University Physics II & III	4	P2024

CONTINUING EDUCATION

General Information

Continuing Education Admissions

Requirements for admission to the various courses in Continuing Education (Personal Interest, Occupational Advancement and Community Service) depend on the nature of the course involved. Generally, the student enrolls in the selected course by completing general information and paying fees. Information on these courses may be obtained by contacting the office of Continuing Education at the College. For further information check the Continuing Education section of this catalog.

Registration

Students may register at the Office of Continuing Education at the college. The office of Continuing Education can be reached at 803.793.5153.

Fees

The registration fee for each course depends on the nature of the course. All cashier's checks or money orders should be made payable to Denmark Technical College.

Books and Supplies

The cost of textbooks for most classes are included in registration fee. Uniforms needed are not included in the registration fee.

Continuing Education Program

The Continuing Education department is committed to the instructional development and support of the institution. The Continuing Education program strives to meet the continuing community needs and interests. It endeavors to enhance the educational and economic advancement, personal fulfillment or enrichment, and general social effectiveness of the society it serves.

The Continuing Education program consists of any courses, or organized groupings of courses, structured to meet specific occupational or professional needs offered for a specified number of class meetings for which no institutional credit toward a diploma or degree is awarded. Courses offered in this program are specially planned, designed, and conducted for the purpose of:

1. Maintaining and/or improving professional competence.
2. Advancing vocational/occupational growth; and educational activities which do not meet standards for CEU awards.

Programs in Continuing Education

Occupational Upgrading

Continuing Education courses, seminars or workshops are offered to the public for professional, technical, occupational, and vocational skills development or improvement that meet the Occupational Upgrading criteria and/or requirements for CEU classification.

Healthcare

The Continuing Education department offers healthcare programs that build upon basic nurse aid skills and trains students to perform nursing assistant duties, obtain vital signs, collect, and prepare specimens, and perform EKGs, phlebotomy, and other laboratory procedures. The U.S. health care system is changing and growing at a rapid pace, so if you are ready to start an exciting career in an industry with many opportunities for advancement, our health services programs can help. According to the U.S. Bureau of Labor Statistics*, "The healthcare and

social assistance industry is projected to create about 28 percent of all new jobs created in the U.S. economy by 2020. This industry, which includes public and private hospitals, nursing and residential care facilities, and individual and family services—is expected to grow by 33 percent, or 5.7 million new jobs.”

Industrial Training

This is a customized program of instruction requested by an industry, trade or professional organization. Training is conducted for a specific group of employees using unique instructional objectives, at the request of a business, industrial or organizational representative. Programs included in this category must meet the requirements of Occupational Upgrading.

Ready SC

ReadySC is operated under the management of the Economic Development Division of the State Technical and Comprehensive Education System on a statewide basis in cooperation with the college. These services ensure industry of trained employees necessary for plant start-up. Special training is also available to existing industries which are expanding plant operations in the College’s service area. Each program is individually designed to meet the manpower needs of the company. Training is coordinated with the South Carolina Unemployment Security Commission.

Apprenticeship Carolina™

Apprenticeship Carolina™ (AC), a division of the South Carolina Technical College System, leads South Carolina in registered apprenticeship programs that help businesses and communities thrive economically. Through innovation, partnerships, and a spirit of excellence, AC catalyzes the promotion of registered youth, adult, and pre-apprenticeships. AC is also a resource to help employers create, maintain, and maximize the use of these programs. AC is committed to creating and strengthening career pathways that enrich and enhance South Carolina’s existing and future workforce.

Apprenticeship Carolina™, a division of the South Carolina Technical College System, works to ensure all employers in South Carolina have access to the information and technical assistance they need to create demand-driven registered apprenticeship programs. At no cost to the employer, apprenticeship consultants are available to guide companies through the registered apprenticeship development process from initial information to full recognition in the national Registered Apprenticeship System. Apprenticeships are earned while you learn training models that combine structured on the job training, job related education, and a scalable wage progression.

Seminars and Workshops

Short-term training is designed to develop, reinforce, or refine knowledge, skills and/or attitudes.

Community Service and Personal Interest

Courses are scheduled as a service to the tri-county area of Denmark Technical College – Allendale, Bamberg, and Barnwell counties. Non-credit courses of interest to the public are offered and then are taught when the required enrollment level is reached. The courses are self-supporting.

WorkKeys ACT

Denmark Technical College will provide unique and special access to all services of the WorkKeys system including job profiling (analysis), assessment, instructional support, reporting services and job placement/matching. Continuing Education currently assess the following WorkKeys workplace skills: Applied Mathematics, Graphic Literacy, Workplace Documents, Applied Technology, Business Writing and Workplace Observations. Each skill is described by a skill scale. The same skill scale is the basis of the system and its four components.

The assessments measure the skills of the individual; profiling measures the level of skill required for a

particular job or occupation; instructional support provides structure for teaching the skills, and reports and research serve as the communication links between examiners, employers, and educators.

The WorkKeys system from American College Testing (CT) is an effective network of information services designed to help bridge this skills gap. By providing individuals with reliable information regarding their own workplace skill levels and the skill levels required by jobs, WorkKeys empowers individuals to make informed career decisions. By providing employers with a common metric for evaluating the jobs they need to staff, and people who want to work, WorkKeys facilitates fair and useful hiring strategies.

Tri-County Educational Business Alliance

Tri-County Educational Business Alliance, Denmark Technical College, USC-Salkehatchie, and area businesses, along with the school districts in Allendale, Bamberg, and Barnwell Counties have formed the Tri-County Educational Business Alliance. The Alliance programs build bridges between secondary education and post-secondary education to prepare students for careers in technology – teaching student’s skills that will be in demand today and tomorrow. With Alliance, students can take applied courses in mathematics, science, and communications, as well as courses in specific technical fields. Upon graduation from high school, students will be prepared to either enter the workplace directly or continue their education at a technical college. Alliance articulation agreements provide an option through which high school students may receive advanced standing in college vocational and technical programs. For more information about the program, contact the Office of Academic Affairs at (803) 793-5109.

Associate Degrees

Associate in Arts
Associate in Science

Associate Degrees

Administrative Office Technology
Business Administration
Computer Technology
Criminal Justice Technology
Early Care and Education
Electromechanical Engineering Technology
General Technology
Human Services

Diploma in Applied Science Majors

Administrative Support
Barbering
Cosmetology
Practical Nursing

Certificate in Applied Science Majors

Accounting
Barbering
Building Construction Fundamentals
Computer Servicing & Repair
Criminal Justice
Culinary Arts
Cybersecurity
Early Childhood Development
Entrepreneurship/Small Business Management
General Studies
Multimedia Web Graphics Design
Nurse Aide Assistant
Plumbing
Police Academy
Pre-Medical
Welding
Word Processing

General Education Core

The General Education Core at Denmark Technical College is composed of courses designed to develop knowledge and skills that will serve students in their academic studies and careers. The General Education Core is made up of collegiate level courses from Humanities, Natural Sciences/Mathematics and Social/Behavioral Sciences. Courses from the Core at Denmark Technical College serve as the common foundation for the associate degree and diploma programs; however, certain programs may have specific core requirements. Courses in Humanities, Natural Sciences/Mathematics and Social Behavior Sciences satisfy the general education requirements for the associate degree and diploma programs.

Denmark Technical College General Education Core

HUMANITIES/FINE ARTS

*Denotes Pure Humanities Course

ART 101

*Art History and Appreciation 3 SHC

This is an introductory course to the history and appreciation of art, including the elements and principles of the visual arts.

ENG 101

English Composition I 3 SHC

This is a (college transfer) course in which the following topics are presented: a study of composition in conjunction with appropriate literary selections, with frequent theme assignments to reinforce effective writing. A review of standard usage and the basic techniques of research are also presented.

ENG 102

English Composition II 3 SHC

This is a (college transfer) course in which the following topics are presented: development of writing skills through logical organization, effective style, literary analysis, and research. An introduction to literary genre is also included.

ENG 201

*American Literature I 3 SHC

This course is a study of American literature from the Colonial Period to the Civil War.

ENG 202

*American Literature II 3 SHC

This course is a study of American literature from the Civil War to present.

ENG 205

*English Literature I 3 SHC

This is a (college transfer) course in which the following topics are presented: the study of English literature from the Old English Period to the Romantic Period with emphasis on major writers and periods.

ENG 206

*English Literature II 3 SHC

This is a (college transfer) course in which the following topics are presented: the study of English literature from the Romantic Period to the present with emphasis on major writers and periods.

ENG 208

*World Literature I 3 SHC

This course is a study of masterpieces of world literature in translation from the ancient world to the sixteenth century.

ENG 209

*World Literature II 3 SHC

This course is a study of masterpieces of world literature in translation from the seventeenth century to the present.

HIS 101

*Western Civilization to 1689 3 SHC

This course is a survey of Western Civilization from ancient times to 1689, including the major political, social, economic, and intellectual factors shaping Western cultural tradition.

HIS 102

*Western Civilization: Post 1689 3 SHC

This course is a survey of Western Civilization from 1689 to the present, including major political, social, economic, and intellectual factors which shape the modern Western world.

HIS 115

*African American History 3 SHC

This course is a study of the history of African Americans, including African heritage, American history, and significant contributions by individuals.

HIS 201

*American History: Discovery to 1877 3 SHC

This course is a survey of U.S. history from discovery to 1877. This course includes political, social, economic, and intellectual developments during this period.

HIS 202

*American History: 1877 to Present 3 SHC

This course is a survey of U.S. history from 1877 to the present. This course includes political, social, economic, and intellectual developments during this period.

MUS 101

Chorus I 1 SHC

This course includes the study and performance of selected choral music.

MUS 102

Chorus II 1 SHC

This course includes the study and performance of selected choral music.

MUS 103

Chorus III 1 SHC

This course includes the study and performance of selected choral music.

MUS 104

Chorus IV 1 SHC

This course includes the study and performance of selected choral music.

MUS 105

Music Appreciation 3 SHC

This course is an introduction to the study of music with focus on the elements of music and their relationships, the musical characteristics of representative works and composers, common musical forms and genres of various western and non-western historical style periods, and appropriate listening experiences.

MUS 110

Music Fundamentals 3 SHC

This course is an introduction to the elements of music and music notation with keyboard applications.

SPA 101

*Elementary Spanish I 4 SHC

This course is a study of the four basic language skills: listening, speaking, reading, and writing, including an introduction to Hispanic cultures.

SPA 102

*Elementary Spanish II 4 SHC

This course continues development of the basic language skills and the study of Hispanic cultures. Prerequisite: SPA 101

SPA 201 Intermediate Spanish I 4CR This course is a review of Spanish grammar with attention given to more complex grammatical structures and reading difficult prose. Prerequisite: SPA 102

SPC 205

Public Speaking 3 SHC

This course is an introduction to principles of public speaking with application of speaking skills.

THE 101

*Introduction to Theater 3 SHC

This course includes the appreciation and analysis of theatrical literature, history, and production.

SOCIAL BEHAVIORAL SCIENCE

ECO 210

Macroeconomics 3 SHC

This course includes the study of fundamental principles and policies of a modern economy to include markets and prices, national income accounting, cycles, employment theory and fiscal policy, banking and monetary controls, and the government's role in economic decisions and growth.

ECO 211

Microeconomics 3 SHC

This course includes the study of fundamental principles and policies of a modern economy to include markets and prices, national income accounting, cycles, employment theory and fiscal policy, banking and monetary controls, and the government's role in economic decisions and growth.

PSC 201

American Government 3 SHC

This course is a study of national governmental institutions with emphasis on the Constitution, the functions of the executive, legislative and judicial branches, civil liberties, and the role of the electorate.

PSY 201

General Psychology 3 SHC

This course includes the following topics and concepts in the science of behavior: scientific methods, biological basis for behavior, perception, motivation, learning memory, development, personality, abnormal behavior, therapeutic techniques, and social psychology.

PSY 203

Human Growth and Development 3 SHC

This course is a study of the physical, cognitive, and social factors affecting human growth, development, and potential.

SOC 101

Introduction to Sociology 3 SHC

This course emphasizes the fundamental concepts and principles of sociology, including culture, socialization, interaction, social groups and stratification, effects of population growth, and technology in society and social institutions.

NATURAL SCIENCES/MATHEMATICS**BIO 101**

Biological Science I 4 SHC

This course is the first of a sequence introducing biology. Topics include the scientific method, basic biochemistry, cell structure and function, cell physiology, cell reproduction and development, Mendelian genetics, population genetics, natural selection, evolution, and ecology.

BIO 102

Biological Science II 4 SHC

This is a continuation of introductory biology which includes classification of organisms and structural and functional considerations of all kingdoms (particularly major phyla as well as viruses). Vertebrate animals and vascular plants are emphasized. Pre-requisite: BIO 101

BIO 112 Basic Anatomy & Physiology 4 CR This course is a basic integrated study of the structure and function of the human body.

BIO 210

Anatomy and Physiology I 4 SHC

This course is the first in a sequence of courses, including an intensive coverage of the body as an integrated whole. All body systems are studied.

BIO 211

Anatomy and Physiology II 4 SHC

This course is a continuation of a sequence of courses, including coverage of the body as an integrated whole. All body systems are studied. Pre-requisite: BIO 110

CHM 110

College Chemistry I 4 SHC

This is the first course in a sequence which includes the following topics: atomic and molecular structure, nomenclature and equations, properties, reactions and states of matter, stoichiometry, gas laws, solutions, and equilibria.

CHM 111

College Chemistry II

4 SHC

This course is a continuation of the study of atomic and molecular structure, nomenclature and equations, properties, reactions and states of matter, stoichiometry, gas laws, solutions, and equilibria. Pre-requisite: CHM 110

MAT 110

College Algebra

3 SHC

This course includes the following topics: polynomial, rational, logarithmic, and exponential functions; inequalities; systems of equations and inequalities; matrices; determinants; simple linear programming; solutions of higher degree polynomials; combinatorial algebra, including the binomial theorem; and introduction to probability. **Prerequisite:** MAT 102

MAT 105

Introduction to College Algebra

5 SHC

This course includes mathematical methods, problem solving, operations with real numbers, variable expressions, polynomials, factoring, solving simple fractional, linear, and quadratic equations and inequalities, graphing, systems of equations and functions.

MAT 111

College Trigonometry

3 SHC

This course includes the following topics: circular functions; trigonometric identities; solution of right and oblique triangles; solution of trigonometric equations, polar coordinates, and complex numbers, including De Moivre's Theorem; vectors; conic sections; sequences; and series. **Prerequisite:** MAT 110

MAT 112

Pre-Calculus

5 SHC

This course includes the following topics: algebraic, exponential, logarithmic, and trigonometric functions, and their graphs; analytic trigonometry; analytic geometry; and applications of trigonometry.

MAT 130

Elementary Calculus

3 SHC

This course includes the following topics: differentiation and integration of polynomials; rational, logarithmic, and exponential function; and interpretation and application of these processes. **Prerequisite:** MAT 110

MAT 140

Analytical Geometry and Calculus I

4 SHC

This course includes the following topics: derivatives and integrals of polynomial, rational, logarithmic, exponential, trigonometric and inverse trigonometric functions; curve sketching; maxima and minima of functions; related rates; work; and analytic geometry. **(Prerequisite:** a college algebra course and a college trigonometry course or pre-calculus)

MAT 141

Analytical Geometry and Calculus II

4 SHC

This course includes the following topics: continuation of calculus of one variable, including analytic geometry, techniques of integration, volumes by integration, and other applications; infinite series, including Taylor series and improper integrals. **(Prerequisite:** Analytical Geometry and Calculus I)

MAT 155

Contemporary Mathematics 3 SHC

This course includes techniques and applications of the following topics: elementary number theory; algebra; geometry; measurement; graph sketching and interpretations; and descriptive statistics.

MAT 177

Calculus 3 SHC

This course includes the following topics: differentiation and integration of polynomial and rational functions with applications of these processes.

MAT 215

Geometry 3 SHC

This course includes the following topics: Euclidean geometry of points, lines, triangles, circles, and polygons; right triangle trigonometry; and analytical geometry of the straight line. (This course is designed primarily for elementary teachers.)

PHS 101

Physical Science I 4 SHC

This is the first of a sequence of courses in physical science and includes an introduction to science with emphasis on science terminology and investigations of the physical world. Topics are selected from astronomy, chemistry, geology, and physics.

PHS 102

Physical Science II 4 SHC

This course is a continuation of the introduction to science with emphasis on science terminology and investigations of the physical world. Topics are selected from astronomy, chemistry, geology, and physics.

PHY 201

Physics I 4 SHC

This is the first in a sequence of Physics courses. Topics include mechanics, wave motion, sound, heat, electromagnetism, optics, and modern physics.

Academic Program Display Sheets

The following section contains the Academic Program Display Sheets used by Denmark Technical College students, academic champions, and faculty advisors to guide each student's academic career. A copy of the student's display sheet is maintained in his advising file. Each academic program display sheet contains the following:

- Program Entrance Requirements which include Reading, Math, and English minimum placement test score
- General Education Requirements
- Core Subject Area Requirements
- Other Hours Required for Graduation
- Curriculum Course Sequence
- Program Description Indicating Career Opportunities

For academic programs that are nationally accredited or have specific entrance or licensing requirements, the information is also found on the display sheet.

Index To Academic Program Display Sheets

College Transfer

Associate Degrees

Associate in Arts

Associate in Science

Associate Degrees

Administrative Office Technology

Business Administration

Computer Technology

Criminal Justice Technology

Early Care and Education

Electromechanical Engineering Technology

General Technology

Human Services

Diplomas

Administrative Support

Barbering

Cosmetology

Practical Nursing

Certificates

Accounting

Barbering

Building Construction Fundamentals

Computer Servicing & Repair

Culinary Arts

Cybersecurity

Early Childhood Development

Entrepreneurship/Small Business Management

General Studies

Multimedia Web Graphics Design

Nurse Aide Assistant

Plumbing

Pre-Medical

Welding

Word Processing

TRANSFER PROGRAMS

Associate in Arts

Associate in Science

ASSOCIATE DEGREE: ASSOCIATE IN ARTS (MIN - 63 SHC)

GENERAL EDUCATION: MINIMUM (63 SHC)

Student must be a high school graduate.

Student Name: _____ PLACEMENT: RDG _____ MAT _____ ENG _____
 If the required *placement test* score is not met for this major, the student is required to take the course as indicated.

	COURSE	LECT	LAB	SHC	SEMESTER TAKEN	GRADE
Student ID: _____	RDG _____	_____	_____	_____	_____	_____
Semester: _____	MAT _____	_____	_____	_____	_____	_____
	ENG _____	_____	_____	_____	_____	_____

HUMANITIES/FINE ARTS (HUM)

42 SHC

		1 st SEM	(SHC)	TERM	GRADE
ENG 101	ENGLISH COMPOSITION I (3-0-3) *	ENG 101	_____	_____	_____
ENG 102	ENGLISH COMPOSITION II (3-0-3) *	COL 103	_____	_____	_____
SPC 205	PUBLIC SPEAKING (3-0-3) *	SBS REQ.	_____	_____	_____
ENG 205	ENGLISH LITERATURE I (3-0-3)	HUM REQ.	_____	_____	_____
ENG 206	ENGLISH LITERATURE II (3-0-3)	NSM REQ.	_____	_____	_____
ENG 208	WORLD LITERATURE I (3-0-3)				
ENG 209	WORLD LITERATURE II (3-0-3)	2 nd SEM	(SHC)	TERM	GRADE
ENG 236	AFRICAN AMERICAN LITERATURE (3-0-3)	ENG 102	_____	_____	_____
HIS 101	WESTERN CIVILIZATION TO 1689 (3-0-3)	NSM REQ.	_____	_____	_____
HIS 102	WESTERN CIVILIZATION: POST 1689 (3-0-3)	SBS REQ.	_____	_____	_____
HIS 201	AMERICAN HISTORY: DISCOVERY TO 1877 (3-0-3)	HUM REQ.	_____	_____	_____
HIS 202	AMERICAN HISTORY: 1877 TO PRESENT (3-0-3)	CPT 101	_____	_____	_____
ART 101	ART HISTORY & APPRECIATION (3-0-3)	HUM REQ.	_____	_____	_____
MUS 105	MUSIC APPRECIATION (3-0-3)				
THE 101	INTRODUCTION TO THEATRE (3-0-3)				
SPA 101	ELEMENTARY SPANISH I (3-3-4)	3 RD SEM	(SHC)	TERM	GRADE
SPA 102	ELEMENTARY SPANISH II (3-3-4)	SPC 205	_____	_____	_____
SPA 201	INTERMEDIATE SPANISH (3-0-3)	HUM REQ.	_____	_____	_____

*REQUIRED

NATURAL SCIENCES/MATHEMATICS (NSM)

MIN 6 SHC

		4 TH SEM	(SHC)	TERM	GRADE
BIO 101	BIOLOGICAL SCIENCE I (3-3-4)	HUM REQ.	_____	_____	_____
BIO 102	BIOLOGICAL SCIENCE II (3-3-4)	HUM REQ.	_____	_____	_____
BIO 210	ANATOMY AND PHYSIOLOGY I (3-3-4)	HUM REQ.	_____	_____	_____
BIO 211	ANATOMY AND PHYSIOLOGY II (3-3-4)	HUM REQ.	_____	_____	_____
CHM 110	COLLEGE CHEMISTRY I (3-3-4)	HUM REQ.	_____	_____	_____
CHM 111	COLLEGE CHEMISTRY II (3-3-4)	HUM REQ.	_____	_____	_____
MAT 110	COLLEGE ALGEBRA (3-0-3)	ELECTIVE	_____	_____	_____
MAT 120	PROBABILITY AND STATISTICS (3-0-3)				
PHS 101	PHYSICAL SCIENCE I (3-3-4) *				
PHS 102	PHYSICAL SCIENCE II (3-3-4) *				

+ CHECK SCTRAC FOR TRANSFERABILITY.

SOCIAL/BEHAVIORAL SCIENCES (SBS)

6 SHC

SOC 101	INTRODUCTION TO SOCIOLOGY (3-0-3)
ECO 210	MACROECONOMICS (3-0-3)
ECO 211	MICROECONOMICS (3-0-3)
PSC 201	AMERICAN GOVERNMENT (3-0-3)
PSY 201	GENERAL PSYCHOLOGY (3-0-3)
PSY 203	HUMAN GROWTH AND DEVELOPMENT (3-0-3)
PSY 212	ABNORMAL PSYCHOLOGY (3-0-3)

OTHER HOURS FOR GRADUATION

9 SHC

COL 103	COLLEGE SKILLS (3-0-3)
CPT 101	INTRODUCTION TO COMPUTERS (3-0-3)

ELECTIVE (3-0-3)

TOTAL 63 SHC

Program Description: The Associate in Arts Program is designed to prepare students for transfer to a four-year college or university for study in the areas of humanities, social and behavioral sciences, or fine arts. The student along with his/her academic advisor will plan a program of study to meet the requirements of the college to which the student expects to transfer. Students who receive the Associate in Arts degree can expect to find employment in the career fields of English, foreign language, geography, history, international studies, journalism, law, political science, psychology, social work, and sociology.

ASSOCIATE DEGREE: ASSOCIATE IN SCIENCE (MIN - 62 SHC)

GENERAL EDUCATION: MINIMUM (62 SHC)

Student must be a high school graduate.

Student Name: _____ PLACEMENT: RDG _____ MAT _____ ENG _____
 If the required *placement test* score is not met for this major, the student is required to take the course as indicated.

	COURSE	LECT	LAB	SHC	SEMESTER TAKEN	GRADE
Student ID: _____	RDG _____	_____	_____	_____	_____	_____
Semester: _____	MAT _____	_____	_____	_____	_____	_____
	ENG _____	_____	_____	_____	_____	_____

<u>HUMANITIES/FINE ARTS (HUM)</u>		23 SHC	1 st SEM	(SHC)	TERM	GRADE
ENG 101	ENGLISH COMPOSITION I (3-0-3) *		ENG 101	_____	_____	_____
ENG 102	ENGLISH COMPOSITION II (3-0-3) *		COL 103	_____	_____	_____
SPC 205	PUBLIC SPEAKING (3-0-3) *		SBS REQ.	_____	_____	_____
ENG 205	ENGLISH LITERATURE I (3-0-3)		NSM REQ.	_____	_____	_____
ENG 206	ENGLISH LITERATURE II (3-0-3)		NSM REQ.	_____	_____	_____
ENG 208	WORLD LITERATURE I (3-0-3)					
ENG 209	WORLD LITERATURE II (3-0-3)		2 nd SEM	(SHC)	TERM	GRADE
ENG 236	AFRICAN AMERICAN LITERATURE (3-0-3)		ENG 102	_____	_____	_____
HIS 101	WESTERN CIVILIZATION TO 1689 (3-0-3)		HUM REQ.	_____	_____	_____
HIS 102	WESTERN CIVILIZATION: POST 1689 (3-0-3)		NSM REQ.	_____	_____	_____
HIS 201	AMERICAN HISTORY: DISCOVERY TO 1877 (3-0-3)		NSM REQ.	_____	_____	_____
HIS 202	AMERICAN HISTORY: 1877 TO PRESENT (3-0-3)		CPT 101	_____	_____	_____
ART 101	ART HISTORY & APPRECIATION (3-0-3)					
MUS 105	MUSIC APPRECIATION (3-0-3)		3 rd SEM	(SHC)	TERM	GRADE
THE 101	INTRODUCTION TO THEATRE (3-0-3)		SPC 205	_____	_____	_____
SPA 101	ELEMENTARY SPANISH I (3-3-4)		SBS REQ.	_____	_____	_____
SPA 102	ELEMENTARY SPANISH II (3-3-4)		NSM REQ.	_____	_____	_____
SPA 201	INTERMEDIATE SPANISH (3-0-3)		NSM REQ.	_____	_____	_____
*REQUIRED			HUM REQ.	_____	_____	_____

<u>NATURAL SCIENCES/MATHEMATICS (NSM)</u>		MIN 24 SHC	4 th SEM	(SHC)	TERM	GRADE
BIO 101	BIOLOGICAL SCIENCE I (3-3-4)		NSM REQ.	_____	_____	_____
BIO 102	BIOLOGICAL SCIENCE II (3-3-4)		HUM REQ.	_____	_____	_____
BIO 210	ANATOMY AND PHYSIOLOGY I (3-3-4)		HUM REQ.	_____	_____	_____
BIO 211	ANATOMY AND PHYSIOLOGY II (3-3-4)		HUM REQ.	_____	_____	_____
CHM 110	COLLEGE CHEMISTRY I (3-3-4)		ELECTIVE	_____	_____	_____
CHM 111	COLLEGE CHEMISTRY II (3-3-4)					
CHM 211	ORGANIC CHEMISTRY I (3-3-4)					
CHM 212	ORGANIC CHEMISTRY II (3-3-4)					
MAT 110	COLLEGE ALGEBRA (3-0-3)					
MAT 111	COLLEGE TRIGONOMETRY (3-0-3)					
MAT 120	PROBABILITY AND STATISTICS (3-0-3)					
MAT 122	FINITE COLLEGE MATHEMATICS (3-0-3)					
MAT 130	ELEMENTARY CALCULUS (3-0-3)					
MAT 140	ANALYTICAL GEOMETRY AND CALCULUS I (4-0-4)					
MAT 141	ANALYTICAL GEOMETRY AND CALCULUS II (4-0-4)					
MAT 240	ANALYTICAL GEOMETRY AND CALCULUS III (4-0-4)					
MAT 242	DIFFERENTIAL EQUATIONS (4-0-4)					
PHS 101	PHYSICAL SCIENCE I (3-3-4) *					
PHS 102	PHYSICAL SCIENCE II (3-3-4) *					
MAT 177	CALCULUS (3-0-3)					

+ CHECK SCTRAC FOR TRANSFERABILITY.

<u>SOCIAL/BEHAVIORAL SCIENCES (SBS)</u>		6 SHC	<u>OTHER HOURS FOR GRADUATION</u>		9 SHC
SOC 101	INTRODUCTION TO SOCIOLOGY (3-0-3)		COL 103	COLLEGE SKILLS (3-0-3)	
ECO 210	MACROECONOMICS (3-0-3)		CPT 101	INTRODUCTION TO COMPUTERS (3-0-3)	
ECO 211	MICROECONOMICS (3-0-3)		BIO 126	CAREER OPTIONS FOR HEALTH PROFESSIONALS (3-0-3)	
PSC 201	AMERICAN GOVERNMENT (3-0-3)		ELECTIVE (3-0-3)		
PSY 201	GENERAL PSYCHOLOGY (3-0-3)				
PSY 203	HUMAN GROWTH AND DEVELOPMENT (3-0-3)				
PSY 212	ABNORMAL PSYCHOLOGY (3-0-3)				

TOTAL: 62 SHC

Program Description: The Associate in Science Program is designed to prepare students for transfer to a four-year college or university for study in the areas of the physical sciences, natural sciences, or mathematics. The student along with his/her academic advisor will plan a program of study to meet the requirements of the college to which the student expects to transfer. Students who complete the Associate of Science degree requirements can expect to find employment in the science and mathematics career fields.

ASSOCIATE IN APPLIED SCIENCE PROGRAMS

Administrative Office Technology
Business Administration
Computer Technology
Criminal Justice Technology
Early Care and Education
Electromechanical Engineering Technology
General Technology
Human Services

ASSOCIATE DEGREE: APPLIED SCIENCE IN ADMINISTRATIVE OFFICE TECHNOLOGY (69 SHC)

GENERAL EDUCATION: MINIMUM (15 SHC)

Student must be a high school graduate.

Student Name: _____ PLACEMENT: RDG _____ MAT _____ ENG _____
 If the required *placement test* score is not met for this major, the student is required to take the course as indicated.

	COURSE	LECT	LAB	SHC	SEMESTER TAKEN	GRADE
Student ID: _____	RDG _____	_____	_____	_____	_____	_____
Semester: _____	MAT _____	_____	_____	_____	_____	_____
	ENG _____	_____	_____	_____	_____	_____

<u>HUMANITIES/FINE ARTS</u>		9 SHC	1 st SEM	(SHC)	TERM	GRADE
ENG 101	ENGLISH COMPOSITION I (3-0-3) *		SBS REQ.	_____	_____	_____
SPC 205	PUBLIC SPEAKING (3-0-3) *		COL 103	_____	_____	_____
HIS 101	WESTERN CIVILIZATION TO 1689(3-0-3)		ENG 101	_____	_____	_____
HIS 102	WESTERN CIVILIZATION: POST 1689(3-0-3)		AOT 105	_____	_____	_____
HIS 115	AFRICAN AMERICAN HISTORY (3-0-3)		CPT 101	_____	_____	_____
HIS 201	AMERICAN HISTORY: DISCOVERY TO 1877(3-0-3)		AOT 133	_____	_____	_____
HIS 202	AMERICAN HISTORY: 1877 TO PRESENT (3-0-3)			_____	_____	_____

<u>NATURAL SCIENCES/MATHEMATICS (NSM)</u>		3 SHC	2 nd SEM	(SHC)	TERM	GRADE
BIO 101	BIOLOGICAL SCIENCE I (3-3-4)		HUM REQ.	_____	_____	_____
BIO 102	BIOLOGICAL SCIENCE II (3-3-4)		AOT 110	_____	_____	_____
CHM 110	COLLEGE CHEMISTRY I (3-3-4)		AOT 134	_____	_____	_____
CHM 111	COLLEGE CHEMISTRY II (3-3-4)		CPT 170	_____	_____	_____
MAT 110	COLLEGE ALGEBRA (3-0-3)		AOT 141	_____	_____	_____
MAT 155	CONTEMPORARY MATHEMATICS (3-0-3)		AOT 163	_____	_____	_____
PHS 101	PHYSICAL SCIENCE I (3-3-4)			_____	_____	_____
PHS 102	PHYSICAL SCIENCE II (3-3-4)			_____	_____	_____

<u>SOCIAL/BEHAVIORAL SCIENCES (SBS)</u>		3 SHC	3 rd SEM	(SHC)	TERM	GRADE
ECO 210	MACROECONOMICS (3-0-3)		ACC 101	_____	_____	_____
ECO 211	MICROECONOMICS (3-0-3)		AOT 120	_____	_____	_____
PSC 201	AMERICAN GOVERNMENT (3-0-3)		AOT 167	_____	_____	_____
			AOT 210	_____	_____	_____
			CPT 174	_____	_____	_____

<u>REQUIRED CORE SUBJECT AREAS</u>		18 SHC	4 th SEM	(SHC)	TERM	GRADE
CPT 101	INTRODUCTION TO COMPUTERS (3-0-3)		NSM REQ.	_____	_____	_____
AOT 105	KEYBOARDING (3-0-3)		AOT 254	_____	_____	_____
AOT 110	DOCUMENT FORMATTING (3-0-3)		CPT 242	_____	_____	_____
AOT 141	OFFICE PROCEDURES I (3-0-3)		SPC 205	_____	_____	_____
AOT 163	WORD PROCESSING (3-0-3)		MKT 135	_____	_____	_____
AOT 167	INFORMATION PROCESSING APPLICATIONS (3-0-3)		ELECTIVE	_____	_____	_____

<u>OTHER HOURS FOR GRADUATION</u>		33 SHC
COL 103	COLLEGE SKILLS (3-0-3)	
ACC 101	ACCOUNTING PRINCIPLES I (3-0-3)	
AOT 120	INTRODUCTION TO MACHINE TRANSCRIPTION (3-0-3)	
AOT 133	PROFESSIONAL DEVELOPMENT (3-0-3)	
AOT 134	OFFICE COMMUNICATIONS (3-0-3)	
AOT 210	DOCUMENT PRODUCTION (3-0-3)	
AOT 254	OFFICE SIMULATION (3-0-3)	
CPT 170	MICROCOMPUTER APPLICATION (3-0-3)	
CPT 174	MICROCOMPUTER SPREADSHEETS (3-0-3)	
MKT 135	CUSTOMER SERVICE TECHNIQUES (3-0-3)	
CPT 242	DATABASE (3-0-3)	

ELECTIVE (3-0-3)	3 SHC
TOTAL	69 SHC

Program Description: The Administrative Office Technology Program is structured to provide students with education and skills in secretarial office procedures, including training in the use of keyboarding, machine transcription, office machines, calculators, accounting, and word processing equipment. This program prepares students for a wide array of career opportunities including executive secretary, administrative assistant, office manager, and word processing clerk in both the private and public sector.

ASSOCIATE DEGREE: APPLIED SCIENCE IN BUSINESS ADMINISTRATION (66 SHC)

GENERAL EDUCATION: MINIMUM (15 SHC)

Student must be a high school graduate.

Student Name: _____ PLACEMENT: RDG _____ MAT _____ ENG _____
 If the required *placement test* score is not met for this major, the student is required to take the course as indicated.

	COURSE	LECT	LAB	SHC	SEMESTER TAKEN	GRADE
Student ID: _____	RDG _____	_____	_____	_____	_____	_____
Semester: _____	MAT _____	_____	_____	_____	_____	_____
	ENG _____	_____	_____	_____	_____	_____

HUMANITIES/FINE ARTS

		9 SHC	1 st SEM	(SHC)	TERM	GRADE
ENG 101	ENGLISH COMPOSITION I (3-0-3) *		SBS REQ.	_____	_____	_____
SPC 205	PUBLIC SPEAKING (3-0-3) *		ACC 101	_____	_____	_____
HIS 101	WESTERN CIVILIZATION TO 1689(3-0-3)		BUS 101	_____	_____	_____
HIS 102	WESTERN CIVILIZATION: POST 1689(3-0-3)		ENG 101	_____	_____	_____
HIS 115	AFRICAN AMERICAN HISTORY (3-0-3)		CPT 101	_____	_____	_____
HIS 201	AMERICAN HISTORY: DISCOVERY TO 1877(3-0-3)		COL 103	_____	_____	_____
HIS 202	AMERICAN HISTORY: 1877 TO PRESENT (3-0-3)			_____	_____	_____

*REQUIRED

NATURAL SCIENCES/MATHEMATICS (NSM)

		3 SHC	2 nd SEM	(SHC)	TERM	GRADE
BIO 101	BIOLOGICAL SCIENCE I (3-3-4)		HUM REQ.	_____	_____	_____
BIO 102	BIOLOGICAL SCIENCE II (3-3-4)		ACC 102	_____	_____	_____
CHM 110	COLLEGE CHEMISTRY I (3-3-4)		BUS 130	_____	_____	_____
CHM 111	COLLEGE CHEMISTRY II (3-3-4)		CPT 170	_____	_____	_____
MAT 110	COLLEGE ALGEBRA (3-0-3)		MGT 101	_____	_____	_____
MAT 155	CONTEMPORARY MATHEMATICS (3-0-3)		3 rd SEM	(SHC)	TERM	GRADE
PHS 101	PHYSICAL SCIENCE I (3-3-4)		NSM REQ.	_____	_____	_____
PHS 102	PHYSICAL SCIENCE II (3-3-4)		BAF 201	_____	_____	_____
			CPT 174	_____	_____	_____
			MKT 101	_____	_____	_____
			SPC 205	_____	_____	_____

SOCIAL/BEHAVIORAL SCIENCES (SBS)

		3 SHC	4 th SEM	(SHC)	TERM	GRADE
ECO 210	MACROECONOMICS (3-0-3)		ACC 245	_____	_____	_____
ECO 211	MICROECONOMICS (3-0-3)		BUS 121	_____	_____	_____
PSY 201	GENERAL PSYCHOLOGY (3-0-3)		BUS 240	_____	_____	_____
PSC 201	AMERICAN GOVERNMENT (3-0-3)		MKT 120	_____	_____	_____
			ELECTIVE	_____	_____	_____

REQUIRED CORE SUBJECT AREAS

		15 SHC	
ACC 101	ACCOUNTING PRINCIPLES (3-0-3)		
BUS 121	BUSINESS LAW I (3-0-3)		
CPT 170	MICROCOMPUTER APPLICATIONS (3-0-3)		COMPUTER REQUIREMENT SATISFIED WITH CPT 101
MGT 101	PRINCIPLES OF MANAGEMENT I (3-0-3)		
MKT 101	MARKETING (3-0-3)		

OTHER HOURS FOR GRADUATION

		33 SHC
COL 103	COLLEGE SKILLS (3-0-3)	
ACC 102	ACCOUNTING PRINCIPLES (3-0-3)	
ACC 245	ACCOUNTING APPLICATIONS (3-0-3)	
BAF 201	PRINCIPLES OF FINANCE (3-0-3)	
BUS 101	INTRODUCTION TO BUSINESS (3-0-3)	
BUS 130	BUSINESS COMMUNICATIONS (3-0-3)	
BUS 240	BUSINESS STATISTICS (3-0-3)	
MKT 120	SALES PRINCIPLES (3-0-3)	
CPT 101	INTRODUCTION TO COMPUTERS (3-0-3)	

ELECTIVE (3-0-3) 3 SHC

TOTAL: 66 SHC

Program Description: The Computer Technology Program is designed to train students in computer programming languages and computer operations. Graduates of this degree program may pursue positions in entry level computer operations and programming.

ASSOCIATE DEGREE: APPLIED SCIENCE IN COMPUTER TECHNOLOGY (63 SHC)

GENERAL EDUCATION: MINIMUM (15 SHC)

Student must be a high school graduate.

Student Name: _____ PLACEMENT: RDG _____ MAT _____ ENG _____
 If the required *placement test* score is not met for this major, the student is required to take the course as indicated.

COURSE	LECT	LAB	SHC	SEMESTER TAKEN	GRADE
Student ID: _____	RDG _____	_____	_____	_____	_____
Semester: _____	MAT _____	_____	_____	_____	_____
	ENG _____	_____	_____	_____	_____

<u>HUMANITIES/FINE ARTS</u>	9 SHC	1 st SEM	(SHC)	TERM	GRADE
ENG 101 ENGLISH COMPOSITION I (3-0-3) *		SBS REQ.	_____	_____	_____
SPC 205 PUBLIC SPEAKING (3-0-3) *		BUS 101	_____	_____	_____
HIS 101 WESTERN CIVILIZATION TO 1689(3-0-3)		ENG 101	_____	_____	_____
HIS 102 WESTERN CIVILIZATION: POST 1689(3-0-3)		CPT 101	_____	_____	_____
HIS 115 AFRICAN AMERICAN HISTORY (3-0-3)		NUM REQ.	_____	_____	_____
HIS 201 AMERICAN HISTORY: DISCOVERY TO 1877(3-0-3)		COL 103	_____	_____	_____

*REQUIRED

<u>NATURAL SCIENCES/MATHEMATICS (NSM)</u>	3 SHC	2 ND SEM	(SHC)	TERM	GRADE
BIO 101 BIOLOGICAL SCIENCE I (3-3-4)		HUM REQ.	_____	_____	_____
BIO 102 BIOLOGICAL SCIENCE II (3-3-4)		CPT 212	_____	_____	_____
CHM 110 COLLEGE CHEMISTRY I (3-3-4)		CPT 168	_____	_____	_____
CHM 111 COLLEGE CHEMISTRY II (3-3-4)		CPT 170	_____	_____	_____
MAT 155 CONTEMPORARY MATHEMATICS (3-0-3)		CPT 242	_____	_____	_____

<u>SOCIAL/BEHAVIORAL SCIENCES (SBS)</u>	3 SHC	3 RD SEM	(SHC)	TERM	GRADE
ECO 210 MACROECONOMICS (3-0-3)		CPT 115	_____	_____	_____
ECO 211 MICROECONOMICS (3-0-3)		CPT 234	_____	_____	_____
PSC 201 AMERICAN GOVERNMENT (3-0-3)		CPT 264	_____	_____	_____
		IST 220	_____	_____	_____
		SPC 205	_____	_____	_____

<u>REQUIRED CORE SUBJECT AREAS</u>	18 SHC	4 TH SEM	(SHC)	TERM	GRADE
CPT 115 COBOL PROGRAMMING I (3-0-3)		CPT 215	_____	_____	_____
CPT 170 MICROCOMPUTER APPLICATIONS (3-0-3)		CPT 235	_____	_____	_____
CPT 215 COBOL PROGRAMMING II (3-0-3)		CPT 257	_____	_____	_____
CPT 257 OPERATING SYSTEMS (3-0-3)		IST 245	_____	_____	_____
CPT 264 SYSTEMS AND PROCEDURES (3-0-3)		ELECTIVE	_____	_____	_____
IST 220 DATA COMMUNICATIONS (3-0-3)			_____	_____	_____

<u>OTHER HOURS FOR GRADUATION</u>	27 SHC
COL 103 COLLEGE SKILLS (3-0-3)	
BUS 101 INTRODUCTION TO BUSINESS (3-0-3)	
CPT 212 VISUAL BASIC PROGRAMMING (3-0-3)	
CPT 235 C PROGRAMMING II (3-0-3)	
CPT 168 PROGRAM LOGIC & DESIGN (3-0-3)	
CPT 234 C PROGRAMMING I (3-0-3)	
CPT 242 DATABASE (3-0-3)	
IST 245 LOCAL AREA NETWORK (3-0-3)	
CPT 101 INTRODUCTION TO COMPUTERS (3-0-3)	

ELECTIVE (3-0-3) **3 SHC**

TOTAL: 63 SHC

Program Description: The Computer Technology Program is designed to train students in computer programming languages and computer operations. Graduates of this degree program may pursue positions in entry level computer operations and programming.

ASSOCIATE DEGREE: APPLIED SCIENCE IN CRIMINAL JUSTICE TECHNOLOGY (60 SHC)

GENERAL EDUCATION: MINIMUM (15 SHC)

Student must be a high school graduate.

Student Name: _____	PLACEMENT: RDG _____	MAT _____	ENG _____			
If the required <i>placement test</i> score is not met for this major, the student is required to take the course as indicated.						
Student ID: _____	COURSE	LECT	LAB	SHC	SEMESTER TAKEN	GRADE
Semester: _____	RDG _____	_____	_____	_____	_____	_____
	MAT _____	_____	_____	_____	_____	_____
	ENG _____	_____	_____	_____	_____	_____

<u>HUMANITIES/FINE ARTS</u>		9 (12) SHC	1 st SEM	(SHC)	TERM	GRADE
ENG 101	ENGLISH COMPOSITION I (3-0-3) *		COL 103	_____	_____	_____
SPC 205	PUBLIC SPEAKING (3-0-3) *		ENG 101	_____	_____	_____
HIS 101	WESTERN CIVILIZATION TO 1689(3-0-3)		CRJ 101	_____	_____	_____
HIS 102	WESTERN CIVILIZATION: POST 1689(3-0-3)		CRJ 115	_____	_____	_____
HIS 115	AFRICAN AMERICAN HISTORY		CPT 101	_____	_____	_____
HIS 201	AMERICAN HISTORY: DISCOVERY TO 1877(3-0-3)					
HIS 202	AMERICAN HISTORY: 1877 TO PRESENT (3-0-3)					
<u>NATURAL SCIENCES/MATHEMATICS (NSM)</u>		3(4) SHC	2 ND SEM	(SHC)	TERM	GRADE
BIO 101	BIOLOGICAL SCIENCE I (3-3-4)		CRJ 125	_____	_____	_____
BIO 102	BIOLOGICAL SCIENCE II (3-3-4)		CRJ 222	_____	_____	_____
CHM 110	COLLEGE CHEMISTRY I (3-3-4)		CRJ 236	_____	_____	_____
CHM 111	COLLEGE CHEMISTRY II (3-3-4)		CRJ 242	_____	_____	_____
PHS 101	PHYSICAL SCIENCE I (3-3-4)		SBS REQ	_____	_____	_____
PHS 102	PHYSICAL SCIENCE II (3-3-4)					
MAT 155	CONTEMPORARY MATHEMATICS (3-0-3)					
<u>SOCIAL/BEHAVIORAL SCIENCES (SBS)</u>		6(3) SHC	3 RD SEM	(SHC)	TERM	GRADE
SOC 101	INTRODUCTION TO SOCIOLOGY (3-0-3) *		CRJ 102	_____	_____	_____
ECO 210	MACROECONOMICS (3-0-3)		CRJ 145	_____	_____	_____
ECO 211	MICROECONOMICS (3-0-3)		CRJ 230	_____	_____	_____
PSC 201	AMERICAN GOVERNMENT (3-0-3)		NSM REQ.	_____	_____	_____
PSY 201	GENERAL PSYCHOLOGY (3-0-3)		ELECTIVE	_____	_____	_____
<u>REQUIRED CORE SUBJECT AREAS</u>		21 SHC	4 TH SEM	(SHC)	TERM	GRADE
CRJ 101	INTRODUCTION TO CRIMINAL JUSTICE (3-0-3)		CRJ 130	_____	_____	_____
CRJ 115	CRIMINAL LAW (3-0-3)		CRJ 244	_____	_____	_____
CRJ 125	CRIMINOLOGY (3-0-3)		SPC 205	_____	_____	_____
CRJ 236	CRIMINAL EVIDENCE (3-0-3)		HUM REQ.	_____	_____	_____
CRJ 242	CORRECTIONAL SYSTEMS (3-0-3)		ELECTIVE	_____	_____	_____
<u>OTHER HOURS FOR GRADUATION</u>		24 SHC				
COL 103	COLLEGE SKILLS (3-0-3)					
CRJ 102	INTRODUCTION TO SECURITY (3-0-3)					
CRJ 130	POLICE ADMINISTRATION (3-0-3)					
CRJ 145	JUVENILE DELINQUENCY (3-0-3)					
CRJ 222	ETHICS IN CRIMINAL JUSTICE (2-3-3)					
CRJ 230	CRIMINAL INVESTIGATION (3-0-3)					
CRJ 244	PROBATION, PARDON, AND PAROLE (3-0-3)					
CPT 101	INTRODUCTION TO COMPUTERS (3-0-3)					
TOTAL		60 SHC				

Program Description: The Criminal Justice Program is designed to provide course offerings for both law enforcement and corrections. Students who seek employment after graduation can pursue career opportunities in adult and juvenile corrections, city and county police, state patrol, private and industrial security, federal law enforcement agencies, and with the military.

The Police Pre-Academy Training (PPAT) certification is for individuals who seek to become employed as a law enforcement officer in South Carolina and become Class-1 Certified Law Enforcement Officers (LEO) through the South Carolina Criminal Justice Academy (SCCJA) and the Law Enforcement Training Council (LETC) pursuant to South Carolina Code of Laws Chapter 23. These courses are offered as electives within the associate degree program but may be taken independently of the degree.

ASSOCIATE DEGREE: APPLIED SCIENCE IN EARLY CARE AND EDUCATION (66-67 SHC)

GENERAL EDUCATION: MINIMUM (15 SHC)

Student must be a high school graduate.

Student Name: _____ PLACEMENT: RDG _____ MAT _____ ENG _____
 If the required *placement test* score is not met for this major, the student is required to take the course as indicated.

	COURSE	LECT	LAB	SHC	SEMESTER TAKEN	GRADE
Student ID: _____	RDG _____	_____	_____	_____	_____	_____
Semester: _____	MAT _____	_____	_____	_____	_____	_____
	ENG _____	_____	_____	_____	_____	_____

<u>HUMANITIES/FINE ARTS</u>		9 (12) SHC	1 st SEM	(SHC)	TERM	GRADE
ART 101	ART HISTORY & APPRECIATION (3-0-3) *		ENG 101	_____	_____	_____
ENG 101	ENGLISH COMPOSITION I (3-0-3) *		ECD 101	_____	_____	_____
SPC 205	PUBLIC SPEAKING (3-0-3) *		ECD 102	_____	_____	_____
HIS 101	WESTERN CIVILIZATION TO 1689(3-0-3)		COL 103	_____	_____	_____
HIS 102	WESTERN CIVILIZATION: POST 1689(3-0-3)		CPT 101	_____	_____	_____
HIS 115	AFRICAN AMERICAN HISTORY (3-0-3)		HUM REQ.	_____	_____	_____
HIS 201	AMERICAN HISTORY: DISCOVERY TO 1877(3-0-3)			_____	_____	_____
HIS 202	AMERICAN HISTORY: 1877 TO PRESENT (3-0-3)			_____	_____	_____
MUS 105	MUSIC APPRECIATION (3-0-3)			_____	_____	_____
THE 101	INTRODUCTION TO THEATRE (3-0-3)			_____	_____	_____
SPA 101	ELEMENTARY SPANISH (3-3-4)			_____	_____	_____

*REQUIRED

<u>NATURAL SCIENCES/MATHEMATICS (NSM)</u>		3 (4) SHC	2 nd SEM	(SHC)	TERM	GRADE
BIO 101	BIOLOGICAL SCIENCE I (3-3-4)		SPC 205	_____	_____	_____
BIO 102	BIOLOGICAL SCIENCE II (3-3-4)			_____	_____	_____
CHM 110	COLLEGE CHEMISTRY I (3-3-4)			_____	_____	_____
CHM 111	COLLEGE CHEMISTRY II (3-3-4)			_____	_____	_____
PHS 101	PHYSICAL SCIENCE I (3-3-4)			_____	_____	_____
PHS 102	PHYSICAL SCIENCE II (3-3-4)			_____	_____	_____
MAT 110	COLLEGE ALGEBRA (3-0-3)			_____	_____	_____

<u>SOCIAL/BEHAVIORAL SCIENCES (SBS)</u>		6 (3) SHC	3 rd SEM	(SHC)	TERM	GRADE
SOC 101	INTRODUCTION TO SOCIOLOGY (3-0-3) *		NSM REQ.	_____	_____	_____
ECO 210	MACROECONOMICS (3-0-3)		ECD 132	_____	_____	_____
ECO 211	MICROECONOMICS (3-0-3)		ECD 135	_____	_____	_____
PSC 201	AMERICAN GOVERNMENT (3-0-3)		ECD 237	_____	_____	_____
PSY 201	GENERAL PSYCHOLOGY (3-0-3)		ECD 108	_____	_____	_____

<u>REQUIRED CORE SUBJECT AREAS</u>		21 SHC	4 th SEM	(SHC)	TERM	GRADE
ECD 101	INTRODUCTION TO EARLY CHILDHOOD (3-0-3)		ECD 109	_____	_____	_____
ECD 102	GROWTH AND DEVELOPMENT (2-3-3)		ECD 131	_____	_____	_____
ECD 105	GUIDANCE AND CLASSROOM MANAGEMENT (3-0-3)		ECD 201	_____	_____	_____
ECD 135	HEALTH, SAFETY AND NUTRITION (3-0-3)		ECD 243	_____	_____	_____
ECD 203	GROWTH AND DEVELOPMENT II (2-3-3)		ECD 203	_____	_____	_____
ECD 107	EXCEPTIONAL CHILDREN (3-0-3)			_____	_____	_____
ECD 243	SUPERVISED FIELD EXPERIENCE (1-6-3)			_____	_____	_____

<u>OTHER HOURS FOR GRADUATION</u>		27 SHC
COL 103	COLLEGE SKILLS (3-0-3)	
ECD 108	FAMILY AND COMMUNITY RELATIONS (3-0-3)	
ECD 109	ADMINISTRATION AND SUPERVISION (3-0-3)	
ECD 131	LANGUAGE ARTS (3-0-3)	
ECD 132	CREATIVE EXPERIENCES (2-3-3)	
ECD 133	SCIENCE AND MATH CONCEPTS (2-3-3)	
ECD 201	PRINCIPLES OF ETHICS AND LEADERSHIP (3-0-3)	
ECD 237	METHODS AND MATERIALS (3-0-3)	
CPT 101	INTRODUCTIONS TO COMPUTERS (3-0-3)	

TOTAL 66 (67) SHC

Program Description: The Early Care and Education major is designed to train students for specific career and employment goals who are currently employed in the field and wish to enhance their skills, as well as students with no previous experience. The program provides the theory and practical application in the growth and development, learning and behavior of preschool children. Students who matriculate in this program must have a negative Tuberculin Skin Test, a SLED Clearance free of any pending charges or charges from any general session's hearings of misdemeanors or felony charges and CPR/First Aid Training. Courses in this program are transferable to several senior institutions. Graduates of this program may pursue employment opportunities as teacher assistants in public schools, as childcare providers in day care centers and nursery schools, as lead and assistant teachers in Head Start Centers, and as coordinators in other Child Development agencies.

ASSOCIATE DEGREE: APPLIED SCIENCE IN ELECTROMECHANICAL ENGINEERING TECHNOLOGY (70 SHC)

GENERAL EDUCATION: MINIMUM (25 SHC)

Student must be a high school graduate.

Student Name: _____ PLACEMENT: RDG _____ MAT _____ ENG _____
 If the required *placement test* score is not met for this major, the student is required to take the course as indicated.

	COURSE	LECT	LAB	SHC	SEMESTER TAKEN	GRADE
Student ID: _____	RDG _____	_____	_____	_____	_____	_____
Semester: _____	MAT _____	_____	_____	_____	_____	_____
	ENG _____	_____	_____	_____	_____	_____

HUMANITIES/FINE ARTS

		9 SHC	1 st SEM	(SHC)	TERM	GRADE
ENG 101	ENGLISH COMPOSITION I (3-0-3) *		COL 103	_____	_____	_____
SPC 205	PUBLIC SPEAKING (3-0-3) *		ENG 101	_____	_____	_____
HIS 101	WESTERN CIVILIZATION 1689 (3-0-3)		EET 113***	_____	_____	_____
HIS 102	WESTERN CIVILIZATION: POST 1689 (3-0-3)		EGR 194***	_____	_____	_____
HIS 115	AFRICAN AMERICAN HISTORY (3-0-3)		MAT 110**	_____	_____	_____
HIS 201	AMERICAN HISTORY: DISCOVERY TO 1877 (3-0-3)		CPT 170	_____	_____	_____
HIS 202	AMERICAN HISTORY: 1877 TO PRESENT (3-0-3)			_____	_____	_____

*REQUIRED

NATURAL SCIENCES/MATHEMATICS (NSM)

		13 SHC	2 nd SEM	(SHC)	TERM	GRADE
MAT 110	COLLEGE ALGEBRA (3-0-3) **		SPC 205	_____	_____	_____
MAT 111	COLLEGE TRIGONOMETRY (3-0-3)		EET 145	_____	_____	_____
MAT 130	ELEMENTARY CALCULUS (3-0-3)		EET 114	_____	_____	_____
PHY 201	PHYSICS I (3-3-4)		MAT 111	_____	_____	_____
			CIM 131	_____	_____	_____

SOCIAL/BEHAVIORAL SCIENCES (SBS)

		3 SHC	3 rd SEM	(SHC)	TERM	GRADE
ECO 210	MACROECONOMICS (3-0-3)		EGT 151	_____	_____	_____
ECO 211	MICROECONOMICS (3-0-3)		SPE 110	_____	_____	_____
PSC 201	AMERICAN GOVERNMENT (3-0-3)		EGR 130	_____	_____	_____
			PHY 201	_____	_____	_____
			MAT 130	_____	_____	_____

REQUIRED CORE SUBJECT AREAS

		15 SHC	4 th SEM	(SHC)	TERM	GRADE
EET 113	ELECTRICAL CIRCUITS I (3-3-4) **		EET 233	_____	_____	_____
EET 114	ELECTRICAL CIRCUITS (3-3-4)		MET 231	_____	_____	_____
EET 145	DIGITAL CIRCUITS (3-3-4)		MET 214	_____	_____	_____
CPT 170	MICROCOMPUTER APPLICATIONS (3-0-3)		SBS REQ	_____	_____	_____
			HUM REQ.	_____	_____	_____

OTHER HOURS FOR GRADUATION

		29 SHC				
COL 103	COLLEGE SKILLS (3-0-3)					
EGR 194	STATICS AND STRENGTH OF MATERIAL (3-3-4) **					
EGT 151	INTRODUCTION TO CAD (2-3-3)					
MET 214	FLUID MECHANICS (3-0-3)					
EGR 130	ENGINEERING TECHNOLOGY APPLICATIONS AND (3-0-3)					
	PROGRAMMING					
CIM 131	COMPUTER INTEGRATED APPLICATIONS (3-0-3)					
EET 233	CONTROL SYSTEMS (3-3-4)					
CPE 110	COMPUTER LANGUAGE (3-0-3)					
MET 231	MACHINE DESIGN (3-3-4)					

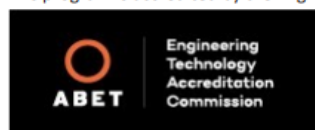
TOTAL: 70 SHC

THIS COURSE IS A PREREQUISITE FOR HIGHER LEVEL EET COURSES:

**MAT 110 MUST BE TAKEN PRIOR TO 200 LEVEL COURSES IN THE MAJOR. **EET 113 MUST BE TAKEN PRIOR TO EET 114 AND EET 145 IN THE MAJOR. **EGR 194 MUST BE TAKEN PRIOR TO MET 231 IN THE MAJOR.

Accreditation Information

This program is accredited by the Engineering Technology Accreditation Commission of ABET, <http://www.abet.org>.



Program Description: The Electromechanical Engineering Program trains students in basic circuit analysis, electronic circuits, and applications of engineering principles in the manufacturing, installation, testing, and testing and repair of electromechanical systems. Graduates of this program can explore career opportunities in manufacturing, general engineering technology, energy conversion, energy utilization and sales fields.

ASSOCIATE DEGREE: APPLIED SCIENCE IN GENERAL TECHNOLOGY (MIN 67 SHC)

GENERAL EDUCATION: MINIMUM (15 SHC)

Student must be a high school graduate.

Student Name: _____	PLACEMENT:	RDG _____	MAT _____	ENG _____		
If the required <i>placement test</i> score is not met for this major, the student is required to take the course as indicated.						
	COURSE	LECT	LAB	SHC	SEMESTER TAKEN	GRADE
Student ID: _____	RDG _____	_____	_____	_____	_____	_____
Semester: _____	MAT _____	_____	_____	_____	_____	_____
	ENG _____	_____	_____	_____	_____	_____

<u>HUMANITIES/FINE ARTS</u>		9 SHC	1 st SEM	(SHC)	TERM	GRADE
ENG 101	ENGLISH COMPOSITION I (3-0-3) *		COL 103	_____	_____	_____
SPC 205	PUBLIC SPEAKING (3-0-3) *		ENG 101	_____	_____	_____
ENG 102	ENGLISH COMPOSITION II (3-0-3)		PRIM REQ.	_____	_____	_____
HIS 101	WESTERN CIVILIZATION TO 1689(3-0-3)		PRIM REQ.	_____	_____	_____
HIS 102	WESTERN CIVILIZATION: POST 1689(3-0-3)		SEC REQ.	_____	_____	_____
HIS 115	AFRICAN AMERICAN HISTORY (3-0-3)		SEC REQ.	_____	_____	_____
HIS 201	AMERICAN HISTORY: DISCOVERY TO 1877(3-0-3)					
HIS 202	AMERICAN HISTORY: 1877 TO PRESENT (3-0-3)					
<u>NATURAL SCIENCES/MATHEMATICS(NSM)</u>		MIN 3 SHC	2 ND SEM	(SHC)	TERM	GRADE
BIO 101	BIOLOGICAL SCIENCE I (3-3-4)		PRIM REQ.	_____	_____	_____
BIO 210	ANATOMY AND PHYSIOLOGY I (3-3-4)		PRIM REQ.	_____	_____	_____
CHM 110	COLLEGE CHEMISTRY I (3-3-4)		SEC REQ.	_____	_____	_____
MAT 110	COLLEGE ALGEBRA (3-0-3)		SBS REQ.	_____	_____	_____
MAT 120	PROBABILITY AND STATISTICS (3-0-3)		CPT 101	_____	_____	_____
MAT155	CONTEMPORARY MATHEMATICS (3-0-3)					
PHS 101	PHYSICAL SCIENCE I (3-3-4)					
<u>SOCIAL/BEHAVIORAL SCIENCES (SBS)</u>		3 SHC	3 RD SEM	(SHC)	TERM	GRADE
SOC 101	INTRODUCTION TO SOCIOLOGY (3-0-3)		SPC 205	_____	_____	_____
ECO 210	MACROECONOMICS (3-0-3)		HUM REQ.	_____	_____	_____
ECO 211	MICROECONOMICS (3-0-3)		PRIM REQ.	_____	_____	_____
PSC 201	AMERICAN GOVERNMENT (3-0-3)		PRIM REQ.	_____	_____	_____
PSY 201	GENERAL PSYCHOLOGY (3-0-3)		SEC REQ.	_____	_____	_____
<u>PRIMARY SPECIALTY</u>		MIN 28 SHC	4 TH SEM	(SHC)	TERM	GRADE
<u>SECONDARY SPECIALTY</u>		18 SHC	PRIM REQ.	_____	_____	_____
			PRIM REQ.	_____	_____	_____
			SEC REQ.	_____	_____	_____
			SEC REQ.	_____	_____	_____
			NSM REQ.	_____	_____	_____
<u>OTHER HOURS FOR GRADUATION</u>		9 SHC				
COL 103	COLLEGE SKILLS (3-0-3)					
CPT 101	INTRODUCTION TO COMPUTERS (3-0-3)					
TOTAL:		67 SHC				

Program Description: The General Technology major is an individualized course of study designed to train students for specific career and employment goals. The program is structured by the student with assistance from the student's advisor. The required core courses consist of primary and secondary technical specialties. The primary core consists of a minimum of 28 semester hour credits in a single content area from an approved degree, diploma, or certificate program. The secondary technical specialty consists of an additional 18 semester hour credits in another technical area. Additional courses may be identified to adapt the program to meet the needs of local employers and students. Courses from the College's associate degree, diploma, and certificate programs may be used to satisfy General Technology degree requirements.

ASSOCIATE DEGREE: APPLIED SCIENCE IN HUMAN SERVICES (60 SHC)

GENERAL EDUCATION: MINIMUM (15 SHC)

Student must be a high school graduate.

Student Name: _____ PLACEMENT: RDG _____ MAT _____ ENG _____
 If the required *placement test* score is not met for this major, the student is required to take the course as indicated.

	COURSE	LECT	LAB	SHC	SEMESTER TAKEN	GRADE
Student ID: _____	RDG _____	_____	_____	_____	_____	_____
Semester: _____	MAT _____	_____	_____	_____	_____	_____
	ENG _____	_____	_____	_____	_____	_____

<u>HUMANITIES/FINE ARTS</u>		9 (12) SHC	1 ST SEM	(SHC)	TERM	GRADE
ENG 101	ENGLISH COMPOSITION I (3-0-3) *		COL 103	_____	_____	_____
SPC 205	PUBLIC SPEAKING (3-0-3) *		ENG101	_____	_____	_____
HIS 101	WESTERN CIVILIZATION TO 1689 (3-0-3)		HUM REQ.	_____	_____	_____
HIS 102	WESTERN CIVILIZATION: POST 1689 (3-0-3)		NSM REQ.	_____	_____	_____
HIS 115	AFRICAN AMERICAN HISTORY (3-0-3)		HUS 225	_____	_____	_____
HIS 201	AMERICAN HISTORY: DISCOVERY TO 1877 (3-0-3)					
HIS 202	AMERICAN HISTORY: 1877 TO PRESENT (3-0-3)					
* REQUIRED						

<u>NATURAL SCIENCES/MATHEMATICS (NSM)</u>		3(4) SHC	2 ND SEM	(SHC)	TERM	GRADE
BIO 101	BIOLOGICAL SCIENCE I (3-3-4)		HUS 203	_____	_____	_____
BIO 102	BIOLOGICAL SCIENCE II (3-3-4)		HUS 231	_____	_____	_____
CHM 110	COLLEGE CHEMISTRY I (3-3-4)		HUS 205	_____	_____	_____
CHM 111	COLLEGE CHEMISTRY II (3-3-4)		HUM REQ	_____	_____	_____
PHS 101	PHYSICAL SCIENCE I (3-3-4)		CPT 101	_____	_____	_____
PHS 102	PHYSICAL SCIENCE II (3-3-4)					
MAT 110	COLLEGE ALGEBRA (3-0-3)					
MAT 120	PROBABILITY AND STATISTICS (3-0-3)					
MAT 155	CONTEMPORARY MATHEMATICS (3-0-3)					

<u>SOCIAL/BEHAVIORAL SCIENCES (SBS)</u>		3 SHC	4 TH SEM	(SHC)	TERM	GRADE
ECO 210	MACROECONOMICS (3-0-3)		HUS 204	_____	_____	_____
ECO 211	MICROECONOMICS (3-0-3)		HUS 216	_____	_____	_____
PSC 201	AMERICAN GOVERNMENT (3-0-3)		HUS 151	_____	_____	_____

<u>REQUIRED CORE SUBJECT AREAS</u>		15 SHC	PSY 201	_____	_____	_____
HUS 101	INTRODUCTION TO HUMAN SERVICES (3-0-3)					
HUS 216	BEHAVIOR CHANGE TECHNIQUES (3-0-3)					
HUS 225	PERSONAL AND INTERPERSONAL ADJUSTMENT (3-0-3)					
PSY 201	GENERAL PSYCHOLOGY (3-0-3)					
HUS 230	INTERVIEWING TECHNIQUES (3-0-3)					

<u>OTHER HOURS FOR GRADUATION</u>		30 SHC				
COL 103	COLLEGE SKILLS (3-0-3)					
HUS 150	SUPERVISED FIELD PLACEMENT I (3-0-3)					
HUS 151	SUPERVISE FIELD PLACEMENT II (3-0-3)					
HUS 204	INTRODUCTION TO SOCIAL WORK (3-0-3)					
HUS 203	HUMAN BEHAVIOR & THE SOCIAL ENVIRONMENT (2-3-3)					
HUS 231	COUNSELING TECHNIQUES (3-0-3)					
HUS 208	ALCOHOL AND DRUG ABUSE (3-0-3)					
HUS 235	GROUP DYNAMICS					
CPT 101	INTRODUCTIONS TO COMPUTERS (3-0-3)					

TOTAL 60 SHC

Program Description: The Human Services Program is designed to prepare students for entry level position in Human Services and Social Service agencies. The instructional program prepares students with competencies for use in a wide array of Human Services practice arenas. Graduates of this program are trained to work in social service, youth, alcohol and drug abuse, vocational rehabilitation, aging and educational agencies. Students who matriculate in this program must have a Tuberculin Skin Test, and SLED.

DIPLOMA IN APPLIED SCIENCE PROGRAMS

Administrative Support

Barbering

Cosmetology

Practical Nursing

DIPLOMA: APPLIED SCIENCE IN ADMINISTRATIVE SUPPORT (45 SHC)

GENERAL EDUCATION: MINIMUM (9 SHC)

Student must be a high school graduate.

Student Name: _____ PLACEMENT: RDG _____ MAT _____ ENG _____
 If the required *placement test* score is not met for this major, the student is required to take the course as indicated.

	COURSE	LECT	LAB	SHC	SEMESTER TAKEN	GRADE
Student ID: _____	RDG _____	_____	_____	_____	_____	_____
Semester: _____	MAT _____	_____	_____	_____	_____	_____
	ENG _____	_____	_____	_____	_____	_____

<u>COMMUNICATIONS</u>	3 SHC	1ST SEM	(SHC)	TERM	GRADE
ENG 101 ENGLISH COMPOSITION I (3-0-3)		COL 103	_____	_____	_____
		AOT 133	_____	_____	_____

<u>HUMANITIES/FINE ARTS</u>	3 SHC		(SHC)	TERM	GRADE
HIS 101 WESTERN CIVILIZATION TO 1689(3-0-3)		ENG 101	_____	_____	_____
HIS 102 WESTERN CIVILIZATION: POST 1689(3-0-3)		MAT 155	_____	_____	_____
HIS 115 AFRICAN AMERICAN HISTORY (3-0-3)		CPT 101	_____	_____	_____

		2ND SEM	(SHC)	TERM	GRADE
HIS 201 AMERICAN HISTORY: DISCOVERY TO 1877 (3-0-3)		AOT 110	_____	_____	_____
HIS 202 AMERICAN HISTORY: 1877 TO PRESENT (3-0-3)		AOT 141	_____	_____	_____

<u>NATURAL SCIENCES/MATHEMATICS (NSM)</u>	3 SHC		(SHC)	TERM	GRADE
MAT 155 CONTEMPORARY MATHEMATICS (3-0-3)		AOT 163	_____	_____	_____
		CPT 170	_____	_____	_____

<u>REQUIRED CORE SUBJECT AREAS</u>	15 SHC	3RD SEM	(SHC)	TERM	GRADE
CPT 101 INTRODUCTION TO COMPUTERS (3-0-3)		ACC 101	_____	_____	_____
AOT 105 KEYBOARDING (3-0-3)		HUM REQ. _____	_____	_____	_____
AOT 110 DOCUMENT FORMATTING (3-0-3)		AOT 120	_____	_____	_____
AOT 141 OFFICE PROCEDURES I (3-0-3)		AOT 167	_____	_____	_____
AOT 163 WORD PROCESSING (3-0-3)		MKT 135	_____	_____	_____

<u>OTHER HOURS FOR GRADUATION</u>	21 SHC
COL 103 COLLEGE SKILLS (3-0-3)	
ACC 101 ACCOUNTING PRINCIPLES I (3-0-3)	
AOT 120 INTRODUCTION TO MACHINE TRANSCRIPTION (3-0-3)	
AOT 133 PROFESSIONAL DEVELOPMENT (3-0-3)	
CPT 170 MICROCOMPUTER APPLICATION (3-0-3)	
MKT 135 CUSTOMER SERVICE TECHNIQUES (3-0-3)	

TOTAL: 45 SHC

Program Description: The Administrative Support Program prepares students in basic word-processing, machine transcription, filing, and computer and calculator functions for employment in these career fields.

DIPLOMA: APPLIED SCIENCE IN BARBERING (49 SHC)

GENERAL EDUCATION: MINIMUM (9 SHC)

Student must be a high school graduate.

Student Name: _____ PLACEMENT: RDG _____ MAT _____ ENG _____
 If the required *placement test* score is not met for this major, the student is required to take the course as indicated.

COURSE	LECT	LAB	SHC	SEMESTER TAKEN	GRADE
Student ID: _____ RDG _____	_____	_____	_____	_____	_____
Semester: _____ MAT _____	_____	_____	_____	_____	_____
ENG _____	_____	_____	_____	_____	_____

<u>COMMUNICATIONS</u>	3 SHC	1ST SEM	(SHC)	TERM	GRADE
ENG 160 TECHNICAL COMMUNICATIONS (3-0-3)		ENG 160	_____	_____	_____
		COL 103	_____	_____	_____

<u>NATURAL SCIENCES/MATHEMATICS (NSM)</u>	3 SHC	1ST SEM	(SHC)	TERM	GRADE
MAT 155 CONTEMPORARY MATHEMATICS (3-0-3)		BAR 101	_____	_____	_____
		BAR 115	_____	_____	_____
		BAR 120	_____	_____	_____
		BAR 135	_____	_____	_____

<u>HUMANITIES/FINE ARTS</u>	3 SHC	1ST SEM	(SHC)	TERM	GRADE
HIS 101 WESTERN CIVILIZATION TO 1689 (3-0-3)					
HIS 102 WESTERN CIVILIZATION: POST 1689 (3-0-3)					
HIS 115 AFRICAN AMERICAN HISTORY (3-0-3)		2ND SEM			
HIS 201 AMERICAN HISTORY: DISCOVERY TO 1877 (3-0-3)		MAT 155	_____	_____	_____
HIS 202 AMERICAN HISTORY: 1877 TO PRESENT (3-0-3)		BAR 130	_____	_____	_____
		BAR 240	_____	_____	_____
		BAR 235	_____	_____	_____
		BAR 255	_____	_____	_____

<u>REQUIRED CORE SUBJECT AREAS</u>	19 SHC	3RD SEM	(SHC)	TERM	GRADE
BAR 101 BARBERING FUNDAMENTALS (1-6-3)		BAR 250	_____	_____	_____
BAR 115 FACIAL CARE (1-6-3)		BAR 256	_____	_____	_____
BAR 130 FUNDAMENTALS OF HAIRCUTTING (1-6-3)		HUM REQ.	_____	_____	_____
BAR 135 HAIR AND SCALP CARE I (1-6-3)		CPT 101	_____	_____	_____
BAR 240 CHEMICAL PROCESSING OF HAIR (1-6-3)					
BAR 255 BARBERING CLINICAL PRACTICE I (1-9-4)					

<u>OTHER HOURS FOR GRADUATION</u>	21 SHC
COL 103 COLLEGE SKILLS (3-0-3)	
BAR 120 SHAMPOO AND CONDITIONERS (1-6-3)	
BAR 235 HAIR AND SCALP CARE II (1-6-3)	
CPT 101 INTRODUCTION TO COMPUTERS (3-0-3)	
BAR 250 BARBER SHOP MANAGEMENT (1-6-3)	
BAR 256 BARBERING CLINICAL PRACTICE II (1-12-6)	

TOTAL: 49 SHC

Program Description: The Barbering Program prepares students with the knowledge and skills required by the South Carolina Board of Barber Examiners. Students accepted into this program can only enroll in curricula courses in the Fall Semester of each year. Students are required to spend 1,500 clock hours during the program in classroom lectures and clinical experiences. Students who matriculate in this diploma program must have a Tuberculin Skin Test prior to the first day of class. Job opportunities in Barbering include hair stylist, barber/stylist, colorist, wig specialist, hair straighten, or skin and hair specialist. The program also provides training in small business ownership, sales, product procurement, business management, and platform artistry.

DIPLOMA: APPLIED SCIENCE IN COSMETOLOGY (55 SHC)

GENERAL EDUCATION: MINIMUM (9 SHC)

Student must be a high school graduate.

Student Name: _____ PLACEMENT: RDG _____ MAT _____ ENG _____
 If the required *placement test* score is not met for this major, the student is required to take the course as indicated.

COURSE	LECT	LAB	SHC	SEMESTER TAKEN	GRADE
Student ID: _____	RDG _____	_____	_____	_____	_____
Semester: _____	MAT _____	_____	_____	_____	_____
	ENG _____	_____	_____	_____	_____

<u>COMMUNICATIONS</u>	3 SHC	1ST SEM	(SHC)	TERM	GRADE
ENG 160 TECHNICAL COMMUNICATIONS (3-0-3)		COS 101	_____	_____	_____
		COS 110	_____	_____	_____

<u>HUMANITIES/FINE ARTS</u>	3 SHC	1ST SEM	(SHC)	TERM	GRADE
HIS 101 WESTERN CIVILIZATION TO 1689(3-0-3)		COL 103	_____	_____	_____
HIS 102 WESTERN CIVILIZATION: POST 1689(3-0-3)		ENG 160	_____	_____	_____
HIS 115 AFRICAN AMERICAN HISTORY (3-0-3)		COS 116	_____	_____	_____
HIS 201 AMERICAN HISTORY: DISCOVERY TO 1877 (3-0-3)		COS 114	_____	_____	_____
HIS 202 AMERICAN HISTORY: 1877 TO PRESENT (3-0-3)					

<u>NATURAL SCIENCES/MATHEMATICS (NSM)</u>	3 SHC	2ND SEM	(SHC)	TERM	GRADE
MAT 155 CONTEMPORARY MATHEMATICS (3-0-3)		COS 106	_____	_____	_____
		MAT 155	_____	_____	_____
		COS 108	_____	_____	_____
		COS 208	_____	_____	_____
		COS 210	_____	_____	_____
		COS 220	_____	_____	_____

<u>REQUIRED CORE SUBJECT AREAS</u>	15 SHC	3RD SEM	(SHC)	TERM	GRADE
COS 206 CHEMICAL HAIR WAVING (2-3-3)		COS 212	_____	_____	_____
COS 208 CHEMICAL HAIR RELAXING (1-6-3)		COS 206	_____	_____	_____
COS 108 NAIL CARE (1-6-3)		COS 201	_____	_____	_____
COS 106 FACIALS AND MAKEUP (1-6-3)		COS 222	_____	_____	_____
COS 114 HAIR SHAPING (2-6-4)		HUM REQ.	_____	_____	_____
COS 110 SCALP AND HAIR CARE (1-6-3)					
COS 210 HAIR COLORING (2-3-3)					

<u>OTHER HOURS FOR GRADUATION</u>	22 SHC
COL 103 COLLEGE SKILLS (3-0-3)	
COS 101 FUNDAMENTALS OF COSMETOLOGY (1-6-3)	
COS 116 HAIR STYLING I (1-9-4)	
COS 212 HAIR LIGHTENING (1-6-3)	
COS 220 CLINICAL PRACTICE I (0-9-3)	
COS 222 CLINICAL PRACTICE II (0-9-3)	
COS 201 SALON MANAGEMENT (1-6-3)	

TOTAL: 55 SHC

SPECIAL NOTE TO ALL COSMETOLOGY STUDENTS: Denmark Technical College does not guarantee employment.

The Address of the South Carolina Board of Cosmetology:

South Carolina Board of Cosmetology
 S.C. Dept. of Labor, Licensing & Regulations
 P.O. Box 11329
 Columbia, SC 29211-11329
 Phone: 803-896-4588

Program Description: The Cosmetology Program prepares students with the knowledge and skills required by the South Carolina State Board of Cosmetology for the licensing examination. Students are required to spend 1,500 clock hours in cosmetology. Students who matriculate in this diploma program must have a Tuberculin Skin Test prior to the first day of class. Job opportunities in Cosmetology include hair stylist, colorist, manicurist, wig specialist, or skin and hair specialist. The program also provides training in small business ownership, sales, product procurement, business management, and platform artistry.

DIPLOMA: PRACTICAL NURSING DIPLOMA (51 SHC)

Student must be a high school graduate.

Student Name: _____	PLACEMENT: RDG _____	MAT _____	ENG _____			
If the required <i>placement test</i> score is not met for this major, the student is required to take the course as indicated.						
	COURSE	LECT	LAB	SHC	SEMESTER TAKEN	GRADE
Student ID: _____	RDG _____	_____	_____	_____	_____	_____
Semester: _____	MAT _____	_____	_____	_____	_____	_____
	ENG _____	_____	_____	_____	_____	_____

<u>HUMANITIES/FINE ARTS</u>		3 SHC	1ST SEM	(SHC)	TERM	GRADE
ENG 101	ENGLISH COMPOSITION I (3-0-3) *		BIO 210	_____	_____	_____
			ENG 101	_____	_____	_____
<u>NATURAL SCIENCES/MATHEMATICS (NSM)</u>		11 SHC	MAT 155	_____	_____	_____
BIO 210	ANATOMY AND PHYSIOLOGY I (3-3-4)		PNR 110	_____	_____	_____
BIO 211	ANATOMY AND PHYSIOLOGY II (3-3-4)		PNR 120	_____	_____	_____
MAT 155	CONTEMPORARY MATHEMATICS* (3-0-3)		COL 103	_____	_____	_____
*MAT 110 can be substituted for college transfer.						
<u>SOCIAL/BEHAVIORAL SCIENCES (SBS)</u>		3 SHC	2ND SEM	(SHC)	TERM	GRADE
PSY 201	GENERAL PSYCHOLOGY (3-0-3)		BIO 211	_____	_____	_____
			PNR 122	_____	_____	_____
			PNR 130	_____	_____	_____
			PNR 140	_____	_____	_____
<u>REQUIRED CORE SUBJECT AREAS</u>		31 SHC	3RD SEM	(SHC)	TERM	GRADE
PNR 110	FUNDAMENTAL OF NURSING (3-6-5)		PSY 201	_____	_____	_____
PNR 120	MEDICAL SURGICAL I (3-6-5)		PNR 165	_____	_____	_____
PNR 122	PHARMACOLOGY (2-3-3)		PNR 170	_____	_____	_____
PNR 130	MEDICAL SURGICAL II (3-6-5)					
PNR 140	MEDICAL SURGICAL III (3-6-5)					
PNR 165	NURSING CARE OF THE FAMILY (4-6-6)					
PNR 170	NURSING CARE OF THE OLDER ADULT (1.5-1.5-2)					
<u>OTHER HOURS FOR GRADUATION</u>		3 SHC				
COL 103	COLLEGE SKILLS (3-0-3)					
Total:		51 SHC				

Program Description: The Practical Nursing Program is designed to prepare students in the basic level of nursing that applies the principles of therapeutic, preventative, and rehabilitative care. New students accepted to this program can only enroll in curricula courses in the fall semester of each year. Students who matriculated into this program must take a nursing entrance test (minimum score of 60), have a clear criminal background check, a clear drug screen, current immunization record, Tuberculin test, and CPR/First aid training. A Licensed Practical Nurse can practice under the supervision of an Advance Practice Registered Nurse (APRN), a Registered Nurse (RN), licensed physician, licensed dentist or other practitioner authorized by law to supervise LPN practice. Graduates of this program will be eligible to apply and to take the National Council Licensure Examination for the Practical Nurse (NCLEX-PN).

CERTIFICATE IN APPLIED SCIENCE PROGRAMS

Accounting
Barbering
Building Construction Fundamentals
Computer Servicing & Repair
Culinary Arts
Cybersecurity
Early Childhood Development
Entrepreneurship / Small Business Management
General Studies
Multi-Media Web Graphics Design
Nurse Aide Assistant
Plumbing
Police Pre-Academy
Pre-Medical
Welding
Word Processing

CERTIFICATE: APPLIED SCIENCE IN ACCOUNTING (33 SHC)

Student must be a high school graduate.

Student Name: _____

PLACEMENT: RDG _____ MAT _____ ENG _____

If the required *placement test* score is not met for this major, the student is required to take the course as indicated.

	COURSE	LECT	LAB	SHC	SEMESTER TAKEN	GRADE
Student ID: _____	RDG _____	_____	_____	_____	_____	_____
Semester: _____	MAT _____	_____	_____	_____	_____	_____
	ENG _____	_____	_____	_____	_____	_____

REQUIRED CORE SUBJECT AREAS		33 SHC	1 ST SEM	(SHC)	TERM	GRADE
ACC 101	ACCOUNTING PRINCIPLES (3-0-3)		ACC 101	_____	_____	_____
ACC 124	INDIVIDUAL TAX PROCEDURES (3-0-3)		ACC 124	_____	_____	_____
BAF 201	PRINCIPLES OF FINANCE (3-0-3)		BAF 201	_____	_____	_____
CPT 170	MICROCOMPUTER APPLICATIONS (3-0-3)		CPT 170	_____	_____	_____
CPT 174	MICROCOMPUTER SPREADSHEETS (3-0-3)		CPT 174	_____	_____	_____
ACC 102	ACCOUNTING PRINCIPLES II (2-3-3)		IDS 102	_____	_____	_____
ACC 245	ACCOUNTING APPLICATIONS (2-3-3)					
BUS 121	BUSINESS LAW (3-0-3)		2 ND SEM	(SHC)	TERM	GRADE
BUS 130	BUSINESS COMMUNICATIONS (3-0-3) OR		ACC 102	_____	_____	_____
ENG 170	BUSINESS COMMUNICATIONS (3-0-3)		ACC 245	_____	_____	_____
BUS 240	BUSINESS STATISTICS (3-0-3)		BUS 121	_____	_____	_____
IDS 102	PERSONAL AND CAREER ASSESSMENT (3-0-3)		BUS 130	_____	_____	_____
			BUS 240	_____	_____	_____
TOTAL:		33 SHC				

Minimum grade of "C" required in all courses.

Program Description: This program prepares the student for entry-level positions in the fields of bookkeeping, general accounting, record keeping and payroll. Students completing this program will gain a basic understanding of the accounting process and computerized accounting applications.

CERTIFICATE: APPLIED SCIENCE IN BARBERING (37 SHC)

Student must be a high school graduate.

Student Name: _____	PLACEMENT:	RDG _____	MAT _____	ENG _____		
If the required <i>placement test</i> score is not met for this major, the student is required to take the course as indicated.						
	COURSE	LECT	LAB	SHC	SEMESTER TAKEN	GRADE
Student ID: _____	RDG _____	_____	_____	_____	_____	_____
Semester: _____	MAT _____	_____	_____	_____	_____	_____
	ENG _____	_____	_____	_____	_____	_____

<u>REQUIRED CORE SUBJECT AREAS</u>		22 SHC	1 ST SEM	(SHC)	TERM	GRADE
BAR 101	BARBERING FUNDAMENTALS (1-6-3)		IDS 102	_____	_____	_____
BAR 115	FACIAL CARE (1-6-3)		BAR 101	_____	_____	_____
BAR 130	FUNDAMENTALS OF HAIRCUTTING (1-6-3)		BAR 115	_____	_____	_____
BAR 135	HAIR AND SCALP CARE I (1-6-3)		BAR 130	_____	_____	_____
BAR 240	CHEMICAL PROCESSING OF HAIR (1-6-3)		BAR 135	_____	_____	_____
BAR 255	BARBERING CLINICAL PRACTICE I (1-9-4)		BAR 250	_____	_____	_____
IDS 102	PERSONAL AND CAREER ASSESSMENT (3-0-3)					

<u>REQUIRED CORE SUBJECT AREAS</u>		15 SHC	1 ST SEM	(SHC)	TERM	GRADE
BAR 120	SHAMPOO AND CONDITIONERS (1-6-3)					
BAR 235	HAIR AND SCALP CARE II (1-6-3)					
BAR 250	BARBER SHOP MANAGEMENT (1-6-3)		BAR 130	_____	_____	_____
BAR 256	BARBERING CLINICAL PRACTICE II (1-12-6)		BAR 240	_____	_____	_____
			BAR 235	_____	_____	_____
			BAR 255	_____	_____	_____
			BAR 256	_____	_____	_____

TOTAL: 37 SHC

Minimum grade of "C" required in all courses.

Program Description: The Barbering Program prepares students with the knowledge and skills required by the South Carolina Board of Barber Examiners. Students accepted into this program can only enroll in curricula courses in the Fall Semester of each year. Students are required to spend 1,500 clock hours during the program in classroom lectures and clinical experiences. Students who matriculate in this diploma program must have a Tuberculin Skin Test prior to the first day of class. Job opportunities in Barbering include hair stylist, barber/stylist, colorist, wig specialist, hair straighten, or skin and hair specialist. The program also provides training in small business ownership, sales, product procurement, business management, and platform artistry.

CERTIFICATE: APPLIED SCIENCE IN BUILDING CONSTRUCTION FUNDAMENTALS (26 SHC)

Student Name: _____ PLACEMENT: RDG _____ MAT _____ ENG _____
 If the required *placement test* score is not met for this major, the student is required to take the course as indicated.

COURSE	LECT	LAB	SHC	SEMESTER TAKEN	GRADE
RDG _____	_____	_____	_____	_____	_____
MAT _____	_____	_____	_____	_____	_____
ENG _____	_____	_____	_____	_____	_____

REQUIRED CORE SUBJECT AREAS	23 SHC	1 ST SEM	(SHC)	TERM	GRADE
BCT 102 FUNDAMENTALS OF BUILDING CONSTRUCTION (2-6-4)		BCT 102	_____	_____	_____
BCT 221 BUILDING CONSTRUCTION CODES (3-0-3)		BCT 111	_____	_____	
BCT 111 BLUEPRINT READING AND SPECIFICATION (3-0-3)		BCT 151	_____	_____	
BCT 151 INTRODUCTION TO RESIDENTIAL PLUMBING (2-3-3)		BCT 221	_____	_____	
BCT 138 RESIDENTIAL WIRING (4-3-5)		IDS 102	_____	_____	
MSY 101 MASONRY FUNDAMENTALS (3-6-5)			_____	_____	

ELECTIVES	2 ND SEM	(SHC)	TERM	GRADE
BCT 103 CONSTRUCTION SITE LAYOUT (3-3-4)	BCT 138	_____	_____	_____
BCT 105 TOOL USAGE AND SAFETY (1-3-2)	MSY 101	_____	_____	_____
		_____	_____	_____

OTHER HOURS FOR GRADUATION	3SHC
IDS 102 PERSONAL AND CAREER ASSESSMENT (3-0-3)	

TOTAL: 26 SHC

Program Description: The Building Construction Fundamentals Program provides students with fundamental skills in masonry, plumbing and carpentry. Students who complete this certificate program can enter the building construction field as entry level brick masons, plumbers, or carpenters.

CERTIFICATE: APPLIED SCIENCE IN COMPUTER SERVICING AND REPAIR (22 SHC)

Student must be a high school graduate.

Student Name: _____	PLACEMENT: RDG _____	MAT _____	ENG _____			
If the required <i>placement test</i> score is not met for this major, the student is required to take the course as indicated.						
	COURSE	LECT	LAB	SHC	SEMESTER TAKEN	GRADE
Student ID: _____	RDG _____	_____	_____	_____	_____	_____
Semester: _____	MAT _____	_____	_____	_____	_____	_____
	ENG _____	_____	_____	_____	_____	_____

<u>REQUIRED CORE SUBJECT AREAS</u>		22 SHC	1 ST SEM	(SHC)	TERM	GRADE
ELT 109	INTRODUCTION TO ELECTRONICS SERVICING (3-3-4)		ELT 109	_____	_____	_____
ELT 202	SERVICING TECHNIQUES (1-3-2)		ELT 202	_____	_____	_____
ELT 229	MICROCOMPUTER REPAIR (2-3-3)		CPT 101	_____	_____	_____
CPT 101	INTRODUCTION TO COMPUTERS (3-0-3)		IDS 102	_____	_____	_____
CPT 170	MICROCOMPUTER APPLICATIONS (3-0-3)					
EET 131	ACTIVE DEVICES (3-3-4)		2 ND SEM	(SHC)	TERM	GRADE
IDS 102	PERSONAL AND CAREER ASSESSMENT (3-0-3)		ELT 229	_____	_____	_____
			EET 131	_____	_____	_____
			CPT 170	_____	_____	_____
TOTAL : 22 SHC						

Program Description: The Computer Servicing and Repair Program is designed to provide students with the necessary skills to pursue a career in the areas of personal computer servicing, troubleshooting, and networking. Graduates of the program can expect to find employment opportunities in almost every sector of the job market where computers are in use. These opportunities include employment as computer technicians and support personnel in corporations, government, school systems, and independent businesses.

CERTIFICATE: APPLIED SCIENCE IN CULINARY ARTS (21 SHC)

Student must be a high school graduate.

Student Name: _____

If the required *placement test* score is not met for this major, the student is required to take the course as indicated.

	COURSE	LECT	LAB	SHC	SEMESTER TAKEN	GRADE
Student ID: _____	RDG _____	_____	_____	_____	_____	_____
Semester: _____	MAT _____	_____	_____	_____	_____	_____
	ENG _____	_____	_____	_____	_____	_____

<u>REQUIRED CORE SUBJECT AREAS</u>		21 SHC	1ST SEM	(SHC)	TERM	GRADE
CUL 101	PRINCIPLES OF FOOD PRODUCTION (2-3-3)		CUL 101	_____	_____	_____
CUL 102	PRINCIPLES OF FOOD PRODUCTION II (2-3-3)		CUL 155	_____	_____	_____
BKP 120	BAKESHOP PRODUCTION (2-3-3)		CUL 235	_____	_____	_____
CUL 155	HOSPITALITY SANITATION (3-0-3)		IDS 102	_____	_____	_____
CUL 235	MENU PLANNING (3-0-3)					
HOS 255	FOODSERVICE MANAGEMENT (3-0-3)					
IDS 102	PERSONAL AND CAREER ASSESSMENT (3-0-3)					
			2ND SEM	(SHC)	TERM	GRADE
			CUL 102	_____	_____	_____
			BKP 120	_____	_____	_____
			HOS 255	_____	_____	_____
			IDS 102	_____	_____	_____
<u>ELECTIVES</u>						
CUL 103	NUTRTION (3-0-3)					
CUL 104	INTRODUCTION TO CULINARY ARTS (3-0-3)					
CUL 225	BUFFET ORGANIZATION(3-3-4)					
TOTAL		21 SHC				

Program Description: The Culinary Arts Program is designed to give students a basic foundation in the methods and chemistry of cooking. The program provides classroom training and practical skills in cooking techniques, cooking techniques, cooking equipment, and operation of the dining room. In addition, students gain experience in menu planning, nutrition, and banquet planning. Students who complete this certificate program may pursue careers as a chef, short-order cook, baker, pastry chef, and self-employment in the catering business.

CERTIFICATE: APPLIED SCIENCE IN CYBERSECURITY (33 SHC)

Student must be a high school graduate.

Student Name: _____	PLACEMENT: RDG _____	MAT _____	ENG _____			
If the required <i>placement test</i> score is not met for this major, the student is required to take the course as indicated.						
	COURSE	LECT	LAB	SHC	SEMESTER TAKEN	GRADE
Student ID: _____	RDG _____	_____	_____	_____	_____	_____
Semester: _____	MAT _____	_____	_____	_____	_____	_____
	ENG _____	_____	_____	_____	_____	_____

REQUIRED CORE SUBJECT AREAS

		33 SHC	1 ST SEM	(SHC)	TERM	GRADE
CPT 104	INTRODUCTION TO INFORMATION TECHNOLOGY (3-0-3)		CPT 104	_____	_____	_____
CPT 282	INFORMATION SYSTEMS SECURITY (3-0-3)		IST 293	_____	_____	_____
IST 245	LOCAL AREA NETWORKS (3-0-3)		CPT 282	_____	_____	_____
IST 291	FUND. OF NETWORK SECURITY I: (SECURITY + PREPARATION (3-0-3)		IST 291	_____	_____	_____
IST 292	FUNDAMENTALS OF NETWORK SECURITY II (3-0-3)		IST 190	_____	_____	_____
IST 293	IT AND DATA ASSURANCE I (3-0-3)		IDS 102	_____	_____	_____
IST 294	IT AND DATA ASSURANCE II (3-0-3)			_____	_____	_____
IST 190	LINUX ESSENTIALS (3-0-3)		2 ND SEM	(SHC)	TERM	GRADE
IST 193	LINUX SECURITY ADMINISTRATION (3-0-3)		IST 268	_____	_____	_____
IST 268	COMPUTER FORENSICS (3-0-3)		IST 245	_____	_____	_____
IDS 102	PERSONAL AND CAREER ASSESSMENT (3-0-3)		IST 193	_____	_____	_____
			IST 292	_____	_____	_____
			IST 294	_____	_____	_____

ELECTIVES

CPT 114 COMPUTERS AND CODING (3-0-3)
CPT 188 MOBILE APP DEVELOPMENT (3-0-3)

TOTAL 33 SHC

Program Description: The purpose of the Cybersecurity certificate is to provide students with the foundational concepts and skills necessary to protect and defend information systems from attack, and to limit access to network resources. Additionally, the program will prepare students for employment in a variety of entry level careers in Cybersecurity. The program leads to certifications in the Cybersecurity/Information Assurance field which include – Network+ and Security+. The certificate program courses may be applied to an A.S. degree in Cybersecurity.

CERTIFICATE: APPLIED SCIENCE IN EARLY CHILDHOOD DEVELOPMENT (30 SHC)

Student must be a high school graduate.

Student Name: _____

PLACEMENT: RDG _____ MAT _____ ENG _____

If the required *placement test* score is not met for this major, the student is required to take the course as indicated.

	COURSE	LECT	LAB	SHC	SEMESTER TAKEN	GRADE
Student ID: _____	RDG _____	_____	_____	_____	_____	_____
Semester: _____	MAT _____	_____	_____	_____	_____	_____
	ENG _____	_____	_____	_____	_____	_____

REQUIRED CORE SUBJECT AREAS		30 SHC	1 ST SEM	(SHC)	TERM	GRADE
ECD 101	INTRODUCTION TO EARLY CHILDHOOD (3-0-3)		ECD 101	_____	_____	_____
ECD 102	GROWTH AND DEVELOPMENT I (2-3-3)		ECD 102	_____	_____	_____
ECD 203	GROWTH AND DEVELOPMENT II (2-3-3)		ECD 132	_____	_____	_____
ECD 105	GUIDANCE AND CLASSROOM MANAGEMENT (3-0-3)		ECD 135	_____	_____	_____
ECD 131	LANGUAGE ARTS (3-0-3)		IDS 102	_____	_____	_____
ECD 132	CREATIVE EXPERIENCES (2-3-3)					
ECD 107	EXCEPTIONAL CHILDREN (3-0-3)		2 ND SEM	(SHC)	TERM	GRADE
ECD 133	SCIENCE AND MATH CONCEPTS (2-3-3)		ECD 203	_____	_____	_____
ECD 135	HEALTH, SAFETY, & NUTRITION (3-0-3)		ECD 105	_____	_____	_____
IDS 102	PERSONAL AND CAREER ASSESSMENT (3-0-3)		ECD 107	_____	_____	_____
			ECD 131	_____	_____	_____
			ECD 133	_____	_____	_____
	TOTAL	30 SHC				

Program Description: The Early Care and Education major is designed to train students for specific career and employment goals who are currently employed in the field and wish to enhance their skills, as well as students with no previous experience. The program provides the theory and practical application in the growth and development, learning and behavior of preschool children. Students who matriculate in this program must have a negative Tuberculin Skin Test, a SLED Clearance free of any pending charges or charges from any general session's hearings of misdemeanors or felony charges and CPR/First Aid Training. Courses in this program are transferable to several senior institutions. Graduates of this program may pursue employment opportunities as teacher assistants in public schools, as childcare providers in day care centers and nursery schools, as lead and assistant teachers in Head Start Centers, and as coordinators in other Child Development agencies.

CERTIFICATE: APPLIED SCIENCE IN ENTREPRENEURSHIP / SMALL BUSINESS MANAGEMENT (31 SHC)

Student must be a high school graduate.

Student Name: _____ PLACEMENT: RDG _____ MAT _____ ENG _____
 If the required *placement test* score is not met for this major, the student is required to take the course as indicated.

	COURSE	LECT	LAB	SHC	SEMESTER TAKEN	GRADE
Student ID: _____	RDG _____	_____	_____	_____	_____	_____
Semester: _____	MAT _____	_____	_____	_____	_____	_____
	ENG _____	_____	_____	_____	_____	_____

REQUIRED CORE SUBJECT AREAS		28 SHC	1 ST SEM	(SHC)	TERM	GRADE
ACC 110	ACCOUNTING FOR ENTREPRENEURS (3-0-3)		ACC 110	_____	_____	_____
BUS 115	INTRODUCTION TO ENTREPRENEURSHIP (3-0-3)		BUS 115	_____	_____	_____
MKT 101	MARKETING (3-0-3)		MKT 101	_____	_____	_____
BAF 201	PRINCIPLES OF FINANCE (3-0-3)		BAF 201	_____	_____	_____
ACC 242	SMALL BUSINESS SOFTWARE (1-0-1)		IDS 102	_____	_____	_____
MGT 101	PRINCIPLES OF MANAGEMENT (3-0-3)		ELECTIVE	_____	_____	_____
BUS 121	BUSINESS LAW (3-0-3)					
BUS 120	BUSINESS PLAN (3-0-3)		2 ND SEM	(SHC)	TERM	GRADE
CPT 170	MICROCOMPUTER APPLICATIONS (3-0-3)		ACC 242	_____	_____	_____
BUS 210	INTRODUCTION TO ECOMMERCE (3-0-3) or		MGT 101	_____	_____	_____
MKT 110	RETAILING (3-0-3)		BUS 121	_____	_____	_____
IDS 102	PERSONAL AND CAREER ASSESSMENT (3-0-3)		BUS 120	_____	_____	_____
			CPT 170	_____	_____	_____
ELECTIVE		3 SHC				
_____ (3-0-3)						
TOTAL		31 SHC				

Program Description: The purpose of the Entrepreneurship/Small Business Management certificate is to provide students with the foundational concepts and skills necessary to start, operate, and manage a small business.

CERTIFICATE: APPLIED SCIENCE IN GENERAL STUDIES (MIN - 21 SHC)

Student must be a high school graduate.

Student Name: _____	PLACEMENT: RDG _____	MAT _____	ENG _____			
If the required <i>placement test</i> score is not met for this major, the student is required to take the course as indicated.						
	COURSE	LECT	LAB	SHC	SEMESTER TAKEN	GRADE
Student ID: _____	RDG _____	_____	_____	_____	_____	_____
Semester: _____	MAT _____	_____	_____	_____	_____	_____
	ENG _____	_____	_____	_____	_____	_____

<u>HUMANITIES/FINE ARTS</u>		9 SHC	1 ST SEM	(SHC)	TERM	GRADE
ENG 101	ENGLISH COMPOSITION I (3-0-3) *		ENG101	_____	_____	_____
SPC 205	PUBLIC SPEAKING (3-0-3) *		SBS REQ.	_____	_____	_____
ENG 102	ENGLISH COMPOSITION II (3-0-3)		NSM REQ.	_____	_____	_____
ENG 205	ENGLISH LITERATURE I (3-0-3)		COL 103	_____	_____	_____
ENG 206	ENGLISH LITERATURE II (3-0-3)					
ENG 208	WORLD LITERATURE I (3-0-3)		2ND SEM	(SHC)	TERM	GRADE
ENG 209	WORLD LITERATURE II (3-0-3)		SPC 205	_____	_____	_____
ENG 236	AFRICAN AMERICAN LITERATURE (3-0-3)		HUM REQ.	_____	_____	_____
HIS 101	WESTERN CIVILIZATION TO 1689 (3-0-3)		CPT 101	_____	_____	_____
HIS 102	WESTERN CIVILIZATION: POST 1689 (3-0-3)					
HIS 115	AFRICAN AMERICAN HISTORY (3-0-3)					
HIS 201	AMERICAN HISTORY: DISCOVERY TO 1877 (3-0-3)					
HIS 202	AMERICAN HISTORY: 1877 TO PRESENT (3-0-3)					
ART 101	ART HISTORY & APPRECIATION (3-0-3)					
MUS 105	MUSIC APPRECIATION (3-0-3)					
THE 101	INTRODUCTION TO THEATRE (3-0-3)					
SPA 101	ELEMENTARY SPANISH I (3-3-4)					

<u>NATURAL SCIENCES/MATHEMATICS (NSM)</u>		MIN 3 SHC
BIO 101	BIOLOGICAL SCIENCE I (3-3-4)	
BIO 210	ANATOMY AND PHYSIOLOGY I (3-3-4)	
CHM 110	COLLEGE CHEMISTRY I (3-3-4)	
PHS 101	PHYSICAL SCIENCE I (3-3-4)	
MAT 110	COLLEGE ALGEBRA (3-0-3)	
MAT 120	PROBABILITY AND STATISTICS (3-0-3)	
MAT 155	CONTEMPORARY MATHEMATICS (3-0-3)	

<u>SOCIAL/BEHAVIORAL SCIENCES (SBS)</u>		3 SHC
SOC 101	INTRODUCTION TO SOCIOLOGY (3-0-3)	
ECO 210	MACROECONOMICS (3-0-3)	
ECO 211	MICROECONOMICS (3-0-3)	
PSC 201	AMERICAN GOVERNMENT (3-0-3)	
PSY 201	GENERAL PSYCHOLOGY (3-0-3)	

<u>OTHER HOURS FOR GRADUATION</u>		6 SHC
CPT 101	INTRODUCTIONS TO COMPUTERS (3-0-3)	
COL 103	COLLEGE SKILLS (3-0-3)	

TOTAL 21 SHC

Program Description: The General Studies Certificate Program is designed for those students who have not decided what career path to pursue but still want to attend college. The courses in this certificate can be used to improve their academic skills for transfer to senior institutions. The courses that they select can be applied toward the Associate in Arts or Associate Science Degree or can be used as part of the General Education requirements for Associate Degree and Diploma Programs.

CERTIFICATE: APPLIED SCIENCE IN MULTIMEDIA WEB GRAPHICS (30 SHC)

Student must be a high school graduate.

Student Name: _____	PLACEMENT: RDG _____	MAT _____	ENG _____			
If the required <i>placement test</i> score is not met for this major, the student is required to take the course as indicated.						
	COURSE	LECT	LAB	SHC	SEMESTER TAKEN	GRADE
Student ID: _____	RDG _____	_____	_____	_____	_____	_____
Semester: _____	MAT _____	_____	_____	_____	_____	_____
	ENG _____	_____	_____	_____	_____	_____

<u>REQUIRED CORE SUBJECT AREAS</u>	30 SHC	1 ST SEM	(SHC)	TERM	GRADE	
CPT 101 INTRODUCTION TO COMPUTERS (3-0-3)		CPT 101	_____	_____	_____	
CPT 170 MICROCOMPUTER APPLICATIONS (3-0-3)		CPT 170	_____	_____	_____	
CPT 174 MICROCOMPUTER SPREADSHEETS (3-0-3)		CPT 174	_____	_____	_____	
BUS 130 BUSINESS COMMUNICATIONS (3-0-3) OR		ARV 110	_____	_____	_____	
ENG 170 BUSINESS COMMUNICATIONS (3-0-3)		ARV 217	_____	_____	_____	
ARV 110 COMPUTER GRAPHICS (3-0-3)		IDS 102	_____	_____	_____	
ARV 217 COMPUTER IMAGERY (3-0-3)						
ARV 219 MULTIMEDIA TECHNIQUES (3-0-3)		2 ND SEM	(SHC)	TERM	GRADE	
ARV 220 MULTIMEDIA PRESENTATIONS (3-0-3)		BUS 130	_____	_____	_____	OR
CGC 110 ELECTRONIC PUBLISHING (3-0-3)		ENG 170	_____	_____	_____	
IDS 102 PERSONAL AND CAREER ASSESSMENT (3-0-3)		ARV 219	_____	_____	_____	
		ARV 220	_____	_____	_____	
		CGC 110	_____	_____	_____	
TOTAL:	30 SHC					

Program Description: The Multimedia Web Graphics Design Program is designed to train individuals to prepare multimedia presentations with desktop publishing. Graduates will be able to work independently, as a team member or as a multimedia specialist.

CERTIFICATE: APPLIED SCIENCE IN NURSE AIDE ASSISTANT (17 SHC)

Student Name: _____ PLACEMENT: RDG _____ MAT _____ ENG _____
 If the required *placement test* score is not met for this major, the student is required to take the course as indicated.

COURSE	LECT	LAB	SHC	SEMESTER TAKEN	GRADE
RDG _____	_____	_____	_____	_____	_____
MAT _____	_____	_____	_____	_____	_____
ENG _____	_____	_____	_____	_____	_____

<u>NATURAL SCIENCES/MATHEMATICS (NSM)</u>	4SHC	1* SEM	(SHC)	TERM	GRADE
BIO 112 BASIC ANATOMY & PHYSIOLOGY (3-3-4)		AHS 102	_____	_____	_____
		AHS 108	_____	_____	_____

<u>OTHER HOURS FOR GRADUATION</u>	6SHC				
AOT 105 KEYBOARDING (3-0-3)		AHS 120	_____	_____	_____
COL 103 COLLEGE SKILLS (3-0-3)		AOT 105	_____	_____	_____
		BIO 112	_____	_____	_____
		COL 103	_____	_____	_____

<u>REQUIRED CORE SUBJECT AREAS</u>	20SHC
AHS 102 MEDICAL TERMINOLOGY (3-0-3)	
AHS 108 NUTRITION (1-6-3)	
AHS 120 RESPONDING TO EMERGENCIES (1-3-2)	
AHS 116 PATIENT CARE RELATIONS (1-6-3)	
AHS 17 THE CARE OF PATIENTS (2-6-4)	
AHS 151 HEALTH CARE PROCEDURES (1-12-5)	

<u>ELECTIVE SUBSTITUTIONS</u>	
AHS 104	MEDICAL VOCABULARY / ANATOMY (3-0-3)
AHS 119	HEALTH CAREERS (3-0-3)
AHS 149	HEALTH CARE SKILLS I (1-6-3)
AHS 163	LONG-TERM CARE (1-12-5)

TOTAL: 30 SHC

Program Description: The Nurse Aide Assistant Certificate program prepares students to assist in patient care in hospitals, nursing homes, and home care agencies under the supervision of a Registered Nurse (RN) or Licensed Practical Nurse (LPN). Students who matriculate into this program must have a clear criminal background check, a clear drug screening, and current immunizations to include Hepatitis B, Tuberculin test, and CPR/First Aid Training. Graduates of the program are eligible to apply and then take the National Nurse Aide Assessment Program Examination (NNAAP).

CERTIFICATE: APPLIED SCIENCE IN PLUMBING (21 SHC)

Student Name: _____

PLACEMENT: RDG _____ MAT _____ ENG _____

If the required *placement test* score is not met for this major, the student is required to take the course as indicated.

COURSE	LECT	LAB	SHC	SEMESTER TAKEN	GRADE
Student ID: _____	RDG _____	_____	_____	_____	_____
Semester: _____	MAT _____	_____	_____	_____	_____
	ENG _____	_____	_____	_____	_____

<u>REQUIRED CORE SUBJECT AREAS</u>		18 SHC	1 ST SEM	(SHC)	TERM	GRADE
BCT 102	FUNDAMENTALS OF BUILDING CONSTRUCTION (2-6-4)		BCT 102	_____	_____	_____
BCT 111	BLUEPRINT READING AND SPECIFICATIONS (3-0-3)		BCT 111	_____	_____	_____
BCT 151	INTRODUCTION TO RESIDENTIAL PLUMBING (2-3-3)		BCT 151	_____	_____	_____
BCT 152	RESIDENTIAL PLUMBING (3-6-5)		BCT 221	_____	_____	_____
BCT 221	CONSTRUCTION BUILDING CODES (3-0-3)		IDS 102	_____	_____	_____
				_____	_____	_____
<u>OTHER HOURS FOR GRADUATION</u>			2 ND SEM	(SHC)	TERM	GRADE
IDS 102	PERSONAL AND CAREER ASSESSMENT (3-0-3)	3SHC	BCT152	_____	_____	_____
				_____	_____	_____
				_____	_____	_____
				_____	_____	_____
TOTAL:		21 SHC				

Program Description: The Plumbing Program provides students with fundamentals skills in plumbing such as installation and repair of general plumbing systems including faucets, commodes, water heaters, drainpipes, and other related fixtures. Students who complete this program can enter the plumbing field as entry level plumbers.

CERTIFICATE: APPLIED SCIENCE IN POLICE PRE-ACADEMY (15 SHC)

Student must be a high school graduate.

Student Name:	PLACEMENT:	RDG _____	MAT _____	ENG _____		
_____	If the required <i>placement test</i> score is not met for this major, the student is required to take the course as indicated.					
Student ID: _____	COURSE	LECT	LAB	SHC	SEMESTER TAKEN	GRADE
Semester: _____	RDG _____	_____	_____	_____	_____	_____
	MAT _____	_____	_____	_____	_____	_____
	ENG _____	_____	_____	_____	_____	_____

REQUIRED CORE SUBJECT AREAS		15 SHC	1 ST SEM	(SHC)	TERM	GRADE
CRJ 281	POLICE SCIENCE I (3-0-3)		IDS 102	_____	_____	_____
CRJ 282	POLICE ACADEMY II (3-0-3)		BAR 101	_____	_____	_____
CRJ 283	POLICE ACADEMY III (3-0-3)		BAR 115	_____	_____	_____
CRJ 284	POLICE SCIENCE IV (3-0-3)		BAR 130	_____	_____	_____
IDS 102	PERSONAL & CAREER ASSESSMENT (3-0-3)		BAR 135	_____	_____	_____

TOTAL: 15 SHC

Minimum grade of "C" required in all courses.

Program Description: The Police Pre-Academy (PPAT) certification is for individuals who seek to become employed as a Law Enforcement Officer in South Carolina and become Class-1 Certified Law Enforcement Officers (LEO) through the South Carolina Criminal Justice Academy (SCCJA) and the Law Enforcement Training Council (LETC) pursuant to South Carolina Code of Law Chapter 23.

CERTIFICATE: APPLIED SCIENCE IN PRE-MEDICAL (23 SHC)

Student must be a high school graduate.

Student Name: _____ PLACEMENT: RDG _____ MAT _____ ENG _____
 If the required *placement test* score is not met for this major, the student is required to take the course as indicated.

	COURSE	LECT	LAB	SHC	SEMESTER TAKEN	GRADE
Student ID: _____	RDG _____	_____	_____	_____	_____	_____
Semester: _____	MAT _____	_____	_____	_____	_____	_____
	ENG _____	_____	_____	_____	_____	_____

<u>HUMANITIES/FINE ARTS</u>	3 SHC	1ST SEM	(SHC)	TERM	GRADE
ENG 101 ENGLISH COMPOSITION I (3-0-3) *		BIO 210	_____	_____	_____
		ENG 101	_____	_____	_____
<u>NATURAL SCIENCES/MATHEMATICS (NSM)</u>	14 SHC	MAT 155	_____	_____	_____
BIO 210 ANATOMY AND PHYSIOLOGY I (3-3-4)		COL 103	_____	_____	_____
BIO 211 ANATOMY AND PHYSIOLOGY II (3-3-4)					
MAT 155 CONTEMPORARY MATHEMATICS* (3-0-3)		2ND SEM	(SHC)	TERM	GRADE
CPT 101 INTRODUCTION TO COMPUTERS (3-0-3)		BIO 211	_____	_____	_____
*MAT 110 can be substituted for college transfer.		PSY 201	_____	_____	_____
		CPT 101	_____	_____	_____
<u>SOCIAL/BEHAVIORAL SCIENCES (SBS)</u>	3 SHC				
PSY 201 GENERAL PSYCHOLOGY (3-0-3)					
<u>OTHER HOURS FOR GRADUATION</u>	3 SHC				
COL 103 COLLEGE SKILLS (3-0-3)					
TOTAL:	23 SHC				

Program Description: If you want a career in the medical field, then this certificate program is a starter for you. After completing Pre-Medical Certificate Program, you will be given the opportunity to apply to the Practical Nursing Diploma program or enroll in the Associate of Science Program.

CERTIFICATE: APPLIED SCIENCE IN WELDING (20 SHC)

Student must be a high school graduate.

Student Name: _____	PLACEMENT: RDG _____	MAT _____	ENG _____
If the required <i>placement test</i> score is not met for this major, the student is required to take the course as indicated.			
Student ID: _____	COURSE	LECT	LAB
Semester: _____	RDG _____	_____	_____
	MAT _____	_____	_____
	ENG _____	_____	_____
		SHC	SEMESTER TAKEN
		_____	_____
		_____	_____
		_____	_____
		_____	GRADE
		_____	_____
		_____	_____

<u>REQUIRED CORE SUBJECT AREAS</u>		20 SHC	1 ST SEM	(SHC)	TERM	GRADE
WLD 102	INTRODUCTION TO WELDING (2-0-2)		WLD 102	_____	_____	_____
WLD 104	GAS WELDING AND CUTTING (1-3-2)		WLD 104	_____	_____	_____
WLD 103	PRINT READING I (1-0-1)		WLD 106	_____	_____	_____
WLD 106	GAS AND ARC WELDING (3-3-4)		IDS 102	_____	_____	_____
WLD 108	GAS METAL ARC WELDING (3-3-4)			_____	_____	_____
WLD 111	ARC WELDING I (3-3-4)		2 ND SEM	(SHC)	TERM	GRADE
IDS 102	PERSONAL AND CAREER ASSESSMENT (3-0-3)		WLD 103	_____	_____	_____
			WLD 108	_____	_____	_____
			WLD 111	_____	_____	_____
<u>ELECTIVES:</u>						
WLD 113	ARC WELDING II (3-3-4)					
WLD 136	ADVANCED INERT GAS WELDING (1-3-2)					
WLD 141	WELD QUALITY (1-3-2)					
WLD 154	PIPE FITTING AND WELDING (3-3-4)					
TOTAL:		20 SHC				

Program Description: The Welding Program provides practical hands-on skills and practical experiences in operating welding equipment. Graduates may find employment in gas and arc welding, arc welding, or print reading.

CERTIFICATE: APPLIED SCIENCE IN WORD PROCESSING (21 SHC)

Student must be a high school graduate.

Student Name: _____

PLACEMENT: RDG _____ MAT _____ ENG _____

If the required *placement test* score is not met for this major, the student is required to take the course as indicated.

COURSE	LECT	LAB	SHC	SEMESTER TAKEN	GRADE
Student ID: _____ RDG _____	_____	_____	_____	_____	_____
Semester: _____ MAT _____	_____	_____	_____	_____	_____
ENG _____	_____	_____	_____	_____	_____

<u>REQUIRED CORE SUBJECT AREAS</u>		21 SHC	1 ST SEM	(SHC)	TERM	GRADE
CPT 101	INTRODUCTION TO COMPUTERS (3-0-3)		CPT 101	_____	_____	_____
AOT 105	KEYBOARDING (3-0-3)		AOT 105	_____	_____	_____
AOT 110	DOCUMENT FORMATTING (3-0-3)		IDS 102	_____	_____	_____
AOT 141	OFFICE PROCEDURES I (3-0-3)					
AOT 163	WORD PROCESSING (3-0-3)		2 ND SEM	(SHC)	TERM	GRADE
AOT 167	INFORMATION PROCESSING APPLICATIONS (3-0-3)		AOT 110	_____	_____	_____
IDS 102	PERSONAL AND CAREER ASSESSMENT (3-0-3)		AOT 141	_____	_____	_____
			AOT 163	_____	_____	_____
TOTAL:		21 SHC	3 RD SEM	(SHC)	TERM	GRADE
			AOT 167	_____	_____	_____

Program Description: The Word Processing Program is designed to provide training in word processing. Students who complete this certificate program may seek employment as entry-level word-processing clerks, typists, or office clerks.

ACC 101 Accounting Principles I**3 CR**

This course introduces basic accounting procedures for analyzing, recording, and summarizing financial transactions, adjusting and closing the financial records at the end of the accounting cycle, and preparing financial records at the end of the accounting cycle, and preparing financial statements.

ACC 102 Accounting Principles II**3 CR**

This course emphasizes managerial accounting theory and practice in basic accounting and procedures for cost accounting, budgeting, cost-volume analysis, and financial statement analysis.

Prerequisite: ACC 101

ACC 110 Accounting for Entrepreneurs**3CR**

A study of the principles of financial accounting, managerial accounting, taxes, bookkeeping, accounting systems, and record keeping essential to starting and operating a new business enterprise.

ACC 124 Individual Tax Procedures**3 CR**

This course is a study of the basic income tax structure from the standpoint of the individual, including the preparation of individual income tax returns.

ACC 242 Small Business Software**1 CR**

This course includes the use of current integrated software suitable for small business operations.

ACC 245 Accounting Applications**3 CR**

This course introduces microcomputer accounting using data base software and/or electronic spreadsheets.

Prerequisite: ACC 101

AHS 102 Medical Terminology**3 CR**

This course covers medical terms, including roots, prefixes, and suffixes, with emphasis on spelling, definition, and pronunciation.

AHS 104 Medical Vocabulary**3CR**

This course introduces the fundamental principles of medical terminology and includes a survey of human anatomy and physiology.

AHS 119 Health Careers**3CR**

This course provides information on various health careers to include job responsibility and personal and educational requirements as well as an overview of the health care system with its unique nomenclature and delivery of care.

AHS 108 Nutrition**3 CR**

This course is a study of nutrition and diet therapy as related to healthcare.

AHS 116 Patient Care Relations**3 CR**

This course includes a study of the psychological and emotional effect of illness, hospitalization and recuperation upon the patient, others, and healthcare providers.

AHS 117 Nurse Assisting**4 CR**

This course includes a study of concepts required to assist in the care of patients.

AHS 120 Responding to Emergencies**2 CR**

The course is a study of emergency care procedures utilizing first aid and CPR principles and recognizes the need for more contact hours for teaching this course.

AHS 149 Health Care Skill I**3CR**

This course includes basic skills needed to care for residents in a long-term care setting.

Prerequisite: AHS 104 and AHS 119

AHS 151 Health Care Procedures

5 CR

This course includes a study of fundamental health skills related to the patient/client in all of life's stages.

AHS 163 Long-Term Care

5CR

This course emphasizes the basic skills needed to care for residents in the long-term care setting. Students will apply practical use of these skills through clinical experiences in a long-term care facility.

Prerequisite: AHS 104 and AHS 119

AOT 105 Keyboarding

3 CR

This course focuses on the mastery of keyboarding.

AOT 110 Document Formatting

3 CR

This course emphasizes speed, accuracy and developing document formatting skills using keyboarding competencies.

Prerequisite: AOT 105

AOT 120 Introduction to Machine Transcription

3 CR

This is an introductory machine transcription course which is designed to provide experience in transcribing documents from dictation equipment.

Prerequisite: AOT 105 and AOT 163

AOT 133 Professional Development

3 CR

This course emphasizes development of personal and professional skills required of an office worker in areas such as projecting a professional image, job seeking skills, office etiquette, ethics and time and stress management.

AOT 134 Office Communications

3 CR

This course develops proficiency in proofreading and other specialized applications of communications in the office environment.

Prerequisite: AOT 105

AOT 135 Data Entry

3 CR

This course introduces data entry techniques.

AOT 141 Office Procedures I

3 CR

This is an introductory course to a variety of office procedures and tasks using business equipment, systems and procedures.

AOT 163 Word Processing

3 CR

This course introduces the concepts of word processing.

Prerequisite: AOT 105

AOT 167 Information Processing Applications

3 CR

This course emphasizes applications and features of information processing software.

Prerequisites: AOT 105 and AOT 163

AOT 210 Document Production

3 CR

This course emphasizes the production of documents found in typical business offices. The major focus is on productivity and excellence in document production.

Prerequisite: AOT 110

AOT 254 Office Simulation

3 CR

This course integrates a wide variety of skills and knowledge through practical work experiences in a simulated office environment.

ART 101 Art History and Appreciation**3 CR**

This is an introductory course to the history and appreciation of the visual arts, including the elements and principles of the art media and the historical styles and movements associated with Western art.

ARV 110 Computer Graphics I**3 CR**

This course is a study of the fundamentals of Computer Assisted Graphic Design.

ARV 217 Computer Imagery**3 CR**

This course covers the use of the computer as a tool to create images that addresses the needs of the visual communication field.

ARV 219 Multimedia Techniques**3 CR**

This course is an introduction to the production of current audio-visual media.

ARV 220 Multimedia Presentations**3 CR**

This course covers a study of multimedia techniques culminating in a presentation.

BAF 201 Principles of Finance**3 CR**

This is an introductory course to the field of finance. The monetary and credit system are examined along with how the demand for funds is met in both the public and private sector.

BAR 101 Barbering Fundamentals**3 CR**

This course is an introduction to the barbering profession, including the care and use of equipment and implements.

BAR 115 Facial Care**3 CR**

This course is a study of the anatomy of the head, face and neck and the proper care and treatment of the face, including shaving techniques.

BAR 120 Shampoo and Conditioners**3 CR**

This course is a study of shampoos and conditioners and their uses in relationship to hair structure and texture.

BAR 130 Fundamentals of Hair Cutting**3 CR**

This course is a study of fundamentals of haircutting including the use of the clippers, shears, and razors.

BAR 135 Hair and Scalp Care I**3 CR**

This course is a study of various disorders of the skin, hair, and scalp.

BAR 235 Hair and Scalp Care II**3 CR**

This course is a study of the various methods of treating disorders of the hair and scalp.

BAR 240 Chemical Processing of Hair**3 CR**

This course is a study of the techniques used in the chemical processing of the hair, including the action of chemical products, safety precautions, and the use of various implements.

BAR 250 Barber Shop Management**3 CR**

This course is a study of the method used in operating an effective barber shop, including facilities and equipment management, record keeping, advertising, policies, and procedures.

BAR 255 Barbering Clinical Practice I**4 CR**

This course is an integration of barbering skills in a simulated salon environment.

BAR 256 Barbering Clinical Practice II**6 CR**

This course is an integration of barbering skills in a simulated salon environment to provide additional practical hours in skill development.

BCT 101 Introduction to Building Construction	5 CR
This course is an introduction to residential and light commercial construction, construction terms, tools of the trade and their safe use.	
BCT 102 Fundamentals of Building Construction	4 CR
This course is a study of framing for residential and light commercial buildings.	
BCT 103 Construction Site Layout	2 CR
This course covers location and layout of building corners, elevation, and the use of appropriate tools.	
BCT 105 Tool Usage and Safety	4 CR
This course covers tool skills and their safe use in construction.	
BCT 111 Blueprint Reading and Specifications	2 CR
This course is an introductory study of construction plans and specifications and how they represent finished buildings.	
BCT 138 Residential Wiring	5 CR
This course is a study of wiring methods and practices used in residential application.	
BCT 151 Introduction to Residential Plumbing	3 CR
This course covers plumbing theory as it relates to residential construction.	
BCT 152 Residential Plumbing	5 CR
This course is a study of the plumbing methods and practices used in residential application.	
BCT 221 Construction Building Code	3 CR
This course is a study of local, state, and national building code requirements as they apply to residential and commercial construction.	
BIO 101 Biological Science I	4 CR
This course is the first of a sequence introducing biology. Topics include the scientific method, basic biochemistry, cell structure and function, cell physiology, cell reproduction and development, Mendelian genetics, population genetics, natural selection, evolution, and ecology.	
BIO 102 Biological Science II	4 CR
This is a continuation of introductory biology which includes classification of organisms and structural and functional considerations of all kingdoms (particularly major phyla as well as viruses). Vertebrate animals and vascular plants are emphasized.	
Pre-requisite: BIO 101	
BIO 112 Basic Anatomy & Physiology	4 CR
This course is a basic integrated study of the structure and function of the human body.	
BIO 126 CAREER OPTIONS FOR HEALTH PROFESSIONALS	4 CR
This course is designed for students interested in a health-related career as an opportunity to explore various careers in the health professions and their roles in the healthcare system in the United States. Students will understand how the social determinants of health contribute to health inequities in health care and public health and assess research evidence presented in the health sciences. This course will also cover topics such as career planning, study skills, time management, team building, and other topics to facilitate student success in future health-related careers.	
BIO 210 Human Anatomy and Physiology I	4 CR
This course is the first in a sequence of courses, including an intensive coverage of the body as an integrated whole. All body systems are studied.	
BIO 211 Human Anatomy and Physiology II	4 CR

This course is a continuation of a sequence of courses, including coverage of the body as an integrated whole. All body systems are studied.

Pre-requisite: BIO 210

BKP 120 Bakeshop Production

3 CR

This course covers the applications of fundamentals and principles of basic baking. Emphasis is placed on skill development for quality commercial bakery products.

BUS 101 Introduction to Business

3 CR

This is a study of the nature of business activity in relation to the economic society, including how a business is owned, organized, managed and controlled.

BUS 115 Introduction to Entrepreneurship

3 CR

This course is an introduction to the concept of entrepreneurship and the exploration of traditional and nontraditional business ventures. Students will identify their entrepreneurship type, and brainstorm personal interests, goals, and talents for the development of the business idea.

BUS 120 Business Plan

3 CR

This course involves the development of a sound business plan for a small business idea. Students will assess the strengths and weaknesses of a business idea, develop a marketing plan, prepare financial projections, and identify and evaluate potential funding sources for their business.

BUS 121 Business Law I

3 CR

This course is a study of legal procedures, law and society, classifications and systems of law, the tribunals administering justice and their actions, contracts, sales, transfer of titles, rights and duties of the parties, conditions, and warranties.

BUS 130 Business Communications

3 CR

This course covers the application of communication skills to situations routinely encountered in business environments.

BUS 210 Introduction to E-Commerce in Business

3 CR

This course is the study of electronic commerce and the operations and applications from the business perspective. Emphasis is placed on business concepts and strategies and how they apply to the process of buying and selling goods and services online.

BUS 240 Business Statistics

3 CR

This course is a study of statistical methods related to business, including descriptive statistics, probability, binomial and normal distributions, and hypothesis testing.

CHM 105 General Organic & Biochemistry

3 CR

This course is a study of the fundamental principles of chemistry, including atomic and molecular structure, common substances and reactions, introduction to organic chemistry and biochemistry.

CHM 110 College Chemistry I

4 CR

This is the first course in a sequence which includes the following topics: atomic and molecular structure, nomenclature and equations, properties, reactions and states of matter, stoichiometry, gas laws, solutions and equilibria.

CHM 111 College Chemistry II

4 CR

This course is a continuation of the study of atomic and molecular structure, nomenclature and equations, properties, reactions and states of matter, stoichiometry, gas laws, solutions, and equilibria.

Pre-requisite: CHM 110

CIM 131 Computer Integrated Manufacturing

3 CR

This course is a comprehensive overview of the total manufacturing operation.

COL 101 College Orientation**1 CR**

This course may include selected topics such as career planning, study skills, stress management, tutoring, group guidance, and other subjects to facilitate student success.

COL 103 College Skills**3 CR**

This course includes selected topics such as career planning, study skills, stress management, tutoring, group guidance, and other subjects to facilitate student success.

COL 106 Skills for College**1 CR**

This course is designed to enhance the skills of entering freshmen to facilitate their ability to succeed in the college environment. The course topics include student/instructor expectations, time management, library/computer orientation, listening/notetaking, studying for success, learning styles/personality types, and diversity and differences on campus.

COL 111 E-Learning Success**1 CR**

This course introduces the online learning management system, basic computer skills, information literacy, time management skills, and learning resources to enhance student success in an electronic learning environment.

COS 101 Fundamentals of Cosmetology**3 CR**

This is an introductory course to the fundamentals of professional ethics, hygiene, good grooming, and salesmanship as they relate to the practice of the salon.

COS 106 Facials and Make-up**3 CR**

This is an introductory course of the procedures for various skin treatments, including anatomy, chemistry, and safety.

COS 108 Nail Care**3 CR**

This course is a study of nail structure and manicuring techniques, including anatomy, chemistry, and safety.

COS 110 Scalp and Hair Care**3 CR**

This course is a study of the structure and composition of hair, including the analysis and treatment of certain conditions of the hair and scalp.

COS 114 Hair Shaping**4 CR**

This course is an introductory course to the techniques of hair-shaping. Emphasis is given to the correct use and safety of implements, proper hair sectioning, and various techniques used in hair design in relationship to body structure.

COS 116 Hair Styling I**4 CR**

This course is a study of the fundamentals of hair design, including principles, techniques, safety precautions, and chemistry.

COS 201 Salon Management**3 CR**

This course is a study of salon management, including rules, regulations, and codes governing the practice of Cosmetology.

COS 206 Chemical Hair Waving**3 CR**

This course is a study of methods of permanently waving the hair, including product, chemistry, and safety.

COS 208 Chemical Hair Relaxing**3 CR**

This course is a study of methods of chemically relaxing the basic structure of hair, including product, chemistry, and safety.

COS 210 Hair Coloring**3 CR**

This course is a study of the science and art of coloring the hair, including methods, procedures, safety precautions, and chemistry.

- COS 212 Hair Lightening** **3 CR**
This course is a study of the lightening of hair, including methods, procedures, safety precautions and chemistry.
- COS 220 Cosmetology Clinical Practice I** **3 CR**
This course is an integration of cosmetology skills in a simulated salon environment.
- COS 222 Cosmetology Clinical Practice II** **3 CR**
This course is an integration of cosmetology skills in a simulated salon environment.
- CPE 110 Computer Language** **3 CR**
This course covers a high-level computer language, programming concepts, and applications.
- CPT 101 Introduction to Computers** **3 CR**
This course covers basic computer history, theory and applications, including word processing, spreadsheet, data bases, and the operating system.
- CPT 104 Introduction to Information Technology** **3 CR**
This course is a study of basic computer components and peripherals, basic computer functions, i/o concepts, storage concepts, data communications, distributed processing, and programming language concepts.
- CPT 114 Computers and Programming** **3 CR**
This course introduces computer concepts and programming. Topics include basic concepts of computer architecture, files, memory, and input/output devices. Programming is done in a modern high-level language.
- CPT 115 COBOL Programming I** **3 CR**
This course introduces the nature and use of the common business-oriented language – COBOL.
Prerequisite: CPT 170
- CPT 117 Introduction to Online Learning** **1 CR**
This course will familiarize students with the online learning environment. Topics will include using course management tools, conducting online research effectively, and troubleshooting technical problems.
- CPT 141 Consumer Applications II** **1 CR**
This course is an introduction to the basic concepts and techniques of microcomputer application software for personal computing needs. Topics include compiling and storing information, letter writing, and desktop publishing fundamentals for newsletters and bulletins.
- CPT 168 Programming Logic and Design** **3 CR**
This course examines problem-solving techniques applied to program design. Topics include a variety of documentation techniques as means of solution presentation.
Prerequisite : CPT 101
- CPT 170 Microcomputer Applications** **3 CR**
This course introduces microcomputer applications software, including word processing, databases, spread-sheets, graphs, and their integration.
- CPT 174 Microcomputer Spreadsheets** **3 CR**
This course introduces the use of spreadsheet software on the microcomputer. Topics include creating, editing, using formulas, using functions, and producing graphs.
- CPT 188 Mobile App Development** **3 CR**
This course is a study of mobile app development. Students will learn to develop and test applications designed for mobile devices such as tablet computers and/or smartphones. Topics include building views, program code development, and application testing on a device simulator.

CPT 212 Visual Basic Programming**3 CR**

This course focuses on Windows programming using Visual Basic to create graphical user interfaces. The course examines forms, controls, graphical controls, loops, control arrays, database and traditional file processing, and application class scheduling.

CPT 215 COBOL Programming II**3 CR**

This course emphasizes file maintenance and tables using advanced concepts in COBOL.

Prerequisite: CPT 115

CPT 234 C Programming I**3 CR**

This introductory course in C programming emphasizes the designing, coding, testing and debugging of C programs involving input/output operations, data types, storage classes, decision structures, looping, functions, preprocessor directives, arrays and simple pointers.

Prerequisite: CPT 168

CPT 235 C Programming II**3CR**

This course is a study of using advanced techniques for programming with the C language, including structures, advanced pointers, string manipulations, bit operations, and C Library Functions.

Prerequisite: CPT 234

CPT 242 Database**3 CR**

This course introduces data base models and the fundamentals of data base design. Topics include data base structures, data base processing, and application programs which access a data base.

Prerequisite: CPT 170

CPT 257 Operating Systems**3 CR**

This course examines the theory of operating systems and how the operating system theory is implemented in current operating systems.

Prerequisite: CPT 170

CPT 264 Systems and Procedures**3 CR**

This course covers the techniques of system analysis, design, development, and implementation.

Prerequisite: CPT 168

CPT 282 Information Systems Security**3 CR**

This course is the study of the protection of information and equipment in computer systems. Topics include all aspects of systems protection, including physical security, hardware, software, and communications security. Addresses technical, legal, and ethical issues.

CRJ 101 Introduction to Criminal Justice**3 CR**

This course includes an overview of the functions and responsibilities of agencies involved in the administration of justice to include police organizations, court systems, correctional systems, and juvenile justice agencies.

CRJ 102 Introduction to Security**3 CR**

This course includes an introduction to the philosophy and application of security. The protection of personnel, facilities, and other assets as well as administrative, legal, and technical problems of loss prevention and control are analyzed.

CRJ 115 Criminal Law I**3 CR**

This course covers the development of criminal law in America. The course also covers the basic elements of specific criminal offenses, criminal defenses, and various legal principles upon which criminal law is established.

CRJ 120 Constitutional Law**3 CR**

This course covers the analysis of the historical development of the U.S. Constitution and the relationship of rights contained therein to the State and to the individual. The application of the Bill of Rights to Federal and State Systems is examined.

CRJ 125 Criminology**3 CR**

This course is a study of the various theories of criminal causation and control, the identification of criminal typologies, and the reaction of society to crime and criminals.

CRJ 130 Police Administration**3 CR**

This course is the study of the organization, administration, and management of law enforcement agencies.

CRJ 145 Juvenile Delinquency**3 CR**

This course includes a survey of the sociological, biological, and psychological theories involved in juvenile delinquency, modern trends in prevention, and treatment.

CRJ 222 Ethics in Criminal Justice**3 CR**

This course is a study of the application of ethical theories to the criminal justice profession.

CRJ 230 Criminal Investigation I**3 CR**

This course is a study of the fundamentals of interviewing witnesses and interrogating suspects. Different methods of conducting crime scene searches and methods used in investigating various crimes are studied in this course.

CRJ 236 Criminal Evidence**3 CR**

This course is a study of the established rules of evidence from arrest to release in the administration of criminal justice.

CRJ 242 Correctional Systems**3 CR**

This course is an introduction to aspects of the correctional function in criminal justice, including organization, process, procedures, and clients incarcerated and on conditional release.

CRJ 244 Probation, Pardon and Parole**3 CR**

This course is a study of the development, organization, operation, and results of systems of probation and parole as substitutes for incarceration. The philosophy and methods of treatment of offenders and the operational problems and activities of the probation/parole officer are studied in the course.

CRJ 246 Special Problems in Criminal Justice**3 CR**

This course examines issues within the criminal justice community/ profession which are of special concern to students and practitioners because of such elements as timelines, local concern, legalistic, and/or other dynamic factors of such issues.

CUL 101 Principles of Food Production I**3 CR**

This is an introductory course in food preparation, including kitchen safety and sanitation. Emphasis is placed on the practical presentation of simple foods, terminology, and techniques of preparing nutritious, quality food.

CUL 102 Principles of Food Production II**3 CR**

This course is a study of the preparation of food categories such as sauces, salads, baked products, meats, poultry, vegetables, etc. Special attention is given to presentation and garnishing.

CUL 103 Nutrition**3 CR**

This course is a study of general nutritional needs of the life cycle, including carbohydrates, proteins, fats, vitamins, and minerals. Practical applications for the food service professional are emphasized.

CUL 104 Introduction to Culinary Arts**3 CR**

This survey course introduces students to the world of culinary arts. Students will be exposed to culinary history, culinary organizations and branches of the culinary field that offer different opportunities in the profession.

CUL 155 Hospitality Sanitation**3 CR**

This course is a study of local, state and national regulations governing sanitary food handling practices.

CUL 225 Buffet Organization**4 CR**

This course is a study of the principles and applications of how to plan, organize, and setup a complete buffet. Topics include forced meats, ice carvings, and garnishes.

CUL 235 Menu Planning**3 CR**

This course is a study of the principles of menu planning and design with application of basic nutrition, organization plans, and record-keeping techniques.

ECD 101 Introduction to Early Childhood**3 CR**

This course includes an overview of the history, theories, and curriculum models of early education. Emphasis is on current trends/issues, with a review of state/national regulations. Characteristics of quality programs and professional teachers are explored in the course.

ECD 102 Growth and Development I**3 CR**

This course is an extensive study of philosophies and theories of growth and development of infants/toddlers. Focus is on "total" development of the child, with emphasis on physical, social, emotional, cognitive, and nutritional areas. Developmental tasks and appropriate activities are explored in the course.

ECD 105 Guidance/Classroom Management**3 CR**

This course is an overview of developmentally appropriate, effective guidance and classroom management techniques for the teacher of young children. A positive proactive approach is stressed in the course.

ECD 107 Exceptional Children**3 CR**

This course includes an overview of special needs children and their families. Emphasis is on the prevalence of disorders, treatment modalities, community resources serving exceptional children, the teacher's role in mainstreaming and early identification, and on federal legislation affecting exceptional children.

ECD 108 Family and Community Relations**3 CR**

This course is an overview of techniques and materials for promoting effective family/program partnerships to foster positive child development. Emphasis is on availability and accessibility of community resources and on developing appropriate communication skills.

ECD 109 Administration and Supervision**3 CR**

This course is a study of the role and responsibilities of an early childhood administrator. Special focus is on program monetary matter, space management, curriculum, health and food services, and relations among the public, staff, and parents.

ECD 131 Language Arts**3 CR**

This course provides an overview of age appropriate developmental language arts activities. The curriculum consists of four broad interrelated areas like speaking, listening, writing, and reading of young children. This also includes planning, implementation, and evaluation of media, methods, techniques, and equipment. Emphasis on activities connected to the diverse backgrounds of children are included.

ECD 132 Creative Experience**3 CR**

In this course the importance of creativity and independence in creative expression are stressed. A variety of age-appropriate media, methods, techniques, and equipment are utilized. Students plan, implement, and evaluate instructional activities.

ECD 133 Science and Math Concepts**3 CR**

This course includes an overview of pre-number and science concepts developmentally appropriate for young children. Emphasis is on the planning, implementation, and evaluation of developmentally appropriate activities utilizing a variety of methods and materials.

ECD 135 Health, Safety and Nutrition**3 CR**

This course covers a review of health and safety practices recommended for childcare and includes information on common diseases and health problems. Certification preparation is provided in pediatric safety, CPR and first aid. Guidelines and information on nutrition and developmentally appropriate activities also are studied in the course.

ECD 201 Principles of Ethics and Leadership in Early Care and Education**3 CR**

This course includes an overview of historical views on leadership, and issues and challenges of leadership in early care and education. Emphasis is on current trends and issues. This course also includes a review of ethical principles as they relate to children, families, colleagues, and the community and society. Characteristics of professional teachers in early care and education are also explored in the course.

ECD 203 Growth and Development II**3 CR**

This course is an in-depth study of preschool children growing and developing in today's world. Focus is on "total" development of the child with emphasis on physical, social, emotional, cognitive, and nutritional areas of development. Developmental tasks and appropriate activities are explored in the course.

Prerequisite: ECD 102

ECD 237 Methods and Materials**3 CR**

This course includes an overview of developmentally-appropriate methods and materials for planning, implementing, and evaluating environments. Emphasis is on integrating divergent activities in each curriculum area.

ECD 243 Supervised Field Experience I**3 CR**

This course includes emphasis on planning, implementing, and evaluating schedule programs, age-appropriate methods, materials, activities and environments of early childhood principles and practices.

ECO 210 Macroeconomics**3 CR**

This course includes the study of fundamental principles and policies of a modern economy to include markets and prices, national income accounting, cycles, employment theory and fiscal policy, banking, and monetary controls, and the government's role in economic decisions and growth.

ECO 211 Microeconomics**3 CR**

This course includes the study of the behavior of households and firms, including supply and demand, elasticity, price/input in different market structures, pricing of resources, regulations, and comparative advantage and trade.

EET 113 Electrical Circuits I**4 CR**

This course is a study of direct and alternating currents, covering resistance and impedance in series, parallel, and series-parallel circuits using Ohm's law, Kirchhoff's laws, and basic circuit theorems. Circuits are analyzed using mathematics and verified using electrical instruments.

EET 114 Electrical Circuits II**4 CR**

This course is a continuation in electrical circuits, including advanced network theorems. Circuits are analyzed using mathematics and verified using electrical instruments.

EET 131 Active Devices**4 CR**

This course is a study of semiconductor theory and principles, diodes and diode circuits, transistors, transistor circuits, and other components. Circuits are modeled, constructed, and tested.

EET 145 Digital Circuits**4 CR**

This course is a study of number systems, basic logic gates, Boolean Algebra, logic optimization, flip-flops, counters, and registers. Circuits are modeled, constructed, and tested.

EET 233 Control Systems**4 CR**

This course is a study of open and closed loop control system operations, elements, and applications. Various industrial model programmable logic controllers are used to simulate application to flexible manufacturing systems.

EGR 130 Engineering Technology Applications and Programming**3 CR**

This course covers the development and use of computer programs to solve engineering technology problems.

EGR 194 Statics and Strength Materials**4 CR**

This course covers external and internal forces in structures and/or machines, including conditions of equilibrium, systems of force, moments of inertia and friction. It also covers the stress/strain relationship in materials.

EGT 151 Introduction to CAD**3 CR**

This course covers the operation of a computer aided drafting system. The course includes interaction with a CAD station to produce technical drawings.

ELT 109 Introduction to Electronic Servicing**4 CR**

This is an introductory course in electronic servicing, emphasizing servicing and shop procedures.

ELT 202 Servicing Techniques**2 CR**

This course is a study of practical experience in the servicing of electronic equipment, including working in a service shop environment or situation.

ELT 229 Microcomputer Repair**3 CR**

This course includes servicing of popular microcomputers, disk drives, modems, and other peripheral devices

ENG 032 Developmental English**3 CR**

This course is an intensive review of grammar and usage; mechanics of punctuation, spelling, and capitalization; sentence structure; and writing, editing, and revising are emphasized in this course along with a study of different models of writing for a variety of rhetorical situations.

ENG 101 English Composition I**3 CR**

This is a (college transfer) course in which the following topics are presented: a study of composition in conjunction with appropriate literary selections, with frequent theme assignments to reinforce effective writing. A review of standard usage and the basic techniques of research are also presented.

ENG 102 English Composition II**3 CR**

This is a (college transfer) course in which the following topics are presented: development of writing skills through logical organization, effective style, literary analysis, and research. An introduction to literary genre is also included.

ENG 160 Technical Communications**3 CR**

This course is a study of various technical communications, such as definitions, processes, instructions, descriptions, and technical reports.

ENG 170 Business Communications**3 CR**

This course presents a comprehensive survey of business English usage and communication skills.

ENG 201 American Literature I**3 CR**

This course is a study of American literature from the Colonial Period to the Civil War.

ENG 202 American Literature II**3 CR**

This course is a study of American literature from the Civil War to the present.

ENG 205 English Literature I**3 CR**

This is a (college transfer) course in which the following topics are presented: the study of English literature from the Old English Period to the Romantic Period with emphasis on major writers and periods.

ENG 206 English Literature II**3 CR**

This is a (college transfer) course in which the following topics are presented: the study of English literature from the Romantic Period to the present with emphasis on major writers and periods.

- ENG 208 World Literature I** **3 CR**
This course is a study of masterpieces of world literature in translation from the ancient world to the sixteenth century.
- ENG 209 World Literature II** **3 CR**
This course is a study of masterpieces of world literature in translation from the seventeenth century to the present.
- ENG 236 African American Literature** **3 CR**
This course is a critical study of African American literature examined from historical, social, and psychological perspectives.
- HIS 101 Western Civilization to 1689** **3 CR**
This course is a survey of Western Civilization from ancient times to 1689, including the major political, social, economic, and intellectual factors shaping Western cultural tradition.
- HIS 102 Western Civilization Post-1689** **3 CR**
This course is a survey of Western Civilization from 1689 to the present, including major political, social, economic, and intellectual factors which shape the modern Western world.
- HIS 115 African American History** **3 CR**
This course is a study of the history of African Americans, including African heritage, American history, and significant contributions by individuals.
- HIS 201 American History: Discovery to 1877** **3 CR**
This course is a survey of U.S. history from discovery to 1877. This course includes political, social, economic, and intellectual developments during this period.
- HIS 202 American History: 1877 to Present** **3 CR**
This course is a survey of U.S. history from 1877 to the present. This course includes political, social, economic, and intellectual developments during this period.
- HOS 255 Food Service Management** **3 CR**
This course is a study of operational food service management. Topics include food service operations, layout, and design of restaurants, marketing and sales promotion, food and beverage procedures, and public relations.
- HUS 101 Introduction to Human Services** **3 CR**
This course covers an overview of the field of human services. Role responsibilities, problems, boundaries, and strategies of human service workers are included.
- HUS 112 Services for The Elderly** **2 CR**
This course is a study of services available for older adults (55 and over), including health, social, recreational, financial, and educational services.
- HUS 134 Activity Therapy** **3 CR**
This course is a study of activity programs for human services settings. Actual activity projects for various settings are developed by the students.
- HUS 150 Supervised Field Placement I** **3 CR**
This course includes work experience assignments by students in selected Human Services agencies.
- HUS 151 Supervised Field Placement II** **3 CR**
This course includes work assignments in selected Human Service agencies.
- HUS 203 Human Behavior and Social Environment** **3 CR**
This course provides an overview of the human life cycle from birth to old age, focusing on the psychosocial implications for each stage of development. The student will be able to analyze why people interact in society the way they do.

HUS 204 Introduction to Social Work**3 CR**

This course includes a general introduction to social work, including history, philosophy, organization, methods, and settings with emphasis on rehabilitation and other community services.

HUS 205 Gerontology**3 CR**

This course is a survey of the physical, social, and mental changes that occur as a person ages. The related problems and current programs, designed for people aged 55 and over, are studied in the course.

HUS 206 Death and Dying**3 CR**

This course is a study of the issues of death and dying. Stages of dying, dealing with dying, dealing with sudden death, and grief are covered in the course.

HUS 208 Alcohol and Drug Abuse**3 CR**

This course is a study of the etiology of alcohol and drug abuse, various types of addictive substances, physical, mental and social implications, programs in rehabilitation, and preventive education.

HUS 209 Case Management**3 CR**

This course covers accepted methods and strategies for effectively assessing client needs, accessing necessary provider agencies, monitoring and properly documenting service delivery and client welfare.

HUS 216 Behavior Change Techniques**3 CR**

This course is a study of major theories associated with individual and group psychotherapy, family therapy, and alcohol, drug, and vocational rehabilitation. Emphasis is placed on the techniques of behavioral change.

HUS 225 Personal/Interpersonal Adjustment**3 CR**

This course is the study of self-awareness and interpersonal adjustment and behavior in contemporary society.

HUS 230 Interviewing Techniques**3 CR**

This course covers the development of skills necessary for interviews in various organizational settings. Students in Human Services will use these skills and knowledge later their supervised field placements.

HUS 231 Counseling Techniques**3 CR**

This course is a study of a variety of counseling techniques necessary to assist qualified therapists in a variety of therapeutic settings. Students will demonstrate procedures and knowledge of basic counseling theories and techniques related to Human Services.

HUS 235 Group Dynamics**3 CR**

This course is an examination of the theory and practice of group dynamics. Emphasis is on the application of the value and use of the group process in specialized settings related to Human Services.

HUS 237 Crisis Intervention**3 CR**

This course is a study of the effects of a crisis on people, the methods of intervention, and other use of multiple resources to re-establish individual functioning. Students are required to demonstrate mock crisis activities.

IDS 102 Personal and Career Assessment**3 CR**

This course covers an in-depth examination of personal needs, wants, values, strengths, abilities, and interests of an individual. Multiple inventories and evaluation strategies allow the student to evaluate and apply individual data to a personal career choice.

IST 190 LINUX Essentials**3 CR**

This course will provide students with the fundamental knowledge and concepts of the LINUX operating system, including command line functions, file systems, user and group administration, process management, text editors, and network applications.

IST 193 LINUX Security Administration**3 CR**

This course will provide students with the skills necessary to implement and administer basic LINUX security policies, including authentication, securing network applications, system monitoring, encryption, and others.

IST 220 Data Communications**3 CR**

This course is a study of the fundamentals of data communications. Basic signaling, networking, and various transmission media are covered.

Prerequisite: CPT 101

IST 245 Local Area Networks**3 CR**

This course is a study of the methods used to interconnect computers, terminals, word processors, facsimile and other office machines within a given area. Examples of vendor implementations are used to illustrate various approaches.

Prerequisite: IST 220

IST 268 Computer Forensics**3 CR**

This course provides students with a foundational knowledge in computer forensics investigation. Students are introduced to the skills, tools, and methods used to gather, document, and handle electronic evidence.

IST 291 Fundamentals of Network Security I**3 CR**

This course is the study of intro levels of security processes based on a security policy, emphasizing hands-on skills in the areas of secure perimeter, security connectivity, security management, identity services, and intrusion detection. The course prepares students to manage network security.

IST 292 Fundamentals of Network Security II**3 CR**

This course is the study of advanced security processes based on a security policy, emphasizing hands-on skills in the areas of secure perimeter, security, and intrusion detection. The course prepares students to install/configure secure firewalls.

Prerequisite: IST 291

IST 293 IT and Data Assurance I**3 CR**

The course introduces the basics of network security. Topics covered will include network vulnerabilities and threats, security planning, security technology, network security organization, as well as legal and ethical issues related to network security.

IST 294 IT and Data Assurance II**3 CR**

This course introduces methods for attacking a network, concepts, principles, tools, and techniques for attacking and disabling a network will be covered in the context of understanding how to properly secure a network as a network administrator.

MAT 032 Developmental Mathematics**3 CR**

Developmental Mathematics includes a review of arithmetic skills and focuses on the study of measurement and geometry, basic algebra concepts, and data analysis. Application skills are emphasized.

MAT 101 Beginning Algebra**3 CR**

This course includes the following topics: operations with signed numbers; addition, subtraction, multiplication, and division with algebraic expressions; factoring; techniques for solving linear and fractional equations; and an introduction to graphing.

MAT 102 Intermediate Algebra**3 CR**

This course includes the following topics: properties of numbers; fundamental operations with algebraic expressions; polynomials; systems of equations, ratios and proportion; factoring; functions; graphs; solutions of linear inequalities; and linear and quadratic equations.

Prerequisite: MAT 101

MAT 105 Introduction to College Algebra**5 CR**

This course includes mathematical methods, problem solving, operations with real numbers, variable expressions, polynomials, factoring, solving simple fractional, linear, and quadratic equations and inequalities, graphing, systems of equations and functions.

MAT 110 College Algebra**3 CR**

This course includes the following topics: polynomial, rational, logarithmic, and exponential functions; inequalities; systems of equations and inequalities; matrices; determinants; simple linear programming; solutions of higher degree polynomials; combinatorial algebra, including the binomial theorem; and introduction to probability.

Prerequisite: MAT 102

MAT 111 College Trigonometry**3 CR**

This course includes the following topics: circular functions; trigonometric identities; solution of right and oblique triangles; solution of trigonometric equations, polar coordinates, and complex numbers, including Demoivre's Theorem; vectors; conic sections; sequences; and series.

Prerequisite: MAT 110

MAT 130 Elementary Calculus**3 CR**

This course includes the following topics: differentiation and integration of polynomials; rational, logarithmic, and exponential function; and interpretation and application of these processes.

Prerequisite: MAT 110

MAT 140 Analytical Geometry and Calculus I**4 CR**

This course includes the following topics: continuation of calculus of one variable, including analytic geometry, techniques of integration, volumes by integration, and other applications; infinite series, including Taylor series and improper integrals.

Prerequisite: MAT 110

MAT 141 Analytical Geometry and Calculus II**4 CR**

This course includes the following topics: continuation of calculus of one variable, including analytic geometry, techniques of integration, volumes by integration, and other applications; infinite series, including Taylor series and improper integrals.

Prerequisite: Analytical Geometry and Calculus I

MAT 155 Contemporary Mathematics**3 CR**

This course includes techniques and applications of the following topics: elementary number theory; algebra; geometry; measurement; graph sketching and interpretations; and descriptive statistics.

MAT 177 Calculus**3 CR**

This course includes the following topics: differentiation and integration of polynomial and rational functions with applications of these processes.

MAT 215 Geometry**3 CR**

This course includes the following topics: Euclidean geometry of points, lines, triangles, circles, and polygons; right triangle trigonometry; and analytical geometry of the straight line. (This course is designed primarily for elementary teachers.)

MET 214 Fluid Mechanics**3 CR**

This course is a study of the physical properties of fluids and includes hydrostatics, buoyancy, flow of incompressible fluids, orifices, venturis, and nozzles.

MET 231 Machine Design**4 CR**

This course covers the design and application of machine elements such as shafts, couplings, springs, brakes, clutches, gears, and bearings. It also covers the applications of the principles of DC/AC statics, strength of materials, engineering drawing and dynamics to the design of simple machines.

MGT 101 Principles of Management**3 CR**

This course is a study of management theories, emphasizing the management functions of planning, decision making, organizing, leading, and controlling.

MGT 120 Small Business Management**3 CR**

This course is a study of small business management and organization, forms of ownership, and the process of starting a new business.

MKT 101 Marketing**3 CR**

This course covers an introduction to the field of marketing with a detailed study of the marketing concept and the processes of product development, pricing, promotion, and marketing distribution.

MKT 110 Retailing**3 CR**

This course is a study of the importance of retailing in American business and covers the concepts of store location, layout, merchandising, display, pricing, inventory control, promotional programs and profit management.

MKT 120 Sales Principles**3 CR**

This course is a study of the personal selling process with special emphasis on determining customer needs and developing effective communications and presentation skills.

MKT 135 Customer Service Techniques**3 CR**

This course is a study of the techniques and skills required for providing customer service excellence, including illustrations to turn customer relations into high standards of customer service, satisfaction, and repeat sales.

MSY 101 Masonry Fundamentals**5 CR**

This course is an introduction to masonry skills and tools.

MUS 101 Chorus I**1 CR**

This course includes the study and performance of selected choral music.

MUS 102 Chorus II**1 CR**

This course includes the study and performance of selected choral music.

MUS 103 Chorus III**1 CR**

This course includes the study and performance of selected choral music.

MUS 104 Chorus IV**1 CR**

This course includes the study and performance of selected choral music.

MUS 105 Music Appreciation**3 CR**

This course is an introduction to the study of music with focus on the elements of music and their relationships, the musical characteristics of representative works and composers, common musical forms and genres of various western and non-western historical style periods, and appropriate listening experiences.

MUS 110 Music Fundamentals**3 CR**

This course is an introduction to the elements of music and music notation with keyboard applications.

PHS 101 Physical Science I**4 CR**

This is the first of a sequence of courses in physical science and includes an introduction to science with emphasis on science terminology and investigations of the physical world. Topics are selected from astronomy, chemistry, geology, and physics.

PHS 102 Physical Science II**4 CR**

This course is a continuation of the introduction to science with emphasis on science terminology and investigations of the physical world. Topics are selected from astronomy, chemistry, geology, and physics.

PHY 201 Physics I**4 CR**

This is the first in a sequence of Physics courses. Topics include mechanics, wave motion, sound, heat, electromagnetism, optics, and modern physics.

PNR 110 Fundamentals of Nursing**5 CR**

This course introduces basic principles and beginning skills necessary to the nursing process. Concepts are integrated relating to physiological, psychosocial, nutrition and health and safety needs of the individual. Legal and ethical roles of the practical nurse are emphasized.

PNR 120 Medical-Surgical Nursing I**5 CR**

This course is the beginning study utilizing the nursing process. Concepts include physiological, psychosocial, nutrition and health and safety needs of the adult. Clinical experiences address commonly occurring health problems having predictable outcomes.

PNR 122 Pharmacology**3 CR**

This course is an introductory course to the concepts of pharmacology and medication administration. Emphasis is on calculation of dosages, administration of medications and correct use of abbreviations. Effects of specific drugs are presented.

PNR 130 Medical-Surgical Nursing II**5 CR**

This course is a continuation of the study of the nursing process. Concepts include physiological, psychosocial, nutritional, health and safety needs of the adult. Clinical experiences address selected commonly occurring health problems having predictable outcomes.

PNR 140 Medical-Surgical Nursing III**5 CR**

This course is a continuation of the study of the nursing process. Concepts include physiological, psychosocial, nutritional, health and safety needs of the adult. Clinical experiences address selected commonly occurring health problems having predictable outcomes.

PNR 165 Nursing Care of the Family**6 CR**

This course focuses on nursing care of the family during childbearing and childrearing. Clinical sites may include both acute and community settings.

PNR 170 Nursing Care of the Older Adult**2 CR**

This course is a continuation of the study of the nursing process. Concepts include physiological, psychosocial, nutrition and health and safety needs of the older adult. Clinical experiences address commonly occurring health problems having predictable outcomes.

PSC 201 American Government**3 CR**

This course is a study of national governmental institutions with emphasis on the Constitution, the functions of the executive, legislative and judicial branches, civil liberties, and the role of the electorate.

PSY 201 General Psychology**3 CR**

This course includes the following topics and concepts in the science of behavior: scientific methods, biological basis for behavior, perception, motivation, learning memory, development, personality, abnormal behavior, therapeutic techniques, and social psychology.

PSY 203 Human Growth and Development**3 CR**

This course is a study of the physical, cognitive, and social factors affecting human growth, development, and potential.
Prerequisite: PSY 201

RDG 032 Developmental Reading**3 CR**

This course is an intensive review of the academic reading skills needed for success in a college-level course. Students will demonstrate their understanding of reading as a process and will apply strategies learned to expand their reading comprehension skills. Students will demonstrate the ability to integrate knowledge, use context clues, and identify supporting details.

SOC 101 Introduction to Sociology**3 CR**

This course emphasizes the fundamental concepts and principles of sociology, including culture, socialization, interaction, social groups and stratification, effects of population growth, and technology in society and social institutions.

SOC 210 Juvenile Delinquency

3 CR

This course presents the nature, extent, and causes of juvenile delinquency behavior, including strategies used in the prevention, intervention, and control of deviant behavior.

Prerequisite: SOC 101

SOC 215 Ethnicity and Minority Issues

3 CR

This course is a sociological study of social and technological changes influencing minority and ethnic issues.

SOC 220 Sociology of the Family

3 CR

This course includes an application of theory and research related to family behaviors, roles and values with emphasis on understanding family problems.

Prerequisite: SOC 101

SPA 101 Elementary Spanish

4 CR

This course is a study of the four basic language skills: listening, speaking, reading, and writing, including an introduction to Hispanic cultures.

SPA 102 Elementary Spanish II

4 CR

This course continues development of the basic language skills and the study of Hispanic cultures.

Prerequisite: SPA 101

SPA 201 Intermediate Spanish I

4CR

This course is a review of Spanish grammar with attention given to more complex grammatical structures and reading difficult prose.

Prerequisite: SPA 102

SPC 205 Public Speaking

3 CR

This course is an introduction to principles of public speaking with application of speaking skills.

THE 101 Introduction to Theatre

3 CR

This course includes the appreciation and analysis of theatrical literature, history, and production.

WLD 102 Introduction to Welding

2 CR

This course covers the principles of welding, cutting, and basic procedures for safety in using welding equipment.

WLD 103 Print Reading I

1 CR

This is a basic course which includes the fundamentals of print reading, the meaning of lines, views, dimensions, notes, specifications, and structural shapes. Welding symbols and assembly drawings as used in fabrication work are also covered.

WLD 104 Gas Welding and Cutting

2 CR

This course covers gas welding, brazing, soldering, and cutting of metals.

WLD 106 Gas and ARC Welding

4 CR

This course covers the basic principles and practices of oxyacetylene welding, cutting, and electric welding. Emphasis is placed on practice in fundamental position welding and safety procedures.

WLD 108 Gas Metal ARC Welding I

4 CR

This course covers equipment setup and the fundamental techniques for welding ferrous and non-ferrous metals.

WLD 111 ARC Welding I

4 CR

This course covers the safety, equipment, and skills used in the shielded metal arc welding process. Fillet welds are made to visual criteria in several positions.

WLD 113 ARC Welding II**4 CR**

This course is a study of welding of ferrous and/or non-ferrous metals.

WLD 136 Advanced Inert Gas Welding**2 CR**

This course covers the techniques for all positions of welding ferrous and non-ferrous metals.

WLD 141 Weld Quality**2 CR**

This is an introductory course in weld quality assurance.

WLD 154 Pipefitting and Welding**4 CR**

This is a basic course in fitting and welding pipe joints, either ferrous or non-ferrous, using standard processes.

Faculty and Staff

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Dr. A. Clifton Myles Executive Vice President and Chief Strategy Officer
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Porterfield, Tameka Registrar
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Stewart, DionPublic Safety Officer
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Syme, Philip..... Systems Programmer/Developer
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Wilmore, Derrick..... Head Men's and Women's Track and Field Coach/
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Williams, Frankeisha..... Director of Student Life & Campus Engagement
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Williams, Quinton Floor Technician
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Wise-McClary, Jamie Senior Accountant/Business Office Manager
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Wright, Velteeka Alumni/Development Manager
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Wright-Richards, Tia Vice President for Academic Affairs
M.A., Management and Leadership, Webster University

Alma Mater

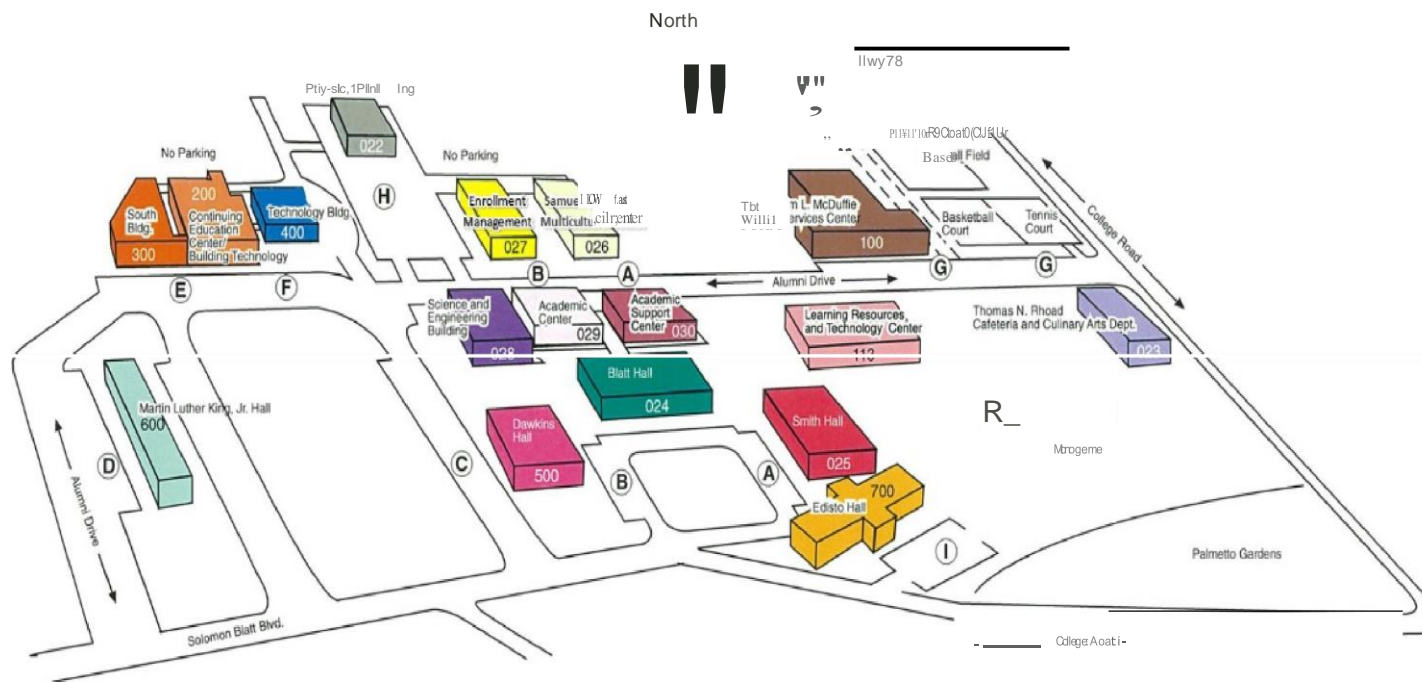
*O' Alma Mater, waving high
The Pride of all our hearts
Real manliness, Fidelity
That never doth depart.*

*We love thy large and tiny halls,
Thy lawns and sunny plains.
We give thee praise with all our might
And yours we will remain.*

*Chorus:
To thee, dear, Denmark Tech
Our hearts are beating true.
We give thee praise and loyalty
In everything we do.*

*Alvin O. Jackson
Class of 1950*

(Sung to the tune of "Auld Lang Syne")



DENMARK TECHNICAL

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