



TECHNICAL COLLEGE  
OF THE LOWCOUNTRY

## Policy Manual

### DISCLAIMER

Effective July 1, 2004

PURSUANT TO SECTION 41-1-110 OF THE CODE OF LAWS OF SC, AS AMENDED, THE LANGUAGE USED IN THE TECHNICAL COLLEGE OF THE LOWCOUNTRY'S AND THE SOUTH CAROLINA TECHNICAL COLLEGE SYSTEM (SCTCS) POLICIES AND PROCEDURES MANUAL DOES NOT CREATE AN EMPLOYMENT CONTRACT BETWEEN THE EMPLOYEE AND THE COLLEGE OR SYSTEM. THE POLICIES AND PROCEDURES MANUAL DOES NOT CREATE ANY CONTRACTUAL RIGHTS OR ENTITLEMENTS. THE COLLEGE OR SYSTEM RESERVES THE RIGHT TO REVISE THE CONTENT OF THE POLICIES AND PROCEDURES MANUAL IN WHOLE OR IN PART. NO PROMISES OR ASSURANCES, WHETHER WRITTEN OR ORAL, WHICH ARE CONTRARY TO OR INCONSISTENT WITH THE TERMS OF THIS PARAGRAPH CREATE ANY CONTRACT OF EMPLOYMENT.

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## **LEGISLATION CREATING THE AREA COMMISSION**

The College is governed by an Area Commission as specified in Sections 59-53-910, 59-53-920, 59-53-903 and 59-53-940 of the Code of Laws of South Carolina.

Copies of these sections are reprinted on the following pages as they appear in the State Board Policy Manual.

## TECHNICAL COLLEGE OF THE LOWCOUNTRY AREA COMMISSION

### **SECTION:**

**59-53-910.** Creation of commission; appointment and terms of members; election of officers.

**59-53-920.** Selection of members on basis of merit; membership to be broadly representative of citizenry.

**59-53-930.** Powers of commission; preparation of annual budget; funding.

**59-53-940.** Accounting requirements; annual audit.

### ARTICLE 12.

#### TECHNICAL COLLEGE OF THE LOWCOUNTRY AREA COMMISSION

**SECTION 59-53-910.** Creation of commission; appointment and terms of members; election of officers.

There is created the Technical College of the Lowcountry Area Commission which shall serve as the governing body of the Technical College of the Lowcountry. The commission is a body politic and corporate consisting of seven members who must be appointed in the manner provided in this section. Four members must be residents of Beaufort County, one member must be a resident of Colleton County, one member must be a resident of Hampton County, and one member must be a resident of Jasper County, all of whom must be appointed by the Governor upon the recommendation of a majority of the members of the General Assembly representing that county. The members of the commission must be appointed for terms of four years each and until their successors are appointed and qualify.

A vacancy must be filled in the manner of the original appointment for the unexpired portion of the term only. The commission shall organize by electing one of its members as chairman, one as vice-chairman, and one as secretary. The terms of appointees expire on the first of July of the appropriate year.

**SECTION 59-53-920.** Selection of members on basis of merit; membership to be broadly representative of citizenry.

Members of the commission must be selected based on merit regardless of race, color, creed, or gender and the appointing authority shall strive to assure that the membership is broadly representative of all the citizens of the counties involved.

**SECTION 59-53-930.** Powers of commission; preparation of annual budget; funding.

The commission has the same powers as provided by Article 1, Chapter 53, Title 59 of the 1976 Code, and in addition must prepare and submit its annual budget for approval to the State Board for Technical and Comprehensive Education. Beaufort Technical College must be funded in accordance with the provisions of Sections 59-53-51, 59-53-52, and 59-53-57.

**SECTION 59-53-940.** Accounting requirements; annual audit.

The commission shall at all times keep full and accurate account of its acts and of its receipts and expenditures. A complete audit of its affairs must be made by a qualified public accountant at least once within four months following the close of its fiscal year. Copies of the audit must be filed with the State Board for Technical and Comprehensive Education.

**TECHNICAL COLLEGE OF THE LOWCOUNTRY  
COMMISSION**

**BY-LAWS**

**ARTICLE I**

**The Commission**

**SECTION 1. Statute.** The Technical College of the Lowcountry Commission was created as the policy making body of the institution by Act 537 (Bill R424, S1130) of 1986, by the General Assembly of the State of South Carolina. The powers of the Commission derive from this Act and from Section 5.2 of Act 1268 as amended by Act 654 of 1976 and Act 394 of 1986. These bylaws are created to provide for the orderly conduct of business in carrying out the duties and responsibilities of the Commission.

These bylaws are not intended to be in conflict with or assume duties not specifically designated in the above legislation.

**SECTION 2. Authority and Responsibility of Commission.** The Commission is a legislative body and not an executive body. Its function is the determination of local policy that is consistent with and supportive of statewide policy promulgated by the State Board for Technical and Comprehensive Education. Within the policy guidelines established by the Commission and the State Board for Technical and Comprehensive Education, the President is responsible for operating the College. He/she will be given authority commensurate with that responsibility. The Commission will deal directly with the President or, if appropriate, the Executive Director of the State Board for Technical and Comprehensive Education on College matters. Only the Commission as a body has authority to take formal action on matters of official concern. Individual members are not empowered to act upon such matters or to speak for the Commission unless specifically authorized to do so by the Commission acting in its corporate capacity. Such authority will be contained in an appropriate document and attested by the signature of the Secretary/Treasurer of the Commission.

**ARTICLE II**

**Election of Officers**

**SECTION 1. Officers.** The officers of the Technical College of the Lowcountry Commission shall consist of a Chairman, a Vice-Chairman and a Secretary/Treasurer. These offices shall be filled from among the duly qualified membership of the Commission in a manner prescribed in Section B of this article. The President of the College shall assist the Secretary/Treasurer of the Commission. All elected officers shall serve a period of two years, and any officer may succeed himself/herself.

**SECTION 2. Election of Officers.** Election of the Chairman, the Vice-Chairman and the Secretary/Treasurer shall be by secret ballot. This election shall be held at the first regularly scheduled meeting of the fiscal year. A simple majority is required for election to office. Officers of the Technical College of the Lowcountry Commission shall assume duties on the first regularly scheduled meeting of the new fiscal year.

### ***ARTICLE III***

#### **Duties of Officers**

**SECTION 1. Chairman.** The Chairman of the Commission shall preside over all regular meetings or special meetings and perform other duties as ordinarily pertain to this office.

**SECTION 2. Vice-Chairman.** The Vice-Chairman shall preside in the absence of the Chairman over regular meetings or special meetings and perform regular duties as ordinarily pertain to the office and shall assume all other duties of the Chairman in his/her absence.

**SECTION 3. Secretary/Treasurer.** The Secretary/Treasurer shall be responsible for preparation of minutes of each meeting, furnish copies of minutes to each member three (3) days prior to scheduled meetings, and maintain official documents and records of Commission. The Secretary/Treasurer shall represent the Commission on financial matters, when designated by the Commission.

### ***ARTICLE IV***

#### **Meetings and Procedures**

**SECTION 1. Regular Meetings.** . The Commission shall meet at least bi-monthly. At the last meeting of each year, the Commission will adopt its schedule of meetings for the upcoming year. These meetings are normally held at the College on a prescribed schedule. During the year meetings may be held in conjunction with special events, at times and places designated by the Chairman. The Chairman may cancel a regular meeting due to lack of a quorum or lack of action items to be considered.

**SECTION 2. Special Meetings.** A special meeting may be called by the Chairman or upon request of two members of the Commission. The purpose of the meeting shall be stated in the announcement, and no other business shall be transacted at the meeting except by unanimous consent.

**SECTION 3. Quorum.** A majority of the appointed members shall constitute a quorum. The Chairman shall have the right to vote on all issues.

**SECTION 4. Agenda and Minutes.** A meeting agenda shall be prepared by the College President and approved by the Chairman. Members shall be furnished a copy of the agenda seven (7) days prior to the meeting. Minutes of actions taken by the Commission shall be prepared by the College President under the direction of the Secretary/Treasurer. After minutes are approved by the Commission and signed by the Chairman and Secretary/Treasurer, they shall be maintained in a permanent file at the College. Copies of

signed minutes shall be filed with the State Board Executive Director. Other copies shall be distributed as designated by the Commission.

**SECTION 5. Open Meetings.** All meetings shall be open to the public and the press, unless declared an executive session under the provisions of the South Carolina Freedom of Information Act, 1978. Public notice of meeting and agenda will also be provided in accordance with the act.

**SECTION 6. Executive Sessions.** An executive session may be held for the discussion of any item covered by the Freedom of Information Act. Following an executive session, any action agreed upon must be ratified by a majority vote in open session before the action is official.

**SECTION 7. Conflict of Interests.** When a purchase of goods or services by the College is to be acted upon by the Commission, any portion of that purchase which involves a source in which a member of the Commission is an officer or employee or has a financial interest shall be voted upon separately so that members have the opportunity to abstain from voting because of possible conflict of interests.

**SECTION 8. Hearing of Citizens.** It is the policy of the Commission to hear all persons who have a presentation to make which is germane to the operation of the College and which falls within the legal responsibility of the Commission.

1. On Agenda Items - The citizen must:

- Register with the Board Secretary/Treasurer and give his/her name, permanent address, and agenda item to be addressed.
- Be recognized by the presiding officer at the time on the agenda designated for "Hearing of Citizens."
- Restrict remarks to the agenda item designated and to the time allocated by the presiding officer.

2. On Subjects not on the Agenda - The citizen must:

- Request in writing to the Chairman or Secretary/Treasurer of the Commission three (3) days preceding a scheduled meeting of the Commission, and state the subject to be addressed and give a brief outline of subject matter to be presented.

**SECTION 9. Compensation.** The members of the Commission shall receive no salary or per diem for attendance at meetings or for time spent in performance of Commission or College business. They shall be reimbursed for actual expenses incurred for subsistence and/or travel associated with such duties within the limitations prescribed by state law.

**SECTION 10. Parliamentary Rules.** The meetings shall be conducted according to the prepared agenda, and Robert's Rules of Order shall be used as the parliamentary procedure guide.

## **ARTICLE V**

## **Committees**

The Commission may establish such standing committees and such ad hoc committees as it deems necessary to secure and protect the college's welfare. The Chairman shall appoint the members of all committees.

### ***ARTICLE VI***

#### **Appeals**

The Commission shall support State Board policies and procedures (8-6-100, 8-6-100.1) governing College employee grievances, and the State Board's Student Code and Grievance Procedures governing Technical College of the Lowcountry students. The President shall keep the Commission apprised of student and personnel grievances.

### ***ARTICLE VII***

#### **Removal of Commission Member**

A member may be removed from the Commission by the Governor in accordance with Section 1-3-240 of the South Carolina Code of Laws. Section 1-3-250 of the Code outlines an appeal process for a member removed by the Governor.

### ***ARTICLE VIII***

#### **Amendment of By-Laws**

These by-laws may be amended by a majority vote of all members of the Commission at any regular meeting or at any special meeting called for that purpose. Any proposed change in the by-laws must be presented to the Commission at least 30 days prior to the time at which they are formally considered. A particular by-law may be temporarily suspended by unanimous vote providing all members are present and voting.

**May 2, 2003**

\_\_\_\_\_  
**DATE APPROVED**

\_\_\_\_\_  
**CHAIRMAN  
TCL COMMISSION**

\_\_\_\_\_  
**SECRETARY/TREASURER  
TCL COMMISSION**

# **Technical College of the Lowcountry Mission, Vision, and Goals Statements**

## **Introduction**

Early in the 21<sup>st</sup> century the Technical College of the Lowcountry re-examined its mission, clarified its vision for the future, and positioned itself to meet the ever-changing needs of the Lowcountry and the challenges of the new millennium. In support of this vision, the Commission of the Technical College of the Lowcountry adopted the mission, philosophy, goals, and underlying values presented here.

## **The Mission**

One of sixteen colleges comprising the South Carolina Technical College System, the Technical College of the Lowcountry traces its origin to the Mather School founded in 1868. The college is a comprehensive, public, two-year college dedicated to serving the diverse educational needs of the rural counties of Beaufort, Colleton, Hampton, and Jasper. The College annually serves approximately 8,500 credit and continuing education students, a mix of traditional, non-traditional, full-time, and part-time.

The Technical College of the Lowcountry provides quality, affordable academic and technical programs leading to Associate Degrees, Diplomas, and Certificates in an environment fostering excellence in teaching and learning. The College prepares graduates with knowledge and skills for transfer to senior colleges and universities and for careers in computer technology, industrial technology, engineering technology, occupational technology, business, health sciences, and public service.

The College serves as an effective partner in the economic and human resource development of the Lowcountry. As an open admissions institution, the Technical College of the Lowcountry offers over 70 academic, transfer, and specialized programs. Offerings include developmental education; arts and sciences; career development; specialized, contract courses tailored for specific businesses and industries; and continuing education to meet the workforce needs of the Lowcountry. In addition to responding to local and regional needs of the area, the College recognizes that state, national, and international issues affect the lives of the citizens of the Lowcountry and responds to these issues appropriately.

In support of its educational programs and services the College offers comprehensive student development services to all who seek to better their lives through education. In an atmosphere of shared values, the College encourages creativity, innovation, and resourcefulness among its students, faculty, staff, and administrators. With a commitment to excellence, the Technical College of the Lowcountry creates a positive, student-centered environment. The College empowers individuals by enabling them to learn and to develop throughout their lifetimes.

## Philosophy

A learning centered college, the Technical College of the Lowcountry encourages creativity, innovation, resourcefulness, and responsibility. In all of its endeavors the College creates a positive, student-centered environment emphasizing learning. While the College is responsive to local and regional needs, it recognizes that state, national, and international issues affect the lives of the citizens of the Lowcountry. With its comprehensive programs, the College offers Lowcountry residents the opportunity to enter higher education, to keep their skills up to date and to learn throughout their lifetimes. Through its technical and college transfer programs, the College serves as an effective partner in economic and human resource development in the Lowcountry.

## Strategic Goals

The Technical College of the Lowcountry has four major goals:

1. To ensure excellence and value by providing high quality, relevant programs and services to the South Carolina Lowcountry
2. To assist in the development of a qualified workforce to fulfill the demands of the Lowcountry's expanding and diversifying economy
3. To acquire the necessary resources to accomplish the mission of the Technical College of the Lowcountry
4. To expand educational access and attainment in the college's service area.

**Goal I:** To ensure excellence and value by providing high quality, relevant programs and services to the South Carolina Lowcountry

### *Priority Initiatives:*

- Deliver exemplary credit instruction
- Offer outstanding non-credit instruction
- Provide exemplary services

**Goal II:** To assist in the development of a qualified workforce to fulfill the demands of the Lowcountry's expanding and diversifying economy

### *Priority Initiatives:*

- Address the needs of the area's constantly changing workplace
- Work to facilitate the transition from high school to college
- Serve as a key partner in the Workforce Investment Area
- Enhance the College's links with employers

**Goal III:** To acquire the necessary resources to accomplish the mission of the Technical College of the Lowcountry

*Priority Initiatives:*

- Garner financial resources and use them effectively
- Devise strategies to recruit and retain quality faculty and staff
- Develop strategies for increasing faculty and staff salaries to a competitive level
- Enhance the physical plant through renovations, acquisition and new construction
- Strengthen the capability of the College's management information systems
- Refine institutional research capacity
- Expand the application of emerging technology
- Educate the public about the college's value to the community

**Goal IV:** To expand educational access and attainment in the college's service area.

*Priority Initiatives:*

- Enhance awareness among business and industry of the college's capability
- Promote additional access for underserved populations
- Increase outreach in the local high schools
- Expand the college's marketing program
- Provide increased opportunities for military and military family members
- Raise awareness among families of the value of education

**Institutional Values**

In all of its endeavors, TCL values:

- Ethics and integrity
- Quality, learning centered environments
- Educational access and opportunity
- Standards of excellence
- Teamwork and effective communication
- Diversity
- Technology and innovation
- Creativity, flexibility, and adaptability
- Accountability
- Continuous improvement
- Community service
- Human potential
- Relationships with business and industry

**TECHNICAL COLLEGE OF THE LOWCOUNTRY**

**STATEMENT OF POLICY**

**POLICY NUMBER:** 1-1-101

**PAGE:** 1 of 1

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**POLICY TITLE:** PRESIDENT'S AUTHORITY

**LEGAL AUTHORITY:**

**DIVISION OF  
RESPONSIBILITY:** COMMISSION

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February 4, 2003  
**DATE APPROVED BY  
AREA COMMISSION**

April 5, 1993  
**DATE OF LAST REVISION**

CHAIRMAN DATE

PRESIDENT DATE

The President of the Technical College of the Lowcountry shall serve as Chief Executive Officer and primary administrator of the college. The President's responsibilities are to develop and maintain an organizational structure to coordinate all college affairs; to plan, implement, evaluate and manage college programs; to develop and maintain fiscal affairs; to employ, supervise, and direct college personnel; to determine and obtain all equipment, instructional supplies, building upkeep and maintenance; to provide direction and leadership for fund raising programs; and to build and maintain favorable working relationships and communications internally and externally.

**TECHNICAL COLLEGE OF THE LOWCOUNTRY**

**STATEMENT OF POLICY**

**POLICY NUMBER:** 1-1-102      **REF. STATE BOARD POLICY:** 1-1-101

**PAGE:** 1 OF 1

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**POLICY TITLE:** POLICY RECOMMENDATIONS

**LEGAL AUTHORITY:** 1976 Code of Laws of South Carolina, As Amended, Section 59-53-51

**DIVISION OF RESPONSIBILITY:** ADMINISTRATION

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April 5, 1993  
**APPROVED BY**  
**AREA COMMISSION**

\_\_\_\_\_  
**REVISION NUMBER**

\_\_\_\_\_  
**CHAIRMAN**                      **DATE**

\_\_\_\_\_  
**PRESIDENT**                      **DATE**

Policy recommendations shall be presented by the President to the Commission for consideration. The recommendations will be included as policy upon approval of the Commission.

**TECHNICAL COLLEGE OF THE LOWCOUNTRY**

**STATEMENT OF POLICY**

**POLICY NUMBER:** 1-1-103                      **REF. STATE BOARD POLICY:**

**PAGE:** 1 OF 1

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**POLICY TITLE:**                      **ADOPTION OF POLICIES**

**LEGAL AUTHORITY:**

**DIVISION OF  
RESPONSIBILITY:**                      **GENERAL ADMINISTRATION**

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May 10, 1993  
**APPROVED BY COMMISSION**

April 5, 1993  
**DATE OF LAST REVISION**

\_\_\_\_\_  
**CHAIRMAN                      DATE**

\_\_\_\_\_  
**PRESIDENT                      DATE**

**PURSUANT TO SECTION 41-1-110 OF THE CODE OF LAWS OF SC, AS AMENDED, THE LANGUAGE USED IN THIS DOCUMENT DOES NOT CREATE AN EMPLOYMENT CONTRACT BETWEEN THE EMPLOYEE AND THE COLLEGE. THIS DOCUMENT DOES NOT CREATE ANY CONTRACTUAL RIGHTS OR ENTITLEMENTS. THE COLLEGE RESERVES THE RIGHT TO REVISE THE CONTENT OF THIS DOCUMENT, IN WHOLE OR IN PART. NO PROMISES OR ASSURANCES, WHETHER WRITTEN OR ORAL, WHICH ARE CONTRARY TO OR INCONSISTENT WITH THE TERMS OF THIS PARAGRAPH CREATE ANY CONTRACT OF EMPLOYMENT.**

It is the policy of the Technical College of the Lowcountry that all policies are designed to comply with South Carolina State Board's policies and the South Carolina Code of Laws. In the absence of an institutional policy, the South Carolina State Board Policy Manual and applicable state law will be the prevailing authority.

**TECHNICAL COLLEGE OF THE LOWCOUNTRY  
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<b>2-1-223</b>	<b>Protection of Human Subjects in Research</b>
<b>2-1-224</b>	<b>Network/Internet Usage</b>
<b>2-1-225</b>	<b>Criminal Background Investigations</b>
<b>2-1-226</b>	<b>Sex Offender Disclosure</b>
<b>2-1-227</b>	<b>Continuing Education Refunds</b>
<b>2-1-228</b>	<b>Intellectual Property Rights</b>
<b>2-1-229</b>	<b>Alcohol/Drug Use</b>
<b>2-1-230</b>	<b>Firearms and Weapons</b>
<b>2-1-231</b>	<b>HIV Infection and Aids</b>
<b>2-1-232</b>	<b>Records Management</b>
<b>2-1-233</b>	<b>Identification Cards</b>

**TECHNICAL COLLEGE OF THE LOWCOUNTRY**

**STATEMENT OF POLICY**

**POLICY NUMBER:** 2-1-201      **REF. STATE BOARD POLICY:**

**PAGE:** 1 OF 1

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**POLICY TITLE:**                    **DISSEMINATION OF INFORMATION BY THE TECHNICAL COLLEGE OF THE LOWCOUNTRY**

**LEGAL AUTHORITY:**

**DIVISION OF RESPONSIBILITY:**                    **INSTITUTIONAL ADVANCEMENT**

---

August 20, 2002  
**APPROVED BY**  
**AREA COMMISSION**

2  
**REVISION NUMBER**

8/20/02  
**CHAIRMAN**                    **DATE**

8/20/02  
**PRESIDENT**                    **DATE**

It is the policy of the Technical College of the Lowcountry that any publicly disseminated information must be consistent with existing policies of the State Board for Technical and Comprehensive Education and of the College's Commission. All disseminated information will reflect the purposes and goals as stated in the College's Mission Statement in a manner that is clear, factually accurate, and current.

Revisions which occur during the life of a publication must accompany subsequent distribution of the original publication.

**TECHNICAL COLLEGE OF THE LOWCOUNTRY**

**STATEMENT OF POLICY**

**POLICY NUMBER:** 2-1-202                      **REF. STATE BOARD POLICY:**

**PAGE:** 1 OF 1

---

**POLICY TITLE:** FREEDOM OF INFORMATION

**LEGAL AUTHORITY:**

**DIVISION OF  
RESPONSIBILITY:** GENERAL ADMINISTRATION

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May 2, 2003  
**DATE APPROVED BY COMMISSION**

April 5, 1993  
**DATE OF LAST REVISION**

\_\_\_\_\_  
**CHAIRMAN                      DATE**

\_\_\_\_\_  
**PRESIDENT                      DATE**

It is the policy of the Technical College of the Lowcountry to abide by the provisions of the Freedom of Information Act as stated in Chapter 4 of Title 30 Code of Laws of South Carolina 1976 and subsequent revisions.

**TECHNICAL COLLEGE OF THE LOWCOUNTRY**

**STATEMENT OF POLICY**

**POLICY NUMBER:** 2-1-203      **REF. STATE BOARD POLICY:** 8-9-100

**PAGE:** 1 OF 1

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**POLICY TITLE:** SOLICITATION AND DISTRIBUTION OF INFORMATION

**LEGAL AUTHORITY:** CHAPTER 59-53-20 OF THE CODE OF LAWS OF SOUTH CAROLINA, 1976

**DIVISION OF RESPONSIBILITY:** GENERAL ADMINISTRATION

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May 2, 2003  
**APPROVED BY COMMISSION**

June 10, 1991  
**DATE OF LAST REVISION**

\_\_\_\_\_  
**CHAIRMAN**                      **DATE**

\_\_\_\_\_  
**PRESIDENT**                      **DATE**

Recognizing that the Technical College of the Lowcountry is legally responsible for promoting the efficiency of the public services performed throughout the College, the following rules as promulgated in furtherance of that legal responsibility:

1. Solicitation or distribution of information by persons, other than employees of the College who are on official College business, in areas of buildings or grounds not deemed public by the institution is prohibited.
2. Solicitation or distribution of information by College employees during working time for any purpose other than official business is prohibited. Working time is the time the employee is normally scheduled to be working.
3. Any person desiring to solicit for any purpose must submit a written request stating the purpose and method of the solicitation to the Vice President for Finance. The request will either be denied or approved, based on established local guidelines for solicitation. If approved, the requesting party will be given directives in writing concerning the areas and manner in which they may conduct the solicitation. Failure to follow these directives will immediately revoke the prior approval.
4. No written announcement or distribution of information may be posted on College property without approval. The Vice President for Continuing Education and Institutional Advancement will deny or approve all such requests. Announcements or distribution of information without approval will be removed and destroyed.

**TECHNICAL COLLEGE OF THE LOWCOUNTRY**

**STATEMENT OF POLICY**

**POLICY NUMBER:** 2-1-204                      **REF. STATE BOARD POLICY:**

**PAGE:** 1 OF 1

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**POLICY TITLE:**                      **NONDISCRIMINATION OF PERSONS WITH DISABILITIES**

**LEGAL AUTHORITY:**                      **REHABILITATION ACT OF 1973, SECTION 504 AMERICANS WITH DISABILITIES ACT OF 1990**

**DIVISION OF RESPONSIBILITY:**                      **GENERAL ADMINISTRATION**

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March 11, 2003  
**DATE APPROVED BY COMMISSION**

February 1, 1993  
**DATE OF LAST REVISION**

\_\_\_\_\_  
**CHAIRMAN                      DATE**

\_\_\_\_\_  
**PRESIDENT                      DATE**

**PURSUANT TO SECTION 41-1-110 OF THE CODE OF LAWS OF SC, AS AMENDED, THE LANGUAGE USED IN THIS DOCUMENT DOES NOT CREATE AN EMPLOYMENT CONTRACT BETWEEN THE EMPLOYEE AND THE COLLEGE. THIS DOCUMENT DOES NOT CREATE ANY CONTRACTUAL RIGHTS OR ENTITLEMENTS. THE COLLEGE RESERVES THE RIGHT TO REVISE THE CONTENT OF THIS DOCUMENT, IN WHOLE OR IN PART. NO PROMISES OR ASSURANCES, WHETHER WRITTEN OR ORAL, WHICH ARE CONTRARY TO OR INCONSISTENT WITH THE TERMS OF THIS PARAGRAPH CREATE ANY CONTRACT OF EMPLOYMENT.**

The Technical College of the Lowcountry does not discriminate on the basis of disability in admission, access, or employment in any program or activity. The College will comply with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disability Act of 1990. The Dean of Students or his/her designee will serve as the administrative officer responsible for meeting with students having disability concerns. The Human Resource Director will serve as the administrative officer responsible for meeting with individuals with employment concerns. The College's ADA Committee will serve as the appeals and oversight committee.

**TECHNICAL COLLEGE OF THE LOWCOUNTRY**

**STATEMENT OF POLICY**

**POLICY NUMBER:** 2-1-205                      **REF. STATE BOARD POLICY:**

**PAGE:** 1 OF 2

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**POLICY TITLE:** COMMUNITY USE OF COLLEGE FACILITIES

**LEGAL AUTHORITY:** 1976 Code of Laws of South Carolina As Amended, Sections 59-53-51, 59-53-52 (6) (7) (10)

**DIVISION OF RESPONSIBILITY:** GENERAL ADMINISTRATION/FISCAL AFFAIRS

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July 13, 1999  
**APPROVED BY**  
**AREA COMMISSION**

3  
**REVISION NUMBER**

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**CHAIRMAN**

**DATE**

---

**PRESIDENT**

**DATE**

College facilities are primarily for educational purposes and for the benefit of the students. It is the policy of the Technical College of the Lowcountry to work with all businesses, industries, and other organizations in the College's service area which are concerned with the promotion of local educational opportunities. However, it is not the policy to allow long-term use of its facilities by religious or social organizations unless there is an emergency and only if in doing so the normal functions of the College are not interrupted. Use of the facilities by businesses, industries, professional organizations, or individuals is permitted on a space-availability basis in accordance with the following stipulations:

1. The administrative process for facilities use, TCL Procedure 5-1-501.2, must be followed.
2. A variable fee schedule up to \$100 per hour as defined in TCL Procedure 5-1-502.3 is applicable for use of rooms and equipment.
3. The rental fee schedule as defined in TCL Procedure 5-1-502.3 is applicable to all facilities use unless specifically exempted.
4. Non-profit organizations (federal, state, local agencies, and charitable groups) that support the mission of the College will be exempted the rental fees for use of rooms as defined in TCL Procedure 5-1-502.3 during the operating hours of the College, Monday through Friday.

# TECHNICAL COLLEGE OF THE LOWCOUNTRY

## STATEMENT OF POLICY

**POLICY NUMBER:** 2-1-205

**REF. STATE BOARD POLICY:**

**PAGE:** 2 OF 2

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5. TCL Security must be on duty during the time of all events on campus. All organizations whether profit or non-profit will be charged the current hourly security rate charge if events require special security schedules. The Security must be scheduled by College personnel.
6. Use of the College facilities for any form of illegal activity, private teaching involving personal payments, political or religious meetings not sponsored by campus organizations of the College and/or any organization which believes in or teaches directly or indirectly the overthrow of the federal government or the government of the State of South Carolina is strictly prohibited.
7. The group or individual using the facilities must agree in advance to pay for or to restore to original condition any property or equipment lost or damaged through excessive abuse or through carelessness. The Vice President for Finance shall be the judge of excessive abuse and carelessness with regard to college property.
8. The College shall reserve the right to refuse and/or cancel an agreement with an outside group, agency, organization, or individual at any time when it is determined that the use by the agency, group, organization, or individual is not in the best interest of the College. Determination for the refusal or cancellation of an agreement will be at the discretion of the Chairman of the Technical College of the Lowcountry Commission and/or College President.

**TECHNICAL COLLEGE OF THE LOWCOUNTRY**

**STATEMENT OF POLICY**

**POLICY NUMBER:** 2-1-206                      **REF. STATE BOARD POLICY:**

**PAGE:** 1 OF 1

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**POLICY TITLE:** USE AND CONSUMPTION OF ALCOHOL ON CAMPUS

**LEGAL AUTHORITY:** 1976 Code of Laws of South Carolina As Amended, Section 59-53-55 (10)

**DIVISION OF RESPONSIBILITY:** GENERAL ADMINISTRATION

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August 20, 2002  
**APPROVED BY**  
**AREA COMMISSION**

1  
**REVISION NUMBER**

8/20/02  
**CHAIRMAN**                      **DATE**

8/20/02  
**PRESIDENT**                      **DATE**

It is the policy of the Technical College of the Lowcountry that alcoholic beverages shall not be sold or consumed within the facilities or on properties owned or leased by the College unless approved by the TCL Commission. The TCL Commission reserves the right of approval/disapproval of alcohol consumption for those events sponsored by the College and/or the Commission. The President or President's designee is authorized to disapprove requests for permission to use alcohol by outside groups requesting use of the College facilities. This policy governs the Beaufort campus, the H. Mungin Center, the Hilton Head College Center, and any other sites operated by the Technical College of the Lowcountry.

With respect to minors at College sponsored functions off campus in which students are involved, the sale or consumption of alcohol shall conform to the laws of the state of South Carolina.

**TECHNICAL COLLEGE OF THE LOWCOUNTRY**

**STATEMENT OF POLICY**

**POLICY NUMBER:** 2-1-207                      **REF. STATE BOARD POLICY:**

**PAGE:** 1 OF 1

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**POLICY TITLE:** NON-SMOKING

**LEGAL AUTHORITY:**

**DIVISION OF  
RESPONSIBILITY:** GENERAL ADMINISTRATION  
VICE PRESIDENT OF FINANCE

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March 19, 1996  
**APPROVED BY**  
**AREA COMMISSION**

2  
**REVISION NUMBER**

\_\_\_\_\_  
**CHAIRMAN**                      **DATE**

\_\_\_\_\_  
**PRESIDENT**                      **DATE**

It is the policy of the Technical College of the Lowcountry that smoking by students, employees, and visitors is not permitted inside any building or vehicle owned or leased by the College.



**TECHNICAL COLLEGE OF THE LOWCOUNTRY**

**STATEMENT OF POLICY**

**POLICY NUMBER:** 2-1-209                      **REF. STATE BOARD POLICY:**

**PAGE:** 1 OF 2

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**POLICY TITLE:** COLLEGE FOUNDATION

**LEGAL AUTHORITY:**

**DIVISION OF RESPONSIBILITY:** GENERAL ADMINISTRATION

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November 6, 2003

2

**APPROVED BY**

**REVISION NUMBER**

**AREA COMMISSION**

CHAIRMAN

DATE

PRESIDENT

DATE

The Technical College of the Lowcountry Foundation, Inc. (TCLF) is chartered in the State of South Carolina as a non-profit, tax-exempt organization under Section 501 (C) (3) of the Internal Revenue Code. The Foundation, operating exclusively for the benefit of the College, maintains an office, by-laws, and financial records separate from the College. All liability regarding the operation of the Foundation rests with the Foundation as outlined in the TCLF By-Laws.

The TCL Foundation is governed by a Board of Directors comprised of community leaders and three ex-officio members from the College: the College President, the Vice President for Continuing Education and Institutional Advancement, and one member of the TCL Commission.

Realizing that the TCL Foundation exists solely for the benefit and support of the College and its programs, the Foundation operates within the College's governance structure. In addition, the College's Chief Executive Officer (President) has ultimate control of all the College's fundraising activities.

**TECHNICAL COLLEGE OF THE LOWCOUNTRY**

**STATEMENT OF POLICY**

**POLICY NUMBER:**            **2-1-209**                    **REF. STATE BOARD POLICY:**

**PAGE:**                        **2 OF 2**

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The TCL Foundation provides support in areas including, but not limited to, student scholarships, professional development for faculty and staff, instructional equipment, and the development of facilities. The Foundation accepts donations of serviceable equipment and materials, personal or real property and bequests, as well as monetary donations.



TECHNICAL COLLEGE OF THE LOWCOUNTRY

STATEMENT OF POLICY

POLICY NUMBER: 2-1-211 REF. STATE BOARD POLICY:

PAGE: 1 OF 1

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POLICY TITLE: INSTITUTIONAL COMMITTEES

DIVISION OF  
RESPONSIBILITY: GENERAL ADMINISTRATION

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September 20, 1993  
DATE APPROVED BY  
AREA COMMISSION

\_\_\_\_\_  
REVISION NUMBER

\_\_\_\_\_  
CHAIRMAN DATE

\_\_\_\_\_  
PRESIDENT DATE

**PURSUANT TO SECTION 41-1-110 OF THE CODE OF LAWS OF SC, AS AMENDED, THE LANGUAGE USED IN THIS DOCUMENT DOES NOT CREATE AN EMPLOYMENT CONTRACT BETWEEN THE EMPLOYEE AND THE COLLEGE. THIS DOCUMENT DOES NOT CREATE ANY CONTRACTUAL RIGHTS OR ENTITLEMENTS. THE COLLEGE RESERVES THE RIGHT TO REVISE THE CONTENT OF THIS DOCUMENT, IN WHOLE OR IN PART. NO PROMISES OR ASSURANCES, WHETHER WRITTEN OR ORAL, WHICH ARE CONTRARY TO OR INCONSISTENT WITH THE TERMS OF THIS PARAGRAPH CREATE ANY CONTRACT OF EMPLOYMENT.**

It is the policy of the Technical College of the Lowcountry to have institutional standing committees and such ad hoc committees deemed necessary to facilitate implementation of institutional policies and procedures of the College. Institutional committee appointments are made annually.

TECHNICAL COLLEGE OF THE LOWCOUNTRY

STATEMENT OF POLICY

POLICY NUMBER: 2-1-212 REF. STATE BOARD POLICY: 8-10-100

PAGE: 1 OF 1

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POLICY TITLE: FACULTY AND STAFF DEVELOPMENT

LEGAL AUTHORITY: SECTION 59-53-20 OF THE 1976 CODE OF LAWS OF SOUTH CAROLINA AS AMENDED

DIVISION OF RESPONSIBILITY: GENERAL ADMINISTRATION

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March 11, 2003  
DATE APPROVED BY  
COMMISSION

September 30, 1993  
DATE OF LAST REVISION

\_\_\_\_\_  
CHAIRMAN DATE

\_\_\_\_\_  
PRESIDENT DATE

PURSUANT TO SECTION 41-1-110 OF THE CODE OF LAWS OF SC, AS AMENDED, THE LANGUAGE USED IN THIS DOCUMENT DOES NOT CREATE AN EMPLOYMENT CONTRACT BETWEEN THE EMPLOYEE AND THE COLLEGE. THIS DOCUMENT DOES NOT CREATE ANY CONTRACTUAL RIGHTS OR ENTITLEMENTS. THE COLLEGE RESERVES THE RIGHT TO REVISE THE CONTENT OF THIS DOCUMENT, IN WHOLE OR IN PART. NO PROMISES OR ASSURANCES, WHETHER WRITTEN OR ORAL, WHICH ARE CONTRARY TO OR INCONSISTENT WITH THE TERMS OF THIS PARAGRAPH CREATE ANY CONTRACT OF EMPLOYMENT.

It is the policy of the Technical College of the Lowcountry to encourage and support a faculty and staff development program that provides activities designed to improve each employee's knowledge, skills, and proficiency in his/her present position and to develop new and/or upgraded professional and personal competencies that will enable the College to fulfill its commitment to meet the educational, occupational, and cultural needs of students.

The College may defray, wholly or in part, the cost of approved professional development activities to the extent permitted by budgeted funds and College procedures.



# TECHNICAL COLLEGE OF THE LOWCOUNTRY

## STATEMENT OF POLICY

**POLICY NUMBER:** 2-1-213                      **REF. STATE BOARD POLICY:**

**PAGE:** 2 OF 2

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Funds budgeted for employee quality assurance activities must be identified and accounted for in the official financial records of the College. These funds may not be used for alcoholic beverages. Additionally, any awards from the College's operating funds that are presented in conjunction with employee quality assurance activities must be non-monetary in nature and limited to expenditures of no more than \$50 per person and no more than \$1,000 may be expended on such awards during a fiscal year. Under no other circumstances are gifts to Commissioners or college personnel to be provided from College funds.

All expenditures must be approved by the President who may delegate this authority to College vice presidents. In addition, single expenditures of \$500 or more shall also have the approval of the Commission Chairman. Single expenditures in excess of \$2,000 shall require approval of the Commission.

TECHNICAL COLLEGE OF THE LOWCOUNTRY

STATEMENT OF POLICY

POLICY NUMBER: 2-1-214 REF. STATE BOARD POLICY:  
PAGE: 1 OF 2

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POLICY TITLE: AFFIRMATIVE ACTION/EQUAL EMPLOYMENT OPPORTUNITY

LEGAL AUTHORITY:

DIVISION OF RESPONSIBILITY: GENERAL ADMINISTRATION

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March 11, 2003  
DATE APPROVED BY COMMISSION

May 8, 1989  
DATE OF LAST REVISION

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CHAIRMAN	DATE	PRESIDENT	DATE
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PURSUANT TO SECTION 41-1-110 OF THE CODE OF LAWS OF SC, AS AMENDED, THE LANGUAGE USED IN THIS DOCUMENT DOES NOT CREATE AN EMPLOYMENT CONTRACT BETWEEN THE EMPLOYEE AND THE COLLEGE. THIS DOCUMENT DOES NOT CREATE ANY CONTRACTUAL RIGHTS OR ENTITLEMENTS. THE COLLEGE RESERVES THE RIGHT TO REVISE THE CONTENT OF THIS DOCUMENT, IN WHOLE OR IN PART. NO PROMISES OR ASSURANCES, WHETHER WRITTEN OR ORAL, WHICH ARE CONTRARY TO OR INCONSISTENT WITH THE TERMS OF THIS PARAGRAPH CREATE ANY CONTRACT OF EMPLOYMENT.

It is the policy of the Technical College of the Lowcountry that no discrimination on the grounds of race, color, national origin, disability, religion, gender, or age will exist in any area of the College. The College will make all decisions regarding recruitment, hiring, training, promotions and all other terms and conditions of employment without discrimination on the above grounds or on other factors which cannot lawfully be the basis for an employment decision.

The Technical College of the Lowcountry reaffirms its policy of administering all its educational programs and related supportive services and benefits in a manner which does not discriminate because of a current student's, or prospective student's, race, color, national origin, disability, religion, gender, age, or other characteristics which cannot lawfully be the basis for provision of services.

# TECHNICAL COLLEGE OF THE LOWCOUNTRY

## STATEMENT OF POLICY

**POLICY NUMBER:** 2-1-214

**REF. STATE BOARD POLICY:**

**PAGE:** 2 OF 2

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In addition, the Technical College of the Lowcountry endorses the principle of affirmative action designed to remove any disparate effects of past discrimination because of race, color, gender, religion, age, or national origin.

This policy applies to all personnel actions including, but not limited to, recruitment, hiring, compensation, benefits, promotions, transfers, layoffs, recall from layoffs, and educational, social, or recreational programs of the College. The Human Resources Director will serve as the Affirmative Action/Equal Employment Opportunity Officer. The President with the assistance of the Affirmative Action/Equal Employment Opportunity Officer will have overall responsibility for implementation of Affirmative Action and will have the full cooperation of all vice presidents, deans, directors, supervisors, and other employees.

All officials and other employees of this College, as well as various employment agencies, both public and private, labor organizations, and any advertising agency with whom the College may deal, will be informed that the Technical College of the Lowcountry is an Equal Opportunity/Affirmative Action Employer and adheres to all state and federal laws applicable to employment decisions.

Through the policies and programs set forth in this plan, the Technical College of the Lowcountry undertakes to comply fully with all federal and state laws relating to equal educational opportunity, equal employment opportunity and affirmative action.

# TECHNICAL COLLEGE OF THE LOWCOUNTRY

## STATEMENT OF POLICY

**POLICY NUMBER:** 2-1-215                      **REF. STATE BOARD POLICY:**

**PAGE:** 1 OF 2

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**POLICY TITLE:** CRIME AWARENESS AND CAMPUS SECURITY

**LEGAL AUTHORITY:** Crime Awareness and Campus Security Act of 1990; 20 U.S.C.,  
Section 1092 (f)

**DIVISION OF  
RESPONSIBILITY:** FINANCE

---

August 20, 2002  
**APPROVED BY**  
**AREA COMMISSION**

1  
**REVISION NUMBER**

8/20/02  
**CHAIRMAN**                      **DATE**

8/20/02  
**PRESIDENT**                      **DATE**

The Technical College of the Lowcountry complies with all requirements of the Crime Awareness and Campus Security Act of 1990; 20 U.S.C., Section 1092 (f). The College's Division of Finance shall be primarily responsible for carrying out the mandates of the Crime Awareness and Campus Security Act. This division will develop rules, regulations, and procedures to implement compliance with the Act and will file periodic reports to the Commission. All public reporting requirements pertaining to this Act will be the responsibility of this division.

The College's Division of Finance will develop rules and regulations on access and security of campus facilities including parking, vehicle registration and registration procedures. Periodic inspections and improvements for the purpose of campus safety shall be conducted. The College will inform students and employees about campus security measures, thereby encouraging all persons to be concerned about a secure campus environment and to be aware of security concerns on the campus.

The Division of Student Services will be responsible for developing procedures, methods and programs to encourage students and employees to report criminal actions and other emergencies occurring on campus. Students and employees shall be educated as to their personal responsibility for security and for the security of others. Responsibility for reporting campus crime to local authorities will rest with the Division of Finance personnel.

**TECHNICAL COLLEGE OF THE LOWCOUNTRY**

**STATEMENT OF POLICY**

**POLICY NUMBER: 2-1-215**

**REF. STATE BOARD POLICY:**

**PAGE: 2 OF 2**

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The Technical College of the Lowcountry will distribute to all current students and employees and applicants for enrollment or employment descriptions of policies related to campus security and statistics concerning specific types of campus related crimes detailed in the Crime Awareness and Campus Security Act of 1990.

**TECHNICAL COLLEGE OF THE LOWCOUNTRY**

**STATEMENT OF POLICY**

**POLICY NUMBER:** 2-1-216                      **REF. STATE BOARD POLICY:**

**PAGE:** 1 OF 1

---

**POLICY TITLE:** LENDING COLLEGE EQUIPMENT

**LEGAL AUTHORITY:**

**DIVISION OF  
RESPONSIBILITY:** FINANCE

---

May 2, 2003  
**DATE APPROVED BY COMMISSION**

May 8, 1989  
**DATE OF LAST REVISION**

\_\_\_\_\_  
**CHAIRMAN                      DATE**

\_\_\_\_\_  
**PRESIDENT                      DATE**

College equipment is not to be loaned to individuals or agencies outside the Technical College of the Lowcountry unless specifically authorized by the President of the College or the President's designee. As a general policy, College equipment is to be used within the confines of the College campus or in off campus programs sponsored by the College. Responsibility for College equipment is assigned to designated College employees who must provide an annual reconciliation of the inventory assigned to them.

**TECHNICAL COLLEGE OF THE LOWCOUNTRY**

**STATEMENT OF POLICY**

**POLICY NUMBER: 2-1-217 REF. STATE BOARD POLICY: 8-3-105**

**PAGE: 1 OF 1**

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**POLICY TITLE: HAZARDOUS AND INCLEMENT WEATHER**

**LEGAL AUTHORITY:**

**DIVISION OF  
RESPONSIBILITY: GENERAL ADMINISTRATION**

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May 2, 2003  
**DATE APPROVED BY COMMISSION**

April 11, 1995  
**DATE OF LAST REVISION**

\_\_\_\_\_  
**CHAIRMAN DATE**

\_\_\_\_\_  
**PRESIDENT DATE**

It is the policy of the Technical College of the Lowcountry that in the event of adverse weather, power failure or other events that could affect the College's ability to maintain order and a safe environment, the President or designee will close the College and/or cancel classes. Upon such a decision the Vice President of Finance will have the responsibility for seeing that this information is disseminated. All procedures regarding equipment and securing the College are contained in the College's Safety and Security Manual.

**TECHNICAL COLLEGE OF THE LOWCOUNTRY**

**STATEMENT OF POLICY**

**POLICY NUMBER:** 2-1-218      **REF. STATE BOARD POLICY:**

**PAGE:** 1 OF 1

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**POLICY TITLE:** COPYRIGHT POLICY

**LEGAL AUTHORITY:**

**DIVISION OF RESPONSIBILITY:** ADMINISTRATION

---

August 20, 2002  
**DATE APPROVED BY**  
**AREA COMMISSION**

1  
**REVISION NUMBER**

8/20/02  
**CHAIRMAN**      **DATE**

8/20/02  
**PRESIDENT**      **DATE**

It is the policy of the Technical College of the Lowcountry that all students, faculty, and staff will adhere to and respect the provisions of the copyright law, Title 17, U.S. Code. Faculty, staff, and students are expected to follow the law in good faith and subscribe to the spirit of protection it gives to the rights of others.

**TECHNICAL COLLEGE OF THE LOWCOUNTRY**

**STATEMENT OF POLICY**

**POLICY NUMBER:** 2-1-219      **REF. STATE BOARD POLICY:**

**PAGE:** 1 OF 1

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**POLICY TITLE:** USE OF INSTITUTIONAL VEHICLES

**LEGAL AUTHORITY:**

**DIVISION OF RESPONSIBILITY:** FINANCE

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February 15, 1994

**DATE APPROVED BY  
AREA COMMISSION**

**REVISION NUMBER**

**CHAIRMAN**

**DATE**

**PRESIDENT**

**DATE**

It is the policy of the Technical College of the Lowcountry to permit the use of institutional vehicles, when available, for authorized and approved travel by faculty, staff and Commission members in conducting the business of the College. Operators of vehicles are required to adhere to all applicable laws regarding operation of a motor vehicle and comply with college vehicle use procedures.

**TECHNICAL COLLEGE OF THE LOWCOUNTRY**

**STATEMENT OF POLICY**

**POLICY NUMBER:** 2-1-220      **REF. STATE BOARD POLICY:**

**PAGE:** 1 OF 1

---

**POLICY TITLE:** ALLOCATION OF COMPUTER RESOURCES

**LEGAL AUTHORITY:**

**DIVISION OF RESPONSIBILITY:** GENERAL ADMINISTRATION

---

April 5, 1994

**DATE APPROVED BY  
AREA COMMISSION**

1

**REVISION NUMBER**

**CHAIRMAN**

**DATE**

**PRESIDENT**

**DATE**

The Technical College of the Lowcountry recognizes the need to ensure that essential computer resources are available to educational programs and to administrative functions of the College. Procedures for establishing priorities for allocation of computer resources must reflect the College's mission, priorities and objectives. Where possible, students should be encouraged to use the available computer resources.

**TECHNICAL COLLEGE OF THE LOWCOUNTRY**

**STATEMENT OF POLICY**

**POLICY NUMBER:** 2-1-221

**PAGE:** 1 OF 1

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**POLICY TITLE:** ACCEPTABLE USE OF TELECOMMUNICATIONS  
RESOURCES POLICY

**LEGAL AUTHORITY:**

**DIVISION OF  
RESPONSIBILITY:** GENERAL ADMINISTRATION

---

April 18, 2000

DATE APPROVED BY  
AREA COMMISSION

DATE LAST REVISION

CHAIRMAN

DATE

PRESIDENT

DATE

It is the policy of the Technical College of the Lowcountry that all uses of telecommunications resources will be in compliance with relevant statutes or policies and in support of the mission of the College. Faculty, staff, and students are expected to know and follow telecommunications laws and policies in good faith and to subscribe to the spirit of protection such laws and policies provide for all users.

**TECHNICAL COLLEGE OF THE LOWCOUNTRY**

**STATEMENT OF POLICY**

**POLICY NUMBER: 2-1-222**

**PAGE: 1 OF 1**

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**POLICY TITLE: CONTROLLING INTERNET ACCESS TO OBSCENE MATERIALS**

**LEGAL AUTHORITY: SOUTH CAROLINA CODE, SEC. 10-1-205**

**DIVISION OF RESPONSIBILITY: GENERAL ADMINISTRATION**

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**November 28, 2000**

**DATE APPROVED BY  
AREA COMMISSION**

**DATE LAST REVISION**

**CHAIRMAN**

**DATE**

**PRESIDENT**

**DATE**

It is the policy of the Technical College of the Lowcountry to develop and implement procedures intended to reduce the ability of users of the College's computing resources to access web sites displaying obscene materials in violation of Article 3 of Chapter 15 of Title 16 of the South Carolina Code. Such procedures shall be in compliance with the provisions of South Carolina Code, Sec. 10-1-205.

**TECHNICAL COLLEGE OF THE LOWCOUNTRY**

**STATEMENT OF POLICY**

**POLICY NUMBER: 2-1-223**

**PAGE: 1 OF 1**

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**POLICY TITLE: THE PROTECTION OF HUMAN SUBJECTS IN RESEARCH**

**LEGAL AUTHORITY: FEDERAL POLICY FOR THE PROTECTION OF HUMAN SUBJECTS IN RESEARCH**

**DIVISION OF**

**RESPONSIBILITY: ACADEMIC AFFAIRS**

---

**November 28, 2000**

**DATE APPROVED BY  
AREA COMMISSION**

**DATE OF LAST REVISION**

**CHAIRMAN**

**DATE**

**PRESIDENT**

**DATE**

The Technical College of the Lowcountry (TCL) has established the Institutional Review Board (IRB) to develop and implement procedures for the protection of human subjects in research. TCL and the individual members of its faculty, staff and student body acknowledge and accept their responsibilities for protecting the rights and welfare of human subjects of research. This policy covers all research involving human subjects conducted under the auspices of the College or to be used by current faculty or staff in any professional activity or publication in which the individual claims an affiliation with the College. This includes both individual and institutional research conducted on or off campus whether externally funded or not. The College will exercise appropriate administrative overview to ensure that practices and procedures designed for the protection of the rights and welfare of human subjects are being effected and are in compliance with the requirements of Federal regulation 34CFR Part 97, Subtitle A.

**TECHNICAL COLLEGE OF THE LOWCOUNTRY**  
**STATEMENT OF POLICY**

**POLICY NUMBER:** 2-1-224

**REF. STATE BOARD POLICY:**

**PAGE:** 1 of 1

---

**POLICY TITLE:** Network/Internet Usage

**LEGAL AUTHORITY:**

**DIVISION OF RESPONSIBILITY:** Vice President of Finance

---

April 11, 2002

**DATE APPROVED BY  
AREA COMMISSION**

**REVISION NUMBER**

**CHAIRMAN**

**DATE**

**PRESIDENT**

**DATE**

It is the policy of the Technical College of the Lowcountry to develop and articulate to users the guidelines for acceptable use of network services and the Internet, which conform to all applicable State statutes, agency regulations, and other College policies.

**TECHNICAL COLLEGE OF THE LOWCOUNTRY**

**STATEMENT OF POLICY**

**POLICY NUMBER:** 2-1-225      **REF. STATE BOARD POLICY:**

**PAGE:** 1 OF 1

---

**POLICY TITLE:** CRIMINAL BACKGROUND INVESTIGATIONS

**LEGAL AUTHORITY:**

**DIVISION OF RESPONSIBILITY:** GENERAL ADMINISTRATION

---

May 2, 2003  
**DATE APPROVED BY COMMISSION**

November 18, 2002  
**DATE OF LAST REVISION**

\_\_\_\_\_  
**CHAIRMAN**                      **DATE**

\_\_\_\_\_  
**PRESIDENT**                      **DATE**

It is the policy of the Technical College of the Lowcountry that employees who may have one-to-one contact with minors at any time while employed by the College and all students, staff, or faculty members who will be participating in laboratory studies as part of an educational curriculum requirement must have a criminal background investigation performed.

All criminal background investigations will be conducted through the South Carolina Law Enforcement Division (SLED). Results will be disseminated in accordance with TCL Policy 2-1-201.

**TECHNICAL COLLEGE OF THE LOWCOUNTRY**

**STATEMENT OF POLICY**

**POLICY NUMBER:** 2-1-226

**REF. STATE BOARD POLICY:**

**PAGE:** 1 OF 1

---

**POLICY TITLE:** SEX OFFENDER DISCLOSURE

**LEGAL AUTHORITY:**

**DIVISION OF RESPONSIBILITY:** GENERAL ADMINISTRATION

---

January 13, 2003

**DATE APPROVED BY  
AREA COMMISSION**

**REVISION NUMBER**

---

**CHAIRMAN**

**DATE**

---

**PRESIDENT**

**DATE**

It is the policy of the Technical College of the Lowcountry to comply with "Megan's Law" and "The Campus Sex Crimes Prevention Act of 2000." The College will make available through the Employee Handbook and the Student Handbook where information provided by the State on registered sex offenders can be obtained.

**TECHNICAL COLLEGE OF THE LOWCOUNTRY**

**STATEMENT OF POLICY**

**POLICY NUMBER: 2-1-227**

**PAGE: 1 OF 1**

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**POLICY TITLE: CONTINUING EDUCATION REFUNDS**

**LEGAL AUTHORITY:**

**DIVISION OF RESPONSIBILITY: GENERAL ADMINISTRATION**

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**February 4, 2003**  
**DATE APPROVED BY**  
**AREA COMMISSION**

**DATE OF LAST REVISION**

**CHAIRMAN** **DATE**

**PRESIDENT** **DATE**

Continuing Education (CE) classes are self-sustaining and instructors are contracted for and materials ordered based on enrollments. CE refunds are made according to the following CE Refund Policy:

1. Applications for refund must be received prior to the beginning of a class.
2. Non-attendance is not a condition for refund.
3. Full refunds are granted only for course cancellations.
4. Any exception will be made only by the Vice President for Continuing Education and Institutional Advancement.

TECHNICAL COLLEGE OF THE LOWCOUNTRY

STATEMENT OF POLICY

POLICY NUMBER: 2-1-228 REF. STATE BOARD POLICY: 8-0-107

PAGE: 1 OF 1

POLICY TITLE: INTELLECTUAL PROPERTY RIGHTS

LEGAL AUTHORITY: STATE ETHICS ACT; U.S. COPYRIGHT ACT, 1976

DIVISION OF RESPONSIBILITY: GENERAL ADMINISTRATION

March 11, 2003  
DATE APPROVED BY  
COMMISSION

August 20, 2002  
DATE OF LAST REVISION

CHAIRMAN DATE

PRESIDENT DATE

PURSUANT TO SECTION 41-1-110 OF THE CODE OF LAWS OF SC, AS AMENDED, THE LANGUAGE USED IN THIS DOCUMENT DOES NOT CREATE AN EMPLOYMENT CONTRACT BETWEEN THE EMPLOYEE AND THE COLLEGE. THIS DOCUMENT DOES NOT CREATE ANY CONTRACTUAL RIGHTS OR ENTITLEMENTS. THE COLLEGE RESERVES THE RIGHT TO REVISE THE CONTENT OF THIS DOCUMENT, IN WHOLE OR IN PART. NO PROMISES OR ASSURANCES, WHETHER WRITTEN OR ORAL, WHICH ARE CONTRARY TO OR INCONSISTENT WITH THE TERMS OF THIS PARAGRAPH CREATE ANY CONTRACT OF EMPLOYMENT.

Except as specifically and expressly exempted herein or in the procedures developed under this policy, it is the policy of the Technical College of the Lowcountry that copyrights, patents and all other forms of intellectual property developed by any employee of the Technical College of the Lowcountry using institutional resources is the exclusive property of the college. No transfer of ownership rights in copyrights, patents, or other forms of intellectual property shall occur unless the college expressly and specifically transfer(s) the ownership rights, in whole or in part, to the employee or other party or parties.

Except as may be provided for in procedures developed under this policy, students shall have exclusive ownership of intellectual property developed on their own time and at their own expense, including all products of course assignments, subject to written agreement with external parties. The College shall have ownership of intellectual property developed by the student if the College funded development of the property, or if the College and student entered into an agreement for the College to have ownership of the property, or to purchase the property upon completion of development.

**TECHNICAL COLLEGE OF THE LOWCOUNTRY**

**STATEMENT OF POLICY**

**POLICY NUMBER:** 2-1-229      **REF. STATE BOARD POLICY:** 8-7-105

**PAGE:** 1 OF 2

---

**POLICY TITLE:** ALCOHOL/DRUG USE

**LEGAL AUTHORITY:** Section 59-53-20 of the 1976 Code of Laws of South Carolina, As Amended

**DIVISION OF RESPONSIBILITY:** GENERAL ADMINISTRATION

---

March 11, 2003  
**DATE APPROVED BY COMMISSION**

January 10, 1994  
**DATE OF LAST REVISION**

---

**CHAIRMAN**

**DATE**

---

**PRESIDENT**

**DATE**

It is the policy of the Technical College of the Lowcountry 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 Technical College of the Lowcountry 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, policy, procedures, rules, as well as legal statutes. Workplace means either on the College premises or while conducting College business away from the College premises. Educational setting includes both institutional premises or in approved educational sites off campus.

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

# TECHNICAL COLLEGE OF THE LOWCOUNTRY

## STATEMENT OF POLICY

**POLICY NUMBER:** 2-1-229      **REF. STATE BOARD POLICY:** 8-7-105

**PAGE:** 2 OF 2

**POLICY TITLE:** ALCOHOL/DRUG USE

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The Technical College of the Lowcountry recognizes that chemical dependency through use of controlled or uncontrolled substances, including alcohol, is a treatable illness. The College 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 that employees and students are aware that:

1. Alcohol and other drug abuse at the workplace and in the educational setting is dangerous because it leads to physical impairment, loss of judgment, safety violations and the risk of injury, poor health, or even death. 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 affect 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 as well as 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.

**TECHNICAL COLLEGE OF THE LOWCOUNTRY**

**STATEMENT OF POLICY**

**POLICY NUMBER:** 2-1-230

**LEGAL AUTHORITY:** SOUTH CAROLINA CODE OF LAW 16-23-420  
AS AMENDED

**PAGE:** 1 OF 1

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**POLICY TITLE:** FIREARMS AND WEAPONS

**LEGAL AUTHORITY:**

**DIVISION OF  
RESPONSIBILITY:** GENERAL ADMINISTRATION

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March 11, 2003  
**DATE APPROVED BY COMMISSION**

March 6, 1989  
**DATE OF LAST REVISION**

CHAIRMAN DATE

PRESIDENT DATE

To ensure a safe and secure environment for all members of the campus community, firearms are not allowed in any building, premises or property owned, operated or controlled by the Technical College of the Lowcountry.

In addition, this policy prohibits carrying any other weapon (knife, blackjack, metal pipe, club, dirk, slingshot, brass knuckles, razor or other type of weapon), object or device which may cause bodily injury.

Certified law enforcement personnel on duty having authorization to carry such firearms or weapons are exempt from this policy.

TECHNICAL COLLEGE OF THE LOWCOUNTRY

STATEMENT OF POLICY

POLICY NUMBER: 2-1-231 REF. STATE BOARD POLICY: 8-7-104

PAGE: 1 OF 1

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POLICY TITLE: HIV INFECTION AND AIDS

LEGAL AUTHORITY: CHAPTER 59-53-20 OF THE 1976 CODE OF LAWS OF SOUTH CAROLINA AS AMENDED

DIVISION OF RESPONSIBILITY: GENERAL ADMINISTRATION

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March 11, 2003  
DATE APPROVED BY COMMISSION

July 14, 1988  
DATE OF LAST REVISION

\_\_\_\_\_  
CHAIRMAN DATE

\_\_\_\_\_  
PRESIDENT DATE

It is the policy of the Technical College of the Lowcountry to ensure that employees and students with AIDS, AIDS Related Complex (ARC) and Human Immunodeficiency Virus Infection (HIV), continue their active employment or enrollment in accordance with the Americans with Disability Act of 1990 as long as they are able to meet acceptable academic and work performance standards.

Supervisors, employees and students will be sensitive to the special needs and concerns of employees and students with such conditions but generally should ensure that they are treated no differently than other employees or students. Strict confidentiality of information and communications will be maintained regarding any aspect of actual or suspected AIDS, ARC, or HIV situations.

**TECHNICAL COLLEGE OF THE LOWCOUNTRY**  
**STATEMENT OF POLICY**

**POLICY NUMBER:** 2-1-232                      **REF. STATE BOARD POLICY:**  
**PAGE:** 1 OF 1

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**POLICY TITLE:** RECORDS MANAGEMENT  
**LEGAL AUTHORITY:** 1976 CODE OF LAWS OF SOUTH CAROLINA AS AMENDED

**DIVISION OF RESPONSIBILITY:** GENERAL ADMINISTRATION

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May 2, 2003  
**DATE APPROVED BY**  
**COMMISSION**

\_\_\_\_\_  
**DATE OF LAST REVISION**

\_\_\_\_\_  
**CHAIRMAN**                      **DATE**

\_\_\_\_\_  
**PRESIDENT**                      **DATE**

It is the policy of the Technical College of the Lowcountry to retain and dispose of common records as provided in Section 30-1-90 (B) of the Code of Laws of South Carolina, 1976, as amended, and in accordance with the state regulations, general schedules for records common to state supported colleges and universities developed by the State Archives and approved by the General Assembly.

**TECHNICAL COLLEGE OF THE LOWCOUNTRY**

**STATEMENT OF POLICY**

**POLICY NUMBER: 2-1-233**

**PAGE: 1 OF 1**

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**POLICY TITLE: IDENTIFICATION CARDS**

**LEGAL AUTHORITY:**

**DIVISION OF RESPONSIBILITY: GENERAL ADMINISTRATION**

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**June 10, 2003**

**DATE APPROVED BY  
COMMISSION**

**DATE OF LAST REVISION**

**CHAIRMAN**

**DATE**

**PRESIDENT**

**DATE**

It is the policy of the Technical College of the Lowcountry that all currently enrolled students and all faculty and staff obtain and have in their possession a college issued photo identification card while on campus, while attending a college sponsored event, and when representing the College in any capacity.

**TECHNICAL COLLEGE OF THE LOWCOUNTRY  
POLICY MANUAL**

**CHAPTER 3**

**TABLE OF CONTENTS**

**CHAPTER 3**

**INSTRUCTION**

<b>3-1-301</b>	<b>Open Admissions</b>
<b>3-1-302</b>	<b>Admission to Academic Programs With Limited Admission</b>
<b>3-1-303</b>	<b>Curriculum Development</b>
<b>3-1-304</b>	<b>Academic Freedom</b>
<b>3-1-305</b>	<b>Faculty Forum</b>
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<b>3-1-322</b>	<b>Technology-Based Instructional Delivery Systems</b>
<b>3-1-323</b>	<b>Faculty Governance</b>

**TECHNICAL COLLEGE OF THE LOWCOUNTRY**

**STATEMENT OF POLICY**

**POLICY NUMBER: 3-1-301 REF. STATE BOARD POLICY: 3-2-101**

**PAGE: 1 OF 3**

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**POLICY TITLE: OPEN ADMISSIONS**

**LEGAL AUTHORITY: SOUTH CAROLINA CODE OF LAWS (ACT 654)**

**DIVISION OF RESPONSIBILITY: ACADEMIC AFFAIRS**

---

May 10, 2002  
**Date Approved by Commission**

3  
**Revision Number**

\_\_\_\_\_  
**Chairman**                      **Date**

\_\_\_\_\_  
**President**                      **Date**

The Technical College of the Lowcountry is an open admission college as required by Act 654 of the Code of Laws of South Carolina. Consistent with the statutory requirement, the College makes every effort to minimize geographic, financial and scholastic barriers to the kinds of postsecondary programs and services offered through the Technical College of the Lowcountry.

The College accepts the responsibility to produce graduates who are competent to meet the assessed needs of Lowcountry business and industry, and to assist individuals in achieving educational and occupational objectives consistent with their potential.

In order to fulfill the College's educational mission and to promote the achievement of individuals with varied potential, open admissions is defined as a practice which (1) admits to the College all citizens who can benefit from available learning opportunities, and (2) places into specific programs of study those students whose potential for success is commensurate with expected standards of performance.

The College requires that all applicants for admission be eighteen (18) years of age or older, or possess a high school diploma or its equivalent.

# TECHNICAL COLLEGE OF THE LOWCOUNTRY

## STATEMENT OF POLICY

**POLICY NUMBER:** 3-1-301      **REF. STATE BOARD POLICY:** 3-2-101

**PAGE:** 2 OF 3

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Under certain circumstances, an applicant under the age of eighteen (18) who has not graduated from high school may be considered for enrollment through special agreement between the College and the principal of the school where the applicant has been, or is, attending.

Except for associate degree programs or courses in programs that have specific licensing or minimum performance level requirements, the College does not require a high school diploma, its equivalent, or attainment of specific levels of education prior to being admitted.

This definition of open admissions implies the College's commitment to provide a program to assess student potential and to provide appropriate developmental and remedial programs of study to meet those needs. It is recognized that funding developmental and remedial programs to support the College's definition of open admission must be commensurate with the commitment made to this educational activity. The scope of remediation activity is restricted by the statutory condition of economic feasibility and ability to benefit determinations.

In support of this definition, it is the policy of the college to follow the Technical College System's recommendations related to developmental and remedial programs.

1. Develop appropriate intake procedures concentrating on career guidance and line assessment of competency in basic skills.
2. Determine and establish a minimum feasible performance level for admission into Developmental Studies. The level should reflect an analysis of the capabilities and limitations of the Developmental Studies program.
3. Establish articulation between Developmental Studies and each curriculum program. Minimum competencies in math, reading, and language are defined for placement into courses. The measurement methods should be reliable and valid.

**TECHNICAL COLLEGE OF THE LOWCOUNTRY**

**STATEMENT OF POLICY**

**POLICY NUMBER: 3-1-301 REF. STATE BOARD POLICY: 3-2-101**

**PAGE: 3 OF 3**

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4. Establish minimum academic standards and procedures for academic probation and suspension for those students who do not maintain satisfactory progress.
5. Identify the specific skills taught in each program and identify reliable techniques for determining student performance of those skills.

**TECHNICAL COLLEGE OF THE LOWCOUNTRY**

**STATEMENT OF POLICY**

**POLICY NUMBER:** 3-1-302                      **REF. STATE BOARD POLICY:**

**PAGE:** 1 OF 1

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**POLICY TITLE:**                      **ADMISSION TO ACADEMIC PROGRAMS WITH LIMITED ADMISSION**

**LEGAL AUTHORITY:**

**DIVISION OF RESPONSIBILITY:**                      **ACADEMIC AFFAIRS**

---

June 12, 2001  
**Date Approved by Commission**

1  
**REVISION NUMBER**

\_\_\_\_\_  
**CHAIRMAN**                      **DATE**

\_\_\_\_\_  
**PRESIDENT**                      **DATE**

In academic programs where there is a set limit to the number of students who can be admitted, first preference for admission to these programs will be given to applicants who meet the program criteria and reside within the four-county service area. Second preference will be given to applicants who are South Carolina residents, meet the program criteria and reside outside of the four-county service area. Final preference for admission to academic programs with limited admission will be given to out-of-state applicants who meet the program criteria.

**TECHNICAL COLLEGE OF THE LOWCOUNTRY**

**STATEMENT OF POLICY**

**POLICY NUMBER:** 3-1-303                      **REF. STATE BOARD POLICY:**

**PAGE:** 1 OF 1

---

**POLICY TITLE:** CURRICULUM DEVELOPMENT

**LEGAL AUTHORITY:**

**DIVISION OF RESPONSIBILITY:** ACADEMIC AFFAIRS

---

May 10, 2002  
**Date Approved by Commission**

1  
**REVISION NUMBER**

**CHAIRMAN**                      **DATE**

**PRESIDENT**                      **DATE**

Curriculum and course development, changes, and evaluation are responsibilities of every teaching faculty member. Insofar as possible, curriculum development will be accomplished as part of a faculty member's normal workload. Any addition, deletion, or change in any College curriculum must be approved by the Curriculum Committee and the Vice President for Academic Affairs prior to implementation. Certain curricula changes also require approval from the TCL Commission, State Technical College System, and/or South Carolina Commission on Higher Education.

**TECHNICAL COLLEGE OF THE LOWCOUNTRY**

**STATEMENT OF POLICY**

**POLICY NUMBER:** 3-1-304 **REF. STATE BOARD POLICY:**

**PAGE:** 1 OF 1

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**POLICY TITLE:** ACADEMIC FREEDOM

**LEGAL AUTHORITY:**

**DIVISION OF RESPONSIBILITY:** ACADEMIC AFFAIRS

---

June 12, 2001  
**Date Approved by Commission**

2  
**REVISION NUMBER**

**CHAIRMAN** **DATE**

**PRESIDENT** **DATE**

To ensure an instructional program marked by excellence, it is the policy of Technical College of the Lowcountry to support and defend academic freedom. In the development of knowledge, research endeavors, and creative activities, faculty and students must be free to cultivate a spirit of inquiry and scholarly criticism. The faculty members are entitled to freedom in the classroom in discussing their subject, but they should be careful not to introduce into their teaching matters which have no relation to the subject being taught. Faculty and students must be able to examine ideas in an atmosphere of freedom and confidence and to participate as responsible citizens in community affairs.

Technical College of the Lowcountry also recognizes that every freedom carries with it attendant responsibilities. Faculty members must fulfill their responsibilities to society and to their profession by manifesting academic competence, professional discretion, and good citizenship. When they speak or write as a citizen, they will be free from institutional censorship or discipline, but their special position in the community imposes special obligations. As professional educators, they must remember that the public may judge their profession and their institution by their utterances. Hence, they should at all times be accurate, exercise appropriate restraint, show respect for the opinions of others, and make efforts to indicate that they are not speaking for the institution.

At no time shall the principles of academic freedom prevent the institution from making proper efforts to assure the best possible instruction for all students in accordance with the objectives of the institution.

**TECHNICAL COLLEGE OF THE LOWCOUNTRY**

**STATEMENT OF POLICY**

**POLICY NUMBER:** 3-1-305                      **REF. STATE BOARD POLICY:**

**PAGE:** 1 OF 1

---

**POLICY TITLE:** FACULTY FORUM

**LEGAL AUTHORITY:**

**DIVISION OF  
RESPONSIBILITY:** ACADEMIC AFFAIRS

---

May 10, 2002  
**Date Approved by Commission**

3  
**REVISION NUMBER**

---

**CHAIRMAN**                      **DATE**

---

**PRESIDENT**                      **DATE**

The purpose of the Faculty Forum is to provide an opportunity for faculty discussion of instructional matters and issues affecting faculty. All full-time faculty are members of the Faculty Forum. The Faculty Forum will convene at a minimum of two times a year.

**TECHNICAL COLLEGE OF THE LOWCOUNTRY**

**STATEMENT OF POLICY**

**POLICY NUMBER:** 3-1-306                      **REF. STATE BOARD POLICY:**

**PAGE:** 1 OF 1

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**POLICY TITLE:** CANCELLATION OF CLASSES

**LEGAL AUTHORITY:**

**DIVISION OF  
RESPONSIBILITY:** ACADEMIC AFFAIRS

---

March 11, 2003  
**DATE APPROVED BY COMMISSION**

May 10, 2002  
**DATE OF LAST REVISION**

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**CHAIRMAN**    **DATE**

---

**PRESIDENT**    **DATE**

It is the policy of the Technical College of the Lowcountry that only the Division Dean, the Vice President for Academic Affairs, or the President has the authority to cancel a scheduled credit class meeting.

**TECHNICAL COLLEGE OF THE LOWCOUNTRY**

**STATEMENT OF POLICY**

**POLICY NUMBER:** 3-1-307                      **REF. STATE BOARD POLICY:**

**PAGE:** 1 OF 1

---

**POLICY TITLE:** CLASS ATTENDANCE (WITHDRAWAL)

**LEGAL AUTHORITY:**

**DIVISION OF RESPONSIBILITY:** ACADEMIC AFFAIRS

---

March 11, 2003  
**DATE APPROVED BY COMMISSION**

March 14, 2002  
**DATE OF LAST REVISION**

\_\_\_\_\_  
**CHAIRMAN                      DATE**

\_\_\_\_\_  
**PRESIDENT                      DATE**

Technical College of the Lowcountry expects that students will participate in all scheduled instructional classes and laboratory periods, regardless of the mode of delivery. Students are expected to be in class on time and attend a minimum of 90% of the total class hours or laboratory periods for each course to be eligible to receive a passing grade. Students are responsible for making up the work missed during any absence. If it becomes necessary to add/drop a course or withdraw from a course(s) or the college, it is the student's responsibility to complete the college's approved withdrawal process as specified.

Exceptions to this policy for individual courses and/or on-line courses or programs must be approved by the Vice President for Academic Affairs (VPAA) or designee and must be printed in the course syllabus.

**TECHNICAL COLLEGE OF THE LOWCOUNTRY**

**STATEMENT OF POLICY**

**POLICY NUMBER:** 3-1-308                      **REF. STATE BOARD POLICY:**

**PAGE:** 1 OF 1

---

**POLICY TITLE:** ACADEMIC ADVISING

**LEGAL AUTHORITY:**

**DIVISION OF  
RESPONSIBILITY:** ACADEMIC AFFAIRS

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March 11, 2003  
**DATE APPROVED BY COMMISSION**

May 10, 2002  
**DATE OF LAST REVISION**

\_\_\_\_\_  
**CHAIRMAN                      DATE**

\_\_\_\_\_  
**PRESIDENT                      DATE**

It is the policy of the Technical College of the Lowcountry that all full-time faculty are required to provide academic advisement to assigned students. Exceptions must be approved by the Vice President for Academic Affairs.

**TECHNICAL COLLEGE OF THE LOWCOUNTRY**

**STATEMENT OF POLICY**

**POLICY NUMBER:** 3-1-309                      **REF. STATE BOARD POLICY:**

**PAGE:** 1 OF 1

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**POLICY TITLE:** DIRECTED INDEPENDENT STUDY (DIS)

**LEGAL AUTHORITY:**

**DIVISION OF  
RESPONSIBILITY:** ACADEMIC AFFAIRS

---

March 11, 2003  
**DATE APPROVED BY COMMISSION**

May 10, 2002  
**DATE OF LAST REVISION**

\_\_\_\_\_  
**CHAIRMAN**                      **DATE**

\_\_\_\_\_  
**PRESIDENT**                      **DATE**

It is the policy of the Technical College of the Lowcountry that under special circumstances, a student may be assigned by the Division Dean and approved by the Vice President for Academic Affairs to selected courses on a directed independent study basis so that progress toward successful program completion can be maintained.

**TECHNICAL COLLEGE OF THE LOWCOUNTRY**

**STATEMENT OF POLICY**

**POLICY NUMBER:** 3-1-310                      **REF. STATE BOARD POLICY:**

**PAGE:** 1 OF 1

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**POLICY TITLE:** EXAM SCHEDULE

**LEGAL AUTHORITY:**

**DIVISION OF RESPONSIBILITY:** ACADEMIC AFFAIRS

---

March 11, 2003  
**DATE APPROVED BY COMMISSION**

May 10, 2002  
**DATE OF LAST REVISION**

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**CHAIRMAN**                      **DATE**

---

**PRESIDENT**                      **DATE**

The schedule for final exams each term is developed and distributed by the Vice President for Academic Affairs. All classes are required to hold a final exam during the scheduled examination time. Exceptions to this policy must be requested in writing and approved by the Division Dean and the Vice President for Academic Affairs in advance of the start of the final exam period.

**TECHNICAL COLLEGE OF THE LOWCOUNTRY**

**STATEMENT OF POLICY**

**POLICY NUMBER:** 3-1-311                      **REF. STATE BOARD POLICY:**

**PAGE:** 1 OF 1

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**POLICY TITLE:**                      **ADVISORY COMMITTEES**

**LEGAL AUTHORITY:**

**DIVISION OF  
RESPONSIBILITY:**                      **ACADEMIC AFFAIRS**

---

June 12, 2001  
**Date Approved by Commission**

\_\_\_\_\_  
**REVISION NUMBER**

\_\_\_\_\_  
**CHAIRMAN                      DATE**

\_\_\_\_\_  
**PRESIDENT                      DATE**

It is the policy of the Technical College of the Lowcountry to establish an active community advisory committee to provide appropriate input and advice to each approved College curriculum. Advisory committees act as a communication link between the College and business, industry, and government. Through this means, TCL ensures the relevancy of its educational programs and provides competent graduates.

TECHNICAL COLLEGE OF THE LOWCOUNTRY

STATEMENT OF POLICY

POLICY NUMBER: 3-1-312 REF. STATE BOARD POLICY:

PAGE: 1 OF 1

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POLICY TITLE: FACULTY TEACHING LOAD

LEGAL AUTHORITY: 1976 Code of Laws of South Carolina as Amended,  
Sections 59-53-51, 59-53-52 (9)

DIVISION OF  
RESPONSIBILITY: ACADEMIC AFFAIRS

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May 10, 2002  
Date Approved By Commission

1  
REVISION NUMBER

\_\_\_\_\_  
CHAIRMAN DATE

\_\_\_\_\_  
PRESIDENT DATE

**PURSUANT TO SECTION 41-1-110 OF THE CODE OF LAWS OF SC, AS AMENDED, THE LANGUAGE USED IN THIS DOCUMENT DOES NOT CREATE AN EMPLOYMENT CONTRACT BETWEEN THE EMPLOYEE AND THE COLLEGE. THIS DOCUMENT DOES NOT CREATE ANY CONTRACTUAL RIGHTS OR ENTITLEMENTS. THE COLLEGE RESERVES THE RIGHT TO REVISE THE CONTENT OF THIS DOCUMENT, IN WHOLE OR IN PART. NO PROMISES OR ASSURANCES, WHETHER WRITTEN OR ORAL, WHICH ARE CONTRARY TO OR INCONSISTENT WITH THE TERMS OF THIS PARAGRAPH CREATE ANY CONTRACT OF EMPLOYMENT.**

It is the policy of the Technical College of the Lowcountry that faculty loads and overload compensations be established within the parameters of existing procedures established by the State Technical College System.

The faculty teaching load will be established by a combination of factors to include credit hours, instructor classroom/lab contact hours, types of classes, number and type of preparations, method of delivery, time and location of classes, budgetary considerations, production of required number of student credit hours, and other measures deemed appropriate to establishing an equitable faculty teaching load.

**TECHNICAL COLLEGE OF THE LOWCOUNTRY**

**STATEMENT OF POLICY**

**POLICY NUMBER:** 3-1-313                      **REF. STATE BOARD POLICY:**

**PAGE:** 1 OF 1

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**POLICY TITLE:** CLASS LENGTH

**LEGAL AUTHORITY:**

**DIVISION OF  
RESPONSIBILITY:** ACADEMIC AFFAIRS

---

May 10, 2002  
**Date Approved by Commission**

1  
**REVISION NUMBER**

\_\_\_\_\_  
**CHAIRMAN**                      **DATE**

\_\_\_\_\_  
**PRESIDENT**                      **DATE**

It is the policy of the Technical College of the Lowcountry to adhere to the existing procedures established by the State Technical College System which determine the minimum requirements for class length and minutes of instruction by which academic credit are awarded.

TECHNICAL COLLEGE OF THE LOWCOUNTRY

STATEMENT OF POLICY

POLICY NUMBER: 3-1-314 REF. STATE BOARD POLICY: 3-2-105

PAGE: 1 OF 2

POLICY TITLE: GRADING SYSTEM

LEGAL AUTHORITY: SOUTH CAROLINA CODE OF LAWS (ACT 654)

DIVISION OF RESPONSIBILITY: ACADEMIC AFFAIRS

March 8, 2005  
Date Approved by Commission

4  
REVISION NUMBER

Charles Cotton 3-8-2005  
CHAIRMAN DATE

Gene Miller 3-8-2005  
PRESIDENT DATE

The Technical College of the Lowcountry 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 value scale. The only grades and numerical values in the calculation of the GPA are:

A	EXCELLENT	4 Grade points for each credit earned
B	ABOVE AVERAGE	3 Grade points for each credit earned
C	AVERAGE	2 Grade points for each credit earned
D	BELOW AVERAGE	1 Grade point for each credit earned
F	FAILURE	0 Grade points for each credit attempted
WF	WITHDRAWN/FAILURE	0 Grade points for each credit attempted

Other grade and course symbols authorized for use are:

I	INCOMPLETE	No credits or grade points. Defaults to F after one semester.
W	WITHDRAWL	No credits or grade points. The grade "W" represents official withdrawal from a course.
WP	WITHDRAWL/PASSING	No credits or grade points. The grade "WP" represents official withdrawal from a course with satisfactory progress after the end of the drop/add period.
CF	CARRY FORWARD	No credits or grade points.

TECHNICAL COLLEGE OF THE LOWCOUNTRY

STATEMENT OF POLICY

POLICY NUMBER: 3-1-314

REF. STATE BOARD POLICY: 3-2-105

PAGE: 2 OF 2

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<b>E</b>	<b>EXEMPT</b>	Earns credits. No grade points. Awarded for course exemption based on testing, equivalent work, or educational experience.
<b>TR</b>	<b>TRANSFER</b>	Earns credits. No grade points. Allowable equivalent credits earned at other approved post-secondary institutions supported by official transcripts and evaluated for equivalency.
<b>AU</b>	<b>AUDIT</b>	No credits or grade points.
<b>NC</b>	<b>NO CREDIT</b>	No credits or grade points.
<b>NR</b>	<b>NO REPORT</b>	Issued only when instructor does not submit grade reports. A "NR" grade must be replaced by a final grade as soon as received from instructor.
<b>S</b>	<b>SATISFACTORY</b>	Earned credits or CEUs. No grade points.
<b>SC</b>	<b>SATISFACTORY CREDIT</b>	Represents satisfactory work and applies to specialized courses and seminars and does cause credit hours or CEU's to be earned.
<b>U</b>	<b>UNSATISFACTORY</b>	No credits, CEUs, or grade points.

Credits earned in Developmental Studies or other 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 calculation. Courses numbered as (100) shall not be creditable towards any degree program but credits shall be earned and grade points shall be earned in the overall GPA average.

The most recent grade earned in a course is to be computed in a student's grade point average. However, the student's complete academic record shall be reflected on the transcript.

Students may appeal a grade by acting in accordance with the College's grade appeal procedure.

TECHNICAL COLLEGE OF THE LOWCOUNTRY

STATEMENT OF POLICY

POLICY NUMBER: 3-1-315 REF. STATE BOARD POLICY:

PAGE: 1 OF 1

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POLICY TITLE: OFFICE HOURS

LEGAL AUTHORITY:

DIVISION OF  
RESPONSIBILITY: ACADEMIC AFFAIRS

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May 10, 2002  
Date Approved by Commission

1  
REVISION NUMBER

\_\_\_\_\_  
CHAIRMAN DATE

\_\_\_\_\_  
PRESIDENT DATE

**PURSUANT TO SECTION 41-1-110 OF THE CODE OF LAWS OF SC, AS AMENDED, THE LANGUAGE USED IN THIS DOCUMENT DOES NOT CREATE AN EMPLOYMENT CONTRACT BETWEEN THE EMPLOYEE AND THE COLLEGE. THIS DOCUMENT DOES NOT CREATE ANY CONTRACTUAL RIGHTS OR ENTITLEMENTS. THE COLLEGE RESERVES THE RIGHT TO REVISE THE CONTENT OF THIS DOCUMENT, IN WHOLE OR IN PART. NO PROMISES OR ASSURANCES, WHETHER WRITTEN OR ORAL, WHICH ARE CONTRARY TO OR INCONSISTENT WITH THE TERMS OF THIS PARAGRAPH CREATE ANY CONTRACT OF EMPLOYMENT.**

In addition to teaching a normal load, each full-time faculty member must maintain at least eight on-campus office hours per week. These hours should be at times convenient to the majority of the students enrolled in classes and normally are not to be used for college service.

**TECHNICAL COLLEGE OF THE LOWCOUNTRY**

**STATEMENT OF POLICY**

**POLICY NUMBER:** 3-1-316                      **REF. STATE BOARD POLICY:**

**PAGE:** 1 OF 1

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**POLICY TITLE:** INSTRUCTIONAL PROGRAM EVALUATION

**LEGAL AUTHORITY:** South Carolina Code of Laws (Act 654)

**DIVISION OF**

**RESPONSIBILITY:** ACADEMIC AFFAIRS

---

May 10, 2002  
**Date Approved by Commission**

2  
**REVISION NUMBER**

CHAIRMAN                      DATE

PRESIDENT                      DATE

In order to satisfy the accountability requirements set forth in the 1976 Code of Laws of South Carolina, as amended, the Technical College of the Lowcountry will conduct an annual evaluation of all associate degree, diploma, and certificate programs offered at the College. Evaluations shall be conducted according to the prescribed criteria published by the State Technical College System. The results of the evaluation are to be reported to the TCL Commission and Senior Manager for Curriculum and Instruction at the State Technical College System.

It is the policy of the Technical College of the Lowcountry that Commission approval is required for the initiation, suspension or cancellation of any instructional certificate, diploma, or degree program.

**TECHNICAL COLLEGE OF THE LOWCOUNTRY**

**STATEMENT OF POLICY**

**POLICY NUMBER:** 3-1-317                      **REF. STATE BOARD POLICY:**

**PAGE:** 1 OF 1

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**POLICY TITLE:** TRANSFER OF CREDIT

**LEGAL AUTHORITY:**

**DIVISION OF  
RESPONSIBILITY:** ACADEMIC AFFAIRS

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March 11, 2003  
**DATE APPROVED BY COMMISSION**

May 10, 2002  
**DATE OF LAST REVISION**

\_\_\_\_\_  
**CHAIRMAN                      DATE**

\_\_\_\_\_  
**PRESIDENT                      DATE**

To enhance educational opportunities and encourage student participation in higher education, it is the policy of the Technical College of the Lowcountry to award transfer credit and/or advanced placement credit applicable to an associate degree, a diploma, or a certificate program at the College. Credits may be awarded through formal articulation agreements or through the certification of equivalent and/or compatible course work taken at other post-secondary institutions or accredited secondary institutions offering advanced placement courses.

For award of transfer credit, official transcripts must be on file at the College. A determination on the acceptability of the transfer work will be made by the applicable Division Dean and approved by the Vice President for Academic Affairs. All coursework accepted in transfer will represent collegiate level work with student competencies at least equivalent to those of students enrolled in the College's own courses and programs. The College will award transfer credit only for coursework taken within the last seven years unless the appropriate Division Dean and the Vice President for Academic Affairs concur that course work taken beyond the seven year limit is acceptable.

**TECHNICAL COLLEGE OF THE LOWCOUNTRY**

**STATEMENT OF POLICY**

**POLICY NUMBER:** 3-1-318 **REF. STATE BOARD POLICY:**

**PAGE:** 1 OF 1

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**POLICY TITLE:** EXPERIENTIAL CREDIT

**LEGAL AUTHORITY:**

**DIVISION OF RESPONSIBILITY:** ACADEMIC AFFAIRS

---

May 10, 2002  
**Date Approved by Commission**

1  
**REVISION NUMBER**

\_\_\_\_\_  
**CHAIRMAN** **DATE**

\_\_\_\_\_  
**PRESIDENT** **DATE**

The Technical College of the Lowcountry recognizes that learning is a lifelong process that may occur in any number of settings in addition to the classroom. It is the policy of the College to formally recognize such experience or non-traditional learning and its subsequent translation into usable experiential college-equivalent credits for a currently enrolled student. College procedures will ensure that adequate documentation of learning experiences is provided by the student prior to the awarding of any academic credit to be recorded on the College's official records.

Experiential credit will be awarded for no more than 25 percent (25%) of the credit hours applied toward a degree, diploma, or certificate. All procedures for awarding experiential credit will reflect the current approved practices and guidelines stipulated by the Commission on Colleges of the Southern Association of Colleges and Schools.

**TECHNICAL COLLEGE OF THE LOWCOUNTRY**

**STATEMENT OF POLICY**

**POLICY NUMBER:** 3-1-319 **REF. STATE BOARD POLICY:**

**PAGE:** 1 OF 1

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**POLICY TITLE:** DROPPING AND ADDING COURSES

**LEGAL AUTHORITY:** CHAPTER 59-53-51 OF THE CODE OF LAWS OF SOUTH CAROLINA, 1976

**DIVISION OF RESPONSIBILITY:** ACADEMIC AFFAIRS

---

June 10, 2003

DATE APPROVED BY  
COMMISSION

March 11, 2003

DATE OF LAST REVISION

\_\_\_\_\_  
CHAIRMAN

\_\_\_\_\_  
DATE

\_\_\_\_\_  
PRESIDENT

\_\_\_\_\_  
DATE

A student may drop or add a course during the official drop/add period. Courses dropped during this period shall not appear on the student's transcript.

The time periods for other than fifteen-week semester classes will be pro-rated based on the length of the term.

The course load of any enrolled student who has registered, has been credited with payment of tuition and has not received a refund for the course load of record on the sixth instructional day, or the equivalent for varying term lengths, is to be counted in the fundable FTE.

**TECHNICAL COLLEGE OF THE LOWCOUNTRY**

**STATEMENT OF POLICY**

**POLICY NUMBER:** 3-1-320                      **REF. STATE BOARD POLICY:**

**PAGE:** 1 OF 2

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**POLICY TITLE:** CREDIT BY EXAMINATION

**LEGAL AUTHORITY:**

**DIVISION OF  
RESPONSIBILITY:** ACADEMIC AFFAIRS

---

June 12, 2001  
**Date Approved by Commission**

2  
**REVISION NUMBER**

\_\_\_\_\_  
**CHAIRMAN**                                      **DATE**

\_\_\_\_\_  
**PRESIDENT**                                      **DATE**

It is the policy of the Technical College of the Lowcountry to provide students with an opportunity to receive Credit By Examination for the demonstration of significant post-secondary achievement through an examination process. Credit By Examination may be earned through two methods: standardized examinations and credit by challenge exam (local).

To qualify, a student must be currently enrolled in the College with a declared major. A student may not pursue Credit By Examination in a course where credit in an equivalent course or a more advanced course has been earned, a course previously audited, or a course successfully completed. Credit By Examination for a course does not eliminate any existing prerequisite requirements.

Credit By Examination shall be recorded on a student's transcript by an "E" and does not affect the student's grade point average (GPA). Credit By Examination shall be limited to a maximum of 30 credit hours applied toward a degree, diploma, or certificate and at least 25 percent of the credit hours for the degree, diploma, or certificate must be earned through instruction at the Technical College of the Lowcountry.

# TECHNICAL COLLEGE OF THE LOWCOUNTRY

## STATEMENT OF POLICY

**POLICY NUMBER:** 3-1-320

**REF. STATE BOARD POLICY:**

**PAGE:** 2 OF 2

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In order to pursue Credit By Examination, a student must follow the College Procedures for approval of the examination process and award of this credit. The fee for Credit By Examination through a local challenge exam will be one half of the current charge per credit hour for the course in question. In the case of standardized tests, the student is responsible for all costs associated with testing and submission of official transcripts.

**TECHNICAL COLLEGE OF THE LOWCOUNTRY**

**STATEMENT OF POLICY**

**POLICY NUMBER:** 3-1-321                      **REF. STATE BOARD POLICY:**

**PAGE:** 1 OF 1

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**POLICY TITLE:**                      **APPROVAL OF ACADEMIC PROGRAMS AND ORGANIZATION**

**LEGAL AUTHORITY:**

**DIVISION OF RESPONSIBILITY:**                      **ACADEMIC AFFAIRS**

---

June 12, 2001  
**Date Approved by Commission**

2  
**REVISION NUMBER**

---

**CHAIRMAN**                      **DATE**

---

**PRESIDENT**                      **DATE**

All certificate, diploma, and associate degree programs must be submitted to the Technical College of the Lowcountry Commission for approval prior to implementation or submission to other approving committees or commissions. The organizational structure of the academic programs and/or divisions is also subject to Commission approval prior to being integrated into the College's organizational chart.

**TECHNICAL COLLEGE OF THE LOWCOUNTRY**

**STATEMENT OF POLICY**

**POLICY NUMBER:** 3-1-322                      **REF. STATE BOARD POLICY:**

**PAGE:** 1 OF 1

---

**POLICY TITLE:**                      **TECHNOLOGY-BASED INSTRUCTIONAL DELIVERY SYSTEMS**

**LEGAL AUTHORITY:**

**DIVISION OF RESPONSIBILITY:**                      **ACADEMIC AFFAIRS**

---

May 10, 2002  
**Date Approved by Commission**

1  
**REVISION NUMBER**

\_\_\_\_\_  
**CHAIRMAN                      DATE**

\_\_\_\_\_  
**PRESIDENT                      DATE**

It is the policy of the Technical College of the Lowcountry to encourage development and implementation of technology-based delivery systems to provide educational programs and services for students on and off campus. These delivery systems must have explicit goals and purposes congruent with the College mission and demonstrate their quality and effectiveness through consistently planned evaluation.

TECHNICAL COLLEGE OF THE LOWCOUNTRY

STATEMENT OF POLICY

POLICY NUMBER: 3-1-323 REF. STATE BOARD POLICY:

PAGE: 1 OF 1

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POLICY TITLE: FACULTY GOVERNANCE

LEGAL AUTHORITY:

DIVISION OF RESPONSIBILITY: ACADEMIC AFFAIRS

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November 6, 2003  
Date Approved by Commission

REVISION NUMBER

CHAIRMAN DATE

PRESIDENT DATE

**PURSUANT TO SECTION 41-1-110 OF THE CODE OF LAWS OF SC, AS AMENDED, THE LANGUAGE USED IN THIS DOCUMENT DOES NOT CREATE AN EMPLOYMENT CONTRACT BETWEEN THE EMPLOYEE AND THE COLLEGE. THIS DOCUMENT DOES NOT CREATE ANY CONTRACTUAL RIGHTS OR ENTITLEMENTS. THE COLLEGE RESERVES THE RIGHT TO REVISE THE CONTENT OF THIS DOCUMENT, IN WHOLE OR IN PART. NO PROMISES OR ASSURANCES, WHETHER WRITTEN OR ORAL, WHICH ARE CONTRARY TO OR INCONSISTENT WITH THE TERMS OF THIS PARAGRAPH CREATE ANY CONTRACT OF EMPLOYMENT.**

The Technical College of the Lowcountry recognizes the role of faculty in the governance of the institution. Faculty are provided the opportunity for leadership through membership in institutional committees and for self-governance and direction through participation in division meetings and through the Faculty Forum. Faculty interests are represented on the College's Executive Committee by the Vice-President for Academic Affairs.

It is the policy of the Technical College of the Lowcountry to place primary responsibility for the content, quality, and effectiveness of its curriculum with the faculty. The faculty shall exercise this responsibility through their active participation in division meetings, the Faculty Forum, and institutional committees, especially including Curriculum Committee.

**TECHNICAL COLLEGE OF THE LOWCOUNTRY  
POLICY MANUAL**

**CHAPTER 4  
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4-1-402	Admission Application Fee
4-1-403	Readmitted Students
4-1-404	Status of International Students
4-1-405	Confidentiality of Records
4-1-407	Student Right to Know
4-1-408	Ability to Benefit
4-1-409	Catalog Curricular Options
4-1-410	Financial Aid
4-1-411	Student Code and Grievance Policy
4-1-412	Lottery Tuition Assistance Administration
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4-1-424	Field Trips-Student or Group Travel

**TECHNICAL COLLEGE OF THE LOWCOUNTRY**  
**STATEMENT OF POLICY**

**POLICY NUMBER:**                   4-1-401                   **REF. STATE BOARD POLICY:**  
**PAGE:**                             1 OF 1

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**POLICY TITLE:**                   **MINIMUM AGE FOR ADMISSION**

**LEGAL AUTHORITY:**

**DIVISION OF RESPONSIBILITY:**                   **STUDENT SERVICES**

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March 11, 2003  
**DATE APPROVED BY**  
**COMMISSION**

November 6, 1989  
**DATE OF LAST REVISION**

\_\_\_\_\_  
**CHAIRMAN**                   **DATE**

\_\_\_\_\_  
**PRESIDENT**                   **DATE**

It is the policy of the Technical College of the Lowcountry that successful applicants for non-provisional admission must be 18 years of age or older, or possess a high school diploma or its equivalent.

Under certain circumstances, an applicant under the age of 18 who has not graduated from high school may be considered for enrollment through special agreement between the college, the parent or guardian, and/or the principal of the school where the applicant has been, or is, attending.

**TECHNICAL COLLEGE OF THE LOWCOUNTRY**

**STATEMENT OF POLICY**

**POLICY NUMBER:** 4-1-402                      **REF. STATE BOARD POLICY:**

**PAGE:** 1 OF 1

---

**POLICY TITLE:**                      **ADMISSION APPLICATION FEE**

**LEGAL AUTHORITY:**

**DIVISION OF RESPONSIBILITY:**                      **STUDENT SERVICES**

---

November 28, 2006  
**DATE APPROVED BY COMMISSION**

March 11, 2003  
**DATE OF LAST REVISION**

\_\_\_\_\_  
**CHAIRMAN                      DATE**

\_\_\_\_\_  
**PRESIDENT                      DATE**

The Technical College of the Lowcountry (TCL) requires individuals applying to the College for the first time to complete and submit an Application for Admissions to the Admissions Office. A non-refundable application fee is due with the application. The fee may be waived for specific recruitment promotions as approved by the College's Executive Committee.

**TECHNICAL COLLEGE OF THE LOWCOUNTRY**

**STATEMENT OF POLICY**

**POLICY NUMBER:** 4-1-403                      **REF. STATE BOARD POLICY:**

**PAGE:** 1 OF 1

---

**POLICY TITLE:** READMITTED STUDENTS

**LEGAL AUTHORITY:**

**DIVISION OF RESPONSIBILITY:** STUDENT SERVICES

---

March 11, 2003  
**DATE APPROVED BY COMMISSION**

July 13, 1992  
**DATE OF LAST REVISION**

CHAIRMAN                      DATE

PRESIDENT                      DATE

Students who have not attended the Technical College of the Lowcountry for at least two consecutive academic terms, excluding those who have been suspended for academic reasons, are considered inactive and must apply for readmission.

These students may be readmitted after updating their application information, paying the required non-refundable application fee, and meeting any applicable admissions requirements. Exceptions may be made as defined in the accompanying procedure.

**TECHNICAL COLLEGE OF THE LOWCOUNTRY**  
**STATEMENT OF POLICY**

**POLICY NUMBER:** 4-1-404                      **REF. STATE BOARD POLICY:**  
**PAGE:** 1 OF 1

---

**POLICY TITLE:** STATUS OF INTERNATIONAL STUDENTS  
**LEGAL AUTHORITY:**  
**DIVISION OF RESPONSIBILITY:** STUDENT SERVICES

---

March 11, 2003  
**DATE APPROVED BY COMMISSION**

May 8, 1989  
**DATE OF LAST REVISION**

\_\_\_\_\_  
**CHAIRMAN**                      **DATE**

\_\_\_\_\_  
**PRESIDENT**                      **DATE**

The Technical College of the Lowcountry reaffirms its policy of non-discrimination with specific reference to international students. International students may enroll when the student has met all of the eligibility requirements set forth by the College and the U.S. Department of Immigration and Naturalization.

**TECHNICAL COLLEGE OF THE LOWCOUNTRY**

**STATEMENT OF POLICY**

**POLICY NUMBER:** 4-1-405                      **REF. STATE BOARD POLICY:**  
**PAGE:** 1 OF 1

---

**POLICY TITLE:** CONFIDENTIALITY OF RECORDS  
**LEGAL AUTHORITY:**  
**DIVISION OF RESPONSIBILITY:** STUDENT SERVICES

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March 11, 2003  
**DATE APPROVED BY COMMISSION**

July 11, 1988  
**DATE OF LAST REVISION**

CHAIRMAN                      DATE

PRESIDENT                      DATE

It is the policy of the Technical College of the Lowcountry to ensure that confidentiality of student information is maintained.

Access to student records shall be in accordance with the Family Education Rights and Privacy Act of 1974. A student's cumulative record will not be released outside the jurisdiction of the Student Services Division to any person(s), corporation or agency without the duly authorized consent of the student concerned.

The following data shall be documented within each cumulative record of any and all persons other than those designated who may have lawful and legitimate access to a given record(s):

1. Name of person requesting Information
2. Title
3. Agency/School
4. Legitimate Interest
5. Date Obtained

**TECHNICAL COLLEGE OF THE LOWCOUNTRY**  
**STATEMENT OF POLICY**

**POLICY NUMBER:** 4-1-407                      **REF. STATE BOARD POLICY:**  
**PAGE:** 1 OF 1

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**POLICY TITLE:**                      **STUDENT RIGHT TO KNOW**  
**LEGAL AUTHORITY:**                      **1990 Title I Student Right to Know Act which amends the Higher Education Act of 1965 and the General Education Provision Act.**  
**DIVISION OF RESPONSIBILITY:**                      **STUDENT SERVICES**

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March 11, 2003  
**DATE APPROVED BY COMMISSION**

March 11, 1991  
**DATE OF LAST REVISION**

\_\_\_\_\_  
**CHAIRMAN                      DATE**

\_\_\_\_\_  
**PRESIDENT                      DATE**

It is the policy of the Technical College of the Lowcountry to release completion and/or graduation rates of certificate, diploma, or degree-seeking student cohorts to any prospective or current student prior to the individual enrolling in the college or entering into any financial obligation with the college.

**TECHNICAL COLLEGE OF THE LOWCOUNTRY**  
**STATEMENT OF POLICY**

**POLICY NUMBER:** 4-1-408                      **REF. STATE BOARD POLICY:**  
**PAGE:** 1 OF 1

---

**POLICY TITLE:** ABILITY TO BENEFIT

**LEGAL AUTHORITY:**

**DIVISION OF RESPONSIBILITY:** STUDENT SERVICES

---

March 11, 2003  
**DATE APPROVED BY COMMISSION**

September 16, 1991  
**DATE OF LAST REVISION**

CHAIRMAN                      DATE

PRESIDENT                      DATE

The U.S. Department of Education has mandated that as of January 1, 1991, individuals without a high school diploma or its equivalent are eligible to receive Title IV assistance such as grants, loans, or College Work-Study to assist with the cost of attendance at a postsecondary education institution, provided they have successfully completed a test approved by the Department of Education. In keeping with this requirement, the Technical College of the Lowcountry (TCL) administers the American College Testing Program's ASSET/COMPASS test approved by the Department of Education to determine whether a prospective student has the ability to benefit from the educational training offered at TCL.

**TECHNICAL COLLEGE OF THE LOWCOUNTRY**  
**STATEMENT OF POLICY**

**POLICY NUMBER:** 4-1-409                      **REF. STATE BOARD POLICY:**  
**PAGE:** 1 OF 1

---

**POLICY TITLE:** CATALOG CURRICULAR OPTIONS  
**LEGAL AUTHORITY:**  
**DIVISION OF RESPONSIBILITY:** STUDENT SERVICES

---

March 11, 2003  
**DATE APPROVED BY COMMISSION**

March 9, 1992  
**DATE OF LAST REVISION**

\_\_\_\_\_  
**CHAIRMAN**                      **DATE**

\_\_\_\_\_  
**PRESIDENT**                      **DATE**

It is the policy of the Technical College of the Lowcountry to allow a student to obtain a degree, certificate, or diploma, in accordance with the curricular requirements in force at the time the student first enrolls under the published catalog in effect or current catalog. The student has a period of six years, inclusive or continuous, in which to claim the rights of a specific catalog.

Within the six year limit, a student must be continuously enrolled at the Technical College of the Lowcountry. Continuously enrolled students must enroll and complete at least one academic credit course per semester per academic year in the program of study.

If major revisions of curricular or program requirements have occurred, a reasonable effort will be made by the Division Dean to permit continuously enrolled students to undertake a transitional program.

**TECHNICAL COLLEGE OF THE LOWCOUNTRY**  
**STATEMENT OF POLICY**

**POLICY NUMBER:** 4-1-410                      **REF. STATE BOARD POLICY:**  
**PAGE:** 1 OF 1

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**POLICY TITLE:** FINANCIAL AID

**LEGAL AUTHORITY:**

**DIVISION OF RESPONSIBILITY:** STUDENT SERVICES

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March 11, 2003  
**DATE APPROVED BY COMMISSION**

April 11, 1995  
**DATE OF LAST REVISION**

\_\_\_\_\_  
**CHAIRMAN**                                      **DATE**

\_\_\_\_\_  
**PRESIDENT**                                      **DATE**

It is the policy of the Technical College of the Lowcountry to offer students a comprehensive program of Financial Assistance. The Financial Assistance program will include Federal, State, Local, and private sources of funding and will be administered in accordance with Federal, State, Local, and private regulations.

The Technical College of the Lowcountry guarantees each student an equal opportunity to obtain financial assistance and does not discriminate among financial aid applicants. Assistance in all programs for qualified applicants is provided on a nondiscriminatory basis.

**TECHNICAL COLLEGE OF THE LOWCOUNTRY**

**STATEMENT OF POLICY**

**POLICY NUMBER:** 4-1-411      **REF. STATE BOARD POLICY:** 3-2-106

**PAGE:** 1 OF 1

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**POLICY TITLE:**                  **STUDENT CODE AND GRIEVANCE POLICY**

**LEGAL AUTHORITY:**

**DIVISION OF  
RESPONSIBILITY:**                  **STUDENT SERVICES**

---

March 11, 2003  
**DATE APPROVED BY COMMISSION**

August 1, 1995  
**DATE OF LAST REVISION**

\_\_\_\_\_  
**CHAIRMAN**                                  **DATE**

\_\_\_\_\_  
**PRESIDENT**                                  **DATE**

It is the policy of the Technical College of the Lowcountry (TCL) that the State Student Code and Grievance Procedure shall govern conduct and guarantee due process for students enrolled in the College.

The Student Code and Grievance Procedure may be revised as needed with approval of the TCL Commission and approval of the State Board for Technical and Comprehensive Education.

**TECHNICAL COLLEGE OF THE LOWCOUNTRY**

**STATE OF POLICY**

**POLICY NUMBER: 4-1-412 REF. STATE BOARD POLICY**

**PAGE: 1 OF 1**

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**POLICY TITLE: LOTTERY TUITION ASSISTANCE ADMINISTRATION**

**LEGAL AUTHORITY: SECTION 59-150-360 OF THE SOUTH CAROLINA CODE OF LAWS AMENDED**

**DIVISION OF RESPONSIBILITY: STUDENT SERVICES/FINANCIAL AID**

---

**May 2, 2003**  
**DATE APPROVED BY COMMISSION**

**DATE OF LAST REVISION**

**CHAIRMAN DATE**

**PRESIDENT DATE**

It is the policy of the Technical College of the Lowcountry to administer a Lottery Tuition Assistance program in compliance with State Board policy.

**TECHNICAL COLLEGE OF THE LOWCOUNTRY**  
**STATEMENT OF POLICY**

**POLICY NUMBER:** 4-1-415                      **REF. STATE BOARD POLICY:**  
**PAGE:** 1 OF 1

---

**POLICY TITLE:**                      **STUDENTS ROLE IN DECISION MAKING**  
**LEGAL AUTHORITY:**  
**DIVISION OF RESPONSIBILITY:**                      **STUDENT SERVICES**

---

March 11, 2003  
**DATE APPROVED BY COMMISSION**

September 20, 1993  
**DATE OF LAST REVISION**

\_\_\_\_\_  
**CHAIRMAN**                      **DATE**

\_\_\_\_\_  
**PRESIDENT**                      **DATE**

Technical College of the Lowcountry recognizes the role of students in the decision-making process at the institution. Students are provided the opportunity for involvement through membership in a variety of institutional committees and for self-governance and direction setting through participation in the Student Government Association. The Student Government Association, using funds approved by the TCL Commission, plans and directs campus programs and activities. The Student Services staff provides assistance and supervision for all student activities.

**TECHNICAL COLLEGE OF THE LOWCOUNTRY**  
**STATEMENT OF POLICY**

**POLICY NUMBER:** 4-1-416                      **REF. STATE BOARD POLICY:**  
**PAGE:** 1 OF 1

---

**POLICY TITLE:**                      **STUDENT ORGANIZATIONS**  
**LEGAL AUTHORITY:**  
**DIVISION OF RESPONSIBILITY:**                      **STUDENT SERVICES**

---

March 11, 2003  
**DATE APPROVED BY COMMISSION**

October 1, 1990  
**DATE OF LAST REVISION**

\_\_\_\_\_  
**CHAIRMAN**                      **DATE**

\_\_\_\_\_  
**PRESIDENT**                      **DATE**

It is the policy of the Technical College of the Lowcountry (TCL) to provide assistance where appropriate and within reason to approved student organizations for students to develop leadership and citizenship skills.

TCL's student organizations operate under the supervision of the Dean of Students.

**TECHNICAL COLLEGE OF THE LOWCOUNTRY**  
**STATEMENT OF POLICY**

**POLICY NUMBER:** 4-1-420                      **REF. STATE BOARD POLICY:**  
**PAGE:** 1 OF 1

---

**POLICY TITLE:** HEALTH SERVICES

**LEGAL AUTHORITY:**

**DIVISION OF RESPONSIBILITY:** STUDENT SERVICES

---

March 11, 2003  
**DATE APPROVED BY COMMISSION**

May 10, 1994  
**DATE OF LAST REVISION**

\_\_\_\_\_  
**CHAIRMAN**                      **DATE**

\_\_\_\_\_  
**PRESIDENT**                      **DATE**

It is the policy of the Technical College of the Lowcountry to provide access to an effective program of health services and education consistent with the purpose and reflecting the needs of its constituents.

TECHNICAL COLLEGE OF THE LOWCOUNTRY

STATEMENT OF POLICY

POLICY NUMBER: 4-1-421 REF. STATE BOARD POLICY:

PAGE: 1 OF 1

---

POLICY TITLE: REMOVAL FROM CLASS FOR NON-PAYMENT OF TUITION AND FEES

LEGAL AUTHORITY:

DIVISION OF RESPONSIBILITY: STUDENT SERVICES

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March 11, 2003  
DATE APPROVED BY COMMISSION

January 22, 2001  
DATE OF LAST REVISION

\_\_\_\_\_  
CHAIRMAN DATE

\_\_\_\_\_  
PRESIDENT DATE

Students who fail to complete fee payment by the established deadline will be removed from class rosters and will not be permitted to attend class.



**TECHNICAL COLLEGE OF THE LOWCOUNTRY**

**STATEMENT OF POLICY**

**POLICY NUMBER:** 4-1-423

**REF. STATE BOARD POLICY:**

**PAGE:** 1 OF 1

---

**POLICY TITLE:** **ADMISSION REQUIREMENT – SOUTH CAROLINA  
ILLEGAL IMMIGRATION REFORM ACT**

**LEGAL AUTHORITY:**

**DIVISION OF  
RESPONSIBILITY:** **STUDENT SERVICES**

---

November 24, 2008

**DATE APPROVED BY  
AREA COMMISSION**

**DATE OF LAST REVISION**

---

**CHAIRMAN**

**DATE**

---

**PRESIDENT**

**DATE**

It is the policy of the Technical College of the Lowcountry to conform with the regulations established in the South Carolina Illegal Immigration Reform Act (2008).

**TECHNICAL COLLEGE OF THE LOWCOUNTRY**

**STATEMENT OF POLICY**

**POLICY NUMBER:** 4-1-424                      **REF. STATE BOARD POLICY:**  
**PAGE:** 1 OF 2

---

**POLICY TITLE:**                      **FIELD TRIPS-STUDENT OR GROUP TRAVEL**

**LEGAL AUTHORITY:**

**DIVISION OF RESPONSIBILITY:**                      **STUDENT SERVICES**

---

March 24, 2009

**DATE APPROVED BY  
AREA COMMISSION**

**DATE OF LAST REVISION**

**CHAIRMAN**

**DATE**

**PRESIDENT**

**DATE**

The Technical College of the Lowcountry (TCL) recognizes the importance of field trips/student or group travel in the learning process. The College further recognizes the importance of appropriate regulations to promote safety, maximize educational value, manage risk, minimize liability, and enable appropriate response in times of crisis.

This policy applies to all student/group travel in conjunction with official college-sponsored activities, and registered student organizations, including but not limited to instructional field trips, college-recognized club or organization activities, cultural and athletic events, student/group travel abroad to conferences, workshops, and programs sponsored or endorsed by the College.

This policy governs the following:

- Activities or events sponsored and/or funded by the College.
- Travel by student organizations registered at the College.

**TECHNICAL COLLEGE OF THE LOWCOUNTRY**

**STATEMENT OF POLICY**

**POLICY NUMBER: 4-1-424**

**REF. STATE BOARD POLICY:**

**PAGE: 2 OF 2**

- 
- Travel required by academic departments as part of fulfilling course requirements for the completion of a class or receiving extra credit (with the exception of health science program clinical activities).
  - Travel involving students to participate in supplemental learning experiences.

Departments, classes, and/or student organizations may mandate additional standards as deemed necessary to address the unique requirements associated with a particular type of organized student travel.

TECHNICAL COLLEGE OF THE LOWCOUNTRY  
POLICY MANUAL

CHAPTER 5  
TABLE OF CONTENTS

CHAPTER 5

FINANCE

5-1-501	Investment
5-1-502	Contracts
5-1-503	Uncollectible Receivables
5-1-504	Procurement
5-1-505	Travel
5-1-506	Tuition
5-1-507	College Club Treasuries
5-1-508	Special Tuition Refund For Students Called To Active Military Service, Active Duty Military Students Deployed, Or Students Required To Relocate For Military Reasons
5-1-509	Employee Quality Assurance Activities
5-1-510	Outstanding Checks
5-1-511	Student Refund Policy
5-1-512	Late Payment Fee
5-1-513	Student Indebtedness to the College
5-1-514	College Identification Cards
5-1-515	Percent Fee Waiver
5-1-516	Information Security Program
5-1-517	Auxiliary Enterprises

Underlined: Policy has not been written

Revised: 11/06/03

**TECHNICAL COLLEGE OF THE LOWCOUNTRY**

**STATEMENT OF POLICY**

**POLICY NUMBER:** 5-1-501      **REF. STATE BOARD POLICY:**

**PAGE:** 1 OF 1

---

**POLICY TITLE:** INVESTMENT

**LEGAL AUTHORITY:** SECTION 11-9-660 OF SC CODE OF LAWS

**DIVISION OF RESPONSIBILITY:** FINANCE

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**January 13, 2009**

\_\_\_\_\_  
**APPROVED BY  
COMMISSION**

**March 11, 2003**

\_\_\_\_\_  
**DATE OF LAST REVISION**

\_\_\_\_\_  
**CHAIRMAN**

\_\_\_\_\_  
**DATE**

\_\_\_\_\_  
**PRESIDENT**

\_\_\_\_\_  
**DATE**

The President is authorized to invest surplus funds of the College in approved financial institutions' investment accounts, including obligations of the United States and its agencies, obligations of the State of South Carolina and its political subdivisions, collectivized or federally insured Certificates of Deposit, certain rated obligations of corporations within the United States, collateralized repurchase agreements and other investments in compliance with South Carolina State Treasury guidelines. The President may designate the Chief Financial Officer to make such investments.

The President or designee shall at a minimum make quarterly reports on the investment program of the College to the TCL Commission.

TECHNICAL COLLEGE OF THE LOWCOUNTRY

STATEMENT OF POLICY

POLICY NUMBER: 5-1-502 REF. STATE BOARD POLICY:

PAGE: 1 OF 1

---

POLICY TITLE: CONTRACTS

LEGAL AUTHORITY:

DIVISION OF RESPONSIBILITY: FINANCE

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March 11, 2003  
DATE APPROVED BY COMMISSION

March 6, 1989  
DATE OF LAST REVISION

\_\_\_\_\_  
CHAIRMAN DATE

\_\_\_\_\_  
PRESIDENT DATE

PURSUANT TO SECTION 41-1-110 OF THE CODE OF LAWS OF SC, AS AMENDED, THE LANGUAGE USED IN THIS DOCUMENT DOES NOT CREATE AN EMPLOYMENT CONTRACT BETWEEN THE EMPLOYEE AND THE COLLEGE. THIS DOCUMENT DOES NOT CREATE ANY CONTRACTUAL RIGHTS OR ENTITLEMENTS. THE COLLEGE RESERVES THE RIGHT TO REVISE THE CONTENT OF THIS DOCUMENT, IN WHOLE OR IN PART. NO PROMISES OR ASSURANCES, WHETHER WRITTEN OR ORAL, WHICH ARE CONTRARY TO OR INCONSISTENT WITH THE TERMS OF THIS PARAGRAPH CREATE ANY CONTRACT OF EMPLOYMENT.

The President or the President's designee is authorized to sign all contracts binding the Technical College of the Lowcountry and other agencies or vendors.

**TECHNICAL COLLEGE OF THE LOWCOUNTRY**

**STATEMENT OF POLICY**

**POLICY NUMBER:** 5-1-503                      **REF. STATE BOARD POLICY:**

**PAGE:** 1 OF 1

---

**POLICY TITLE:**                      **UNCOLLECTIBLE RECEIVABLES**

**LEGAL AUTHORITY:**

**DIVISION OF**  
**RESPONSIBILITY:**                      **FINANCE**

---

March 11, 2003  
**DATE APPROVED BY COMMISSION**

November 6, 1989  
**DATE OF LAST REVISION**

\_\_\_\_\_  
**CHAIRMAN                      DATE**

\_\_\_\_\_  
**PRESIDENT                      DATE**

Technical College of the Lowcountry will maintain a reserve account for all uncollectible accounts receivables. The reserve for doubtful accounts will be maintained based upon actual losses experienced in prior years and evaluation of potentially uncollectible accounts currently maintained by the College. An accounts receivable will be actually written off as uncollectible only after all reasonable collection methods have been utilized.

**TECHNICAL COLLEGE OF THE LOWCOUNTRY**

**STATEMENT OF POLICY**

**POLICY NUMBER:** 5-1-504      **REF. STATE BOARD POLICY:**

**PAGE:** 1 OF 1

---

**POLICY TITLE:**                      **PROCUREMENT**

**LEGAL AUTHORITY:**                **1976 Code of Laws of South Carolina, As Amended,  
Sections 59-53-51, 59-53-52, (11)  
(12) (14) (15)**

**DIVISION OF  
RESPONSIBILITY:**                **FINANCE**

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March 11, 2003  
**DATE APPROVED BY COMMISSION**

September 16, 1991  
**DATE OF LAST REVISION**

---

**CHAIRMAN**                      **DATE**

---

**PRESIDENT**                      **DATE**

It is the policy of Technical College of the Lowcountry to conduct all procurement activity within the College according to the rules and restrictions detailed in the South Carolina Consolidated Procurement Code and the Technical College of the Lowcountry Purchasing Policies and Procedures Manual.

**TECHNICAL COLLEGE OF THE LOWCOUNTRY**

**STATEMENT OF POLICY**

**POLICY NUMBER:** 5-1-505                      **REF. STATE BOARD POLICY:**

**PAGE:** 1 OF 1

---

**POLICY TITLE:** TRAVEL

**LEGAL AUTHORITY:**

**DIVISION OF  
RESPONSIBILITY:** FINANCE

---

March 11, 2003  
**DATE APPROVED BY COMMISSION**

February 15, 1994  
**DATE OF LAST REVISION**

\_\_\_\_\_  
**CHAIRMAN**                      **DATE**

\_\_\_\_\_  
**PRESIDENT**                      **DATE**

It is the policy of the Technical College of the Lowcountry to reimburse faculty, staff, and Commission members for travel expenses incurred in connection with the performance of official duties in accordance with travel regulations established by South Carolina Law and promulgated by the State Budget and Control Board.

**TECHNICAL COLLEGE OF THE LOWCOUNTRY**

**STATEMENT OF POLICY**

**POLICY NUMBER:** 5-1-506      **REF. STATE BOARD POLICY:** 7-2-101

**PAGE:** 1 OF 1

---

**POLICY TITLE:** TUITION

**LEGAL AUTHORITY:** SECTION 59-53-50 OF THE 1976 CODE OF LAWS  
OF SOUTH CAROLINA, AS AMENDED

**DIVISION OF  
RESPONSIBILITY:** FINANCE

---

**March 11, 2003**

**DATE APPROVED BY COMMISSION**

**DATE OF LAST REVISION**

**CHAIRMAN**

**DATE**

**PRESIDENT**

**DATE**

It is the policy of the Technical College of the Lowcountry Commission to establish tuition rates to augment state, local and other revenue as required in support of college programs, within the guidelines established by South Carolina Law and promulgated by the State Board for Technical and Comprehensive Education.

**TECHNICAL COLLEGE OF THE LOWCOUNTRY**

**STATEMENT OF POLICY**

**POLICY NUMBER:** 5-1-507                      **REF. STATE BOARD POLICY:**

**PAGE:** 1 OF 1

---

**POLICY TITLE:** COLLEGE CLUB TREASURIES

**LEGAL AUTHORITY:**

**DIVISION OF  
RESPONSIBILITY:** FINANCE

---

March 11, 2003  
**DATE APPROVED BY COMMISSION**

May 7, 1990  
**DATE OF LAST REVISION**

\_\_\_\_\_  
**CHAIRMAN**                      **DATE**

\_\_\_\_\_  
**PRESIDENT**                      **DATE**

It is the policy of the Technical College of the Lowcountry that all approved student, faculty, or staff, college organizations that maintain treasuries must deposit funds in bank accounts maintained by the College. Dual signatures will be required for all disbursements and one of the signatures must be a College official with signatory authority designated by the President.

TECHNICAL COLLEGE OF THE LOWCOUNTRY

STATEMENT OF POLICY

POLICY NUMBER: 5-1-508

REF. STATE BOARD POLICY:

PAGE: 1 OF 1

---

POLICY TITLE: SPECIAL TUITION REFUND FOR STUDENTS CALLED TO ACTIVE MILITARY SERVICE, ACTIVE DUTY MILITARY STUDENTS DEPLOYED, OR STUDENTS REQUIRED TO RELOCATE FOR MILITARY REASONS.

LEGAL AUTHORITY:

DIVISION OF RESPONSIBILITY: FINANCE

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September 25, 2007  
DATE APPROVED BY  
COMMISSION

June 15, 2004  
DATE OF LAST REVISION

*Cynthia Cotton* 1/25/07  
CHAIRMAN DATE

*[Signature]* 11/15/04  
PRESIDENT DATE

A tuition refund may be issued to any student who is called to active military service or receives orders to report to another duty station requiring an out of district move. Military students who are currently on active duty and who are deployed in emergency situations to serve under unplanned conditions that would necessitate an interruption in their studies may also be eligible for a tuition refund. Refunds are also applicable to spouses of military students or their dependants who are required to relocate from the college's service area because of the deployment, call to active duty of their spouse, or other necessary relocation.

TCL Procedure 5-1-515.3 Refunds for Special Military Relocations details this refund process.

**TECHNICAL COLLEGE OF THE LOWCOUNTRY**

**STATEMENT OF POLICY**

**POLICY NUMBER: 5-1-509 REF. STATE BOARD POLICY: 7-7-101**

**PAGE: 1 OF 2**

---

**POLICY TITLE: EMPLOYEE QUALITY ASSURANCE ACTIVITIES**

**LEGAL AUTHORITY: SECTION 59-53-100 OF THE 1976 CODE OF LAWS OF SOUTH CAROLINA**

**DIVISION OF RESPONSIBILITY: FINANCE**

---

**March 11, 2003**  
**DATE APPROVED BY COMMISSION**

**April 9, 1991**  
**DATE OF LAST REVISION**

**\_\_\_\_\_  
CHAIRMAN**

**\_\_\_\_\_  
DATE**

**\_\_\_\_\_  
PRESIDENT**

**\_\_\_\_\_  
DATE**

In order to enhance productivity and performance of employees and organizational units of the College, the College President is authorized to sponsor events designed to encourage organizational unity and promote good morale. Funds for employee morale and esprit de corps building events are to be derived from the 80% funds originating from canteen and bookstore profits designated to meet the ordinary operating expenses of the College as stipulated in Section 59-53-100 of the 1976 Code of Laws of South Carolina. Authorization for this policy is derived from the State Board for Technical and Comprehensive Education Policy 7-7-101.

The timing and nature of events authorized by this policy shall be managed in such a manner so as to ensure equitable treatment of employees and organizational units.

The College President is also authorized from the funds referenced in this policy to express sympathy on behalf of the College to the families of deceased college personnel, commissioners, or family members thereof.

**TECHNICAL COLLEGE OF THE LOWCOUNTRY**

**STATEMENT OF POLICY**

**POLICY NUMBER: 5-1-509**

**REF. STATE BOARD POLICY: 7-7-101**

**PAGE: 2 OF 2**

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The College President shall develop procedures that insure appropriate planning, management, and budgeting for such events. Funds budgeted for employee quality assurance activities must be identified and accounted for in official financial records of the College. These funds may not be used for alcoholic beverages. Additionally, any awards from the College's operating funds that are presented in conjunction with employee quality assurance activities must be nonmonetary in nature and limited to expenditures of no more than \$50 per person and no more than \$1,000 may be expended on such awards during a fiscal year. Under no other circumstances are gifts to commissioners or college personnel to be provided from College funds.

All expenditures must be approved by the President who may delegate this authority to College Vice Presidents. In addition, single expenditures of \$500 or more shall also have the approval of the Commission Chairperson. Single expenditures in excess of \$1,000 shall require approval of the Commission.

**TECHNICAL COLLEGE OF THE LOWCOUNTRY**

**STATEMENT OF POLICY**

**POLICY NUMBER:** 5-1-510                      **REF. STATE BOARD POLICY:**

**PAGE:** 1 OF 1

---

**POLICY TITLE:**                      **OUTSTANDING CHECKS**

**LEGAL AUTHORITY:**

**DIVISION OF  
RESPONSIBILITY:**                      **FINANCE**

---

**March 11, 2003**  
**DATE APPROVED BY COMMISSION**

**May 6, 1991**  
**DATE OF LAST REVISION**

\_\_\_\_\_  
**CHAIRMAN                      DATE**

\_\_\_\_\_  
**PRESIDENT                      DATE**

The Technical College of the Lowcountry will remove all outstanding checks six (6) months or more in age from the outstanding check list and the appropriate general ledger accounts will be adjusted as deemed necessary in accordance with the College's procedure for voiding and reissuing checks.

**TECHNICAL COLLEGE OF THE LOWCOUNTRY**

**STATEMENT OF POLICY**

**POLICY NUMBER: 5-1-511**

**PAGE: 1 OF 1**

---

**POLICY TITLE: STUDENT REFUND POLICY**

**LEGAL AUTHORITY: SECTION 59-53-51 OF THE 1976 CODE OF LAWS  
OF SOUTH CAROLINA, AS AMENDED**

**DIVISION OF  
RESPONSIBILITY: FINANCE**

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**March 11, 2003**  
**DATE APPROVED BY COMMISSION**

**November 28, 2000**  
**DATE OF LAST REVISION**

\_\_\_\_\_  
**CHAIRMAN                      DATE**

\_\_\_\_\_  
**PRESIDENT                      DATE**

It is the policy of the Technical College of the Lowcountry that students or sponsoring agencies receive a fair and equitable refund of tuition for credit courses when classes are canceled or when the student withdraws prior to completion of the term as detailed in the college refund procedure. The College will comply with all applicable federal and state regulations pertaining to returns of student financial assistance.

**TECHNICAL COLLEGE OF THE LOWCOUNTRY**  
**STATEMENT OF POLICY**

**POLICY NUMBER:** 5-1-512                      **REF. STATE BOARD POLICY:**  
**PAGE:** 1 OF 1

---

**POLICY TITLE:** LATE PAYMENT FEE

**LEGAL AUTHORITY:**

**DIVISION OF RESPONSIBILITY:** FINANCE

---

June 15, 2004  
**DATE APPROVED BY COMMISSION**

March 11, 2003  
**DATE OF LAST REVISION**

\_\_\_\_\_  
**CHAIRMAN                      DATE**

\_\_\_\_\_  
**PRESIDENT                      DATE**

It is the policy of the Technical College of the Lowcountry that tuition and fees are payable in full by the last day of scheduled registration. A late payment fee will be assessed on tuition payments received after the last scheduled registration date. The fee is \$20. The fee may be waived by the Registrar for new students who register late.

**TECHNICAL COLLEGE OF THE LOWCOUNTRY**

**STATEMENT OF POLICY**

**POLICY NUMBER:** 5-1-513                      **REF. STATE BOARD POLICY:**

**PAGE:** 1 OF 1

---

**POLICY TITLE:**                      **STUDENT INDEBTEDNESS TO THE COLLEGE**

**LEGAL AUTHORITY:**

**DIVISION OF  
RESPONSIBILITY:**                      **FINANCE**

---

March 11, 2003  
**DATE APPROVED BY COMMISSION**

June 1, 1992  
**DATE OF LAST REVISION**

\_\_\_\_\_  
**CHAIRMAN                      DATE**

\_\_\_\_\_  
**PRESIDENT                      DATE**

No student may register for a new term who is indebted to the College for fees or fines from a previous term or who is in default on a student loan.

**TECHNICAL COLLEGE OF THE LOWCOUNTRY**

**STATEMENT OF POLICY**

**POLICY NUMBER:** 5-1-514 **REF. STATE BOARD POLICY:**

**PAGE:** 1 OF 1

---

**POLICY TITLE:** COLLEGE IDENTIFICATION CARD

**LEGAL AUTHORITY:**

**DIVISION OF RESPONSIBILITY:** FINANCE

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March 11, 2003  
**APPROVED BY**  
**AREA COMMISSION**

November 22, 1993  
**REVISION NUMBER**

**CHAIRMAN** **DATE** \_\_\_\_\_

**PRESIDENT** **DATE** \_\_\_\_\_

All students and employees of the College are required to have identification cards. Students and employees must produce their cards on request to designated College officials and must comply with regulations in force regarding the use of the card. Exceptions to the requirement for identification cards will be detailed in the appropriate procedure.

**TECHNICAL COLLEGE OF THE LOWCOUNTRY**

**STATEMENT OF POLICY**

**POLICY NUMBER: 5-1-515 REF. STATE BOARD POLICY: 3-2-205**

**PAGE: 1 OF 1**

---

**POLICY TITLE: PERCENT FEE WAIVER**

**LEGAL AUTHORITY: GENERAL AND PERMANENT LAWS - 1997,  
PROVISO 72.15 OF THE 1976 CODE OF LAWS OF  
SOUTH CAROLINA, AS AMENDED**

**DIVISION OF  
RESPONSIBILITY: FINANCE**

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**August 31, 2004  
DATE APPROVED BY  
COMMISSION**

**June 10, 2003  
DATE OF LAST REVISION**

---

**CHAIRMAN**

**DATE**

---

**PRESIDENT**

**DATE**

It is the policy of the Technical College of the Lowcountry that the college may award annual tuition waivers up to the maximum allowable 4% of total Institution fee to assist in meeting student financial needs, promote recruitment, student leadership, and student participation in College or educational related organizations.

**TECHNICAL COLLEGE OF THE LOWCOUNTRY**

**STATEMENT OF POLICY**

**POLICY NUMBER:** 5-1-516                      **REF. STATE BOARD POLICY:**

**PAGE:** 1 OF 1

---

**POLICY TITLE:** INFORMATION SECURITY PROGRAM

**LEGAL AUTHORITY:** 16 CFR PART 314

**DIVISION OF  
RESPONSIBILITY:** FINANCE DIVISION

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May 2, 2003  
**DATE APPROVED BY  
COMMISSION**

\_\_\_\_\_  
**DATE OF LAST REVISION**

\_\_\_\_\_  
**CHAIRMAN                      DATE**

\_\_\_\_\_  
**PRESIDENT                      DATE**

It is the policy of the Technical College of the Lowcountry to ensure the security and confidentiality of student information, to protect against anticipated threats to the security and integrity of such information, and to guard against unauthorized access. Accordingly, TCL has adopted the safeguarding provisions of the Gramm-Leach-Bliley Financial Modernization Act of 1999.

**TECHNICAL COLLEGE OF THE LOWCOUNTRY**

**STATEMENT OF POLICY**

**POLICY NUMBER:** 5-1-517 **REF. STATE BOARD POLICY:**

**PAGE:** 1 OF 1

---

**POLICY TITLE:** Auxiliary Enterprises

**LEGAL AUTHORITY:** State Carolina Technical College System Policy 7-7-101

**DIVISION OF RESPONSIBILITY:** Finance

---

**November 6, 2003**

**DATE APPROVED BY**  
**AREA COMMISSION**

**DATE OF LAST REVISION**

**CHAIRMAN**

**DATE**

**PRESIDENT**

**DATE**

The Technical College of the Lowcountry is authorized to operate or contract for auxiliary enterprises such as bookstores, vending machines, and food services, as a service to, and incidental to, the instructional program of the College. All revenues and expenditures of college-operated enterprises will be accounted for and included in College financial statements. Funds derived from operations of auxiliary services shall be retained by the College and expended in accord with policies established by the TCL Commission and approved by the State Board for Technical and Comprehensive Education.

The Vice President for Finance will provide active oversight of the operations and management of such enterprises, to ensure that each is operated in a fiscally prudent manner.

Auxiliary enterprises will be operated on a self-sustaining basis.

TECHNICAL COLLEGE OF THE LOWCOUNTRY  
POLICY MANUAL

CHAPTER 6  
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CHAPTER 6

PERSONNEL

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6-1-601	Standards for Hiring Adjunct Faculty
6-1-602	Overtime and Compensatory Time for Non-Exempt Employees
6-1-603	Secondary Employment Outside the Technical College of the Lowcountry
6-1-604	Employee Exit Interview
6-1-605	Personnel Files
6-1-606	Anti-Harassment
6-1-607	Employment of Relatives (Nepotism)
6-1-608	Designation of Authority of Personnel Actions
6-1-609	Employment Verification
6-1-612	Children on Campus
6-1-613	Salary Supplements for Unclassified Personnel
6-1-615	English Fluency Requirements for Faculty Employment
6-1-616	Employee Performance Management System
6-1-617	Compensation for Temporary (Adjunct) Faculty

Underlined: Policy has not been written

Revised: 6/12/03

TECHNICAL COLLEGE OF THE LOWCOUNTRY

STATEMENT OF POLICY

POLICY NUMBER: 6-1-600 REF. STATE BOARD POLICY: 8-7-100

PAGE: 1 OF 1

---

POLICY TITLE: EMPLOYMENT PRACTICES

LEGAL AUTHORITY: Section 59-53-20 of the 1976 Code of Laws of South Carolina, As Amended

DIVISION OF RESPONSIBILITY: PERSONNEL

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February 4, 2003  
APPROVED BY  
AREA COMMISSION

REVISION NUMBER

CHAIRMAN DATE

PRESIDENT DATE

PURSUANT TO SECTION 41-1-110 OF THE CODE OF LAWS OF SC, AS AMENDED, THE LANGUAGE USED IN THIS DOCUMENT DOES NOT CREATE AN EMPLOYMENT CONTRACT BETWEEN THE EMPLOYEE AND THE COLLEGE. THIS DOCUMENT DOES NOT CREATE ANY CONTRACTUAL RIGHTS OR ENTITLEMENTS. THE COLLEGE RESERVES THE RIGHT TO REVISE THE CONTENT OF THIS DOCUMENT, IN WHOLE OR IN PART. NO PROMISES OR ASSURANCES, WHETHER WRITTEN OR ORAL, WHICH ARE CONTRARY TO OR INCONSISTENT WITH THE TERMS OF THIS PARAGRAPH CREATE ANY CONTRACT OF EMPLOYMENT.

It shall be the policy of the Technical College of the Lowcountry to make all decisions regarding recruitment, hiring, promotion, and all other terms and conditions of employment without discrimination on grounds of race, color, creed, religion, sex, national origin, age, disability, veteran status, marital status or other factors which cannot be lawfully the basis for an employment decision.

The Technical College of the Lowcountry is an affirmative action, equal opportunity employer and adheres to all State and Federal laws applicable to employment decisions.

TECHNICAL COLLEGE OF THE LOWCOUNTRY

STATEMENT OF POLICY

POLICY NUMBER: 6-1-601 REF. STATE BOARD POLICY:

PAGE: 1 OF 1

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POLICY TITLE: STANDARDS FOR HIRING ADJUNCT FACULTY

LEGAL AUTHORITY: 1976 CODE OF LAW OF SOUTH CAROLINA AS AMENDED, SECTION 59-53-50 (5), 59-53-51, 59-53-52 (9)

DIVISION OF RESPONSIBILITY: PERSONNEL

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March 11, 2003  
DATE APPROVED BY COMMISSION

August 5, 1991  
DATE OF LAST REVISION

\_\_\_\_\_  
CHAIRMAN DATE

\_\_\_\_\_  
PRESIDENT DATE

PURSUANT TO SECTION 41-1-110 OF THE CODE OF LAWS OF SC, AS AMENDED, THE LANGUAGE USED IN THIS DOCUMENT DOES NOT CREATE AN EMPLOYMENT CONTRACT BETWEEN THE EMPLOYEE AND THE COLLEGE. THIS DOCUMENT DOES NOT CREATE ANY CONTRACTUAL RIGHTS OR ENTITLEMENTS. THE COLLEGE RESERVES THE RIGHT TO REVISE THE CONTENT OF THIS DOCUMENT, IN WHOLE OR IN PART. NO PROMISES OR ASSURANCES, WHETHER WRITTEN OR ORAL, WHICH ARE CONTRARY TO OR INCONSISTENT WITH THE TERMS OF THIS PARAGRAPH CREATE ANY CONTRACT OF EMPLOYMENT.

It is the policy of the Technical College of the Lowcountry to employ adjunct faculty to perform specific responsibilities which cannot be met by permanent personnel.

Adjunct faculty must meet or exceed the faculty qualifications set forth by the State Board for Technical and Comprehensive Education and the Commission on Colleges of the Southern Association of Colleges and Schools.

TECHNICAL COLLEGE OF THE LOWCOUNTRY

STATEMENT OF POLICY

POLICY NUMBER: 6-1-602 REF. STATE BOARD POLICY: 8-2-104

PAGE: 1 OF 1

POLICY TITLE: OVERTIME AND COMPENSATORY TIME FOR NON-EXEMPT EMPLOYEES

LEGAL AUTHORITY:

DIVISION OF RESPONSIBILITY: PERSONNEL

February 15, 1994
APPROVED BY
AREA COMMISSION

REVISION NUMBER

CHAIRMAN DATE

PRESIDENT DATE

PURSUANT TO SECTION 41-1-110 OF THE CODE OF LAWS OF SC, AS AMENDED, THE LANGUAGE USED IN THIS DOCUMENT DOES NOT CREATE AN EMPLOYMENT CONTRACT BETWEEN THE EMPLOYEE AND THE COLLEGE. THIS DOCUMENT DOES NOT CREATE ANY CONTRACTUAL RIGHTS OR ENTITLEMENTS. THE COLLEGE RESERVES THE RIGHT TO REVISE THE CONTENT OF THIS DOCUMENT, IN WHOLE OR IN PART. NO PROMISES OR ASSURANCES, WHETHER WRITTEN OR ORAL, WHICH ARE CONTRARY TO OR INCONSISTENT WITH THE TERMS OF THIS PARAGRAPH CREATE ANY CONTRACT OF EMPLOYMENT.

It is the policy of the Technical College of the Lowcountry to compensate for overtime in accordance with the Fair Labor Standards Act (FLSA) and appropriate State policy and procedures. Compensatory time off may be granted in lieu of overtime pay. Employees, in bona fide executive, administrative or professional positions as stipulated in the FLSA, are excluded from this provision.

The normal work week consists of thirty-seven and one-half (37.5) hours; some departments may be required to work forty (40) hours per week as an operational necessity. No overtime shall be paid or accrued until an employee works in excess of forty (40) hours during the defined work week.

Employees who are in non-exempt positions as defined by the FLSA and who work in excess of forty (40) hours during their normal work week will receive compensatory time off at a rate of one and one-half (1.5) hours off per overtime hour.

Mandatory overtime may be required of an employee only in emergency situations and with prior approval of the appropriate Executive Committee member and the President.

TECHNICAL COLLEGE OF THE LOWCOUNTRY

STATEMENT OF POLICY

POLICY NUMBER: 6-1-603 REF. STATE BOARD POLICY: 8-7-101

PAGE: 1 OF 2

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POLICY TITLE: SECONDARY EMPLOYMENT OUTSIDE THE TECHNICAL COLLEGE OF THE LOWCOUNTRY

LEGAL AUTHORITY: SECTION 59-53-20 OF THE 1976 CODE OF LAWS OF S.C.

DIVISION OF RESPONSIBILITY: PERSONNEL

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March 11, 2003  
DATE APPROVED BY COMMISSION

September 16, 1991  
DATE OF LAST REVISION

\_\_\_\_\_  
CHAIRMAN DATE

\_\_\_\_\_  
PRESIDENT DATE

PURSUANT TO SECTION 41-1-110 OF THE CODE OF LAWS OF SC, AS AMENDED, THE LANGUAGE USED IN THIS DOCUMENT DOES NOT CREATE AN EMPLOYMENT CONTRACT BETWEEN THE EMPLOYEE AND THE COLLEGE. THIS DOCUMENT DOES NOT CREATE ANY CONTRACTUAL RIGHTS OR ENTITLEMENTS. THE COLLEGE RESERVES THE RIGHT TO REVISE THE CONTENT OF THIS DOCUMENT, IN WHOLE OR IN PART. NO PROMISES OR ASSURANCES, WHETHER WRITTEN OR ORAL, WHICH ARE CONTRARY TO OR INCONSISTENT WITH THE TERMS OF THIS PARAGRAPH CREATE ANY CONTRACT OF EMPLOYMENT.

It is the policy of the Technical College of the Lowcountry that all full time permanent employees are employed on the assumption that their college assignment is their primary employment. Acceptance of additional employment of any kind (including self-employment) must be approved by the College President or his/her designee. If ongoing all such secondary employment must be annually resubmitted for approval.

The following will be considered in the approval process for secondary employment:

1. The additional employment will not interfere with the employee's full time assignment.
2. The additional employment could not be reasonably construed as a conflict of interest. Counsel from the Office of the Attorney General of the State Ethics Commission may be necessary to make such determinations.

**TECHNICAL COLLEGE OF THE LOWCOUNTRY**

**STATEMENT OF POLICY**

**POLICY NUMBER: 6-1-603**

**REF. STATE BOARD POLICY: 8-7-101**

**PAGE: 2 OF 2**

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3. The additional employment will not be performed during the employee's normally scheduled hours of work unless the employee is taking annual leave or leave without pay.
4. The additional employment is not with a State agency or the request for dual State employment is within the guidelines of the State of South Carolina policy on dual employment (Policy 8-2-100). Such requests will be submitted to the Budget and Control Board for approval after the above determinations have been made.

The President or his/her designee reserves the right to withdraw approval for any secondary employment if the efficiency, effectiveness, or productivity of the employee appears to be negatively impacted by the secondary employment.

Acceptance of secondary employment without proper prior approval will be grounds for the disciplinary actions, up to and including termination of employment with the Technical College of the Lowcountry.

TECHNICAL COLLEGE OF THE LOWCOUNTRY

STATEMENT OF POLICY

POLICY NUMBER: 6-1-604 REF. STATE BOARD POLICY: 8-8-100

PAGE: 1 OF 1

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POLICY TITLE: EMPLOYEE EXIT INTERVIEW

LEGAL AUTHORITY:

DIVISION OF  
RESPONSIBILITY: PERSONNEL

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March 11, 2003  
DATE APPROVED BY COMMISSION

September 16, 1991  
DATE OF LAST REVISION

\_\_\_\_\_  
CHAIRMAN DATE

\_\_\_\_\_  
PRESIDENT DATE

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It is the policy of the Technical College of the Lowcountry that all individuals terminating employment will participate in an exit interview.

The exit interview is designed to identify the reason for separation, explain the details of termination of employee benefits, to ensure the return of all College property, and to complete all required paperwork.

Files on all exit interviews shall be maintained and summarized by the Personnel Office and analyzed periodically as a management tool and shall be available to the State Board for Technical and Comprehensive Education and the Budget and Control Board upon request.

TECHNICAL COLLEGE OF THE LOWCOUNTRY

STATEMENT OF POLICY

POLICY NUMBER: 6-1-605 REF. STATE BOARD POLICY: 8-0-106  
PAGE: 1 OF 1

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POLICY TITLE: PERSONNEL FILES  
LEGAL AUTHORITY: AREA COMMISSION CHAPTER 59-53-20 OF THE 1976  
CODE OF LAWS OF SOUTH CAROLINA AS AMENDED  
DIVISION OF  
RESPONSIBILITY: PERSONNEL

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March 11, 2003  
DATE APPROVED BY COMMISSION

June 5, 1989  
DATE OF LAST REVISION

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CHAIRMAN DATE

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PRESIDENT DATE

PURSUANT TO SECTION 41-1-110 OF THE CODE OF LAWS OF SC, AS AMENDED, THE LANGUAGE USED IN THIS DOCUMENT DOES NOT CREATE AN EMPLOYMENT CONTRACT BETWEEN THE EMPLOYEE AND THE COLLEGE. THIS DOCUMENT DOES NOT CREATE ANY CONTRACTUAL RIGHTS OR ENTITLEMENTS. THE COLLEGE RESERVES THE RIGHT TO REVISE THE CONTENT OF THIS DOCUMENT, IN WHOLE OR IN PART. NO PROMISES OR ASSURANCES, WHETHER WRITTEN OR ORAL, WHICH ARE CONTRARY TO OR INCONSISTENT WITH THE TERMS OF THIS PARAGRAPH CREATE ANY CONTRACT OF EMPLOYMENT.

It is State and College policy that an employee and/or his/her supervisor may inspect his/her personnel file on request. An employee shall be permitted to add to his/her file any items which he/she believes are pertinent; however, no one may remove items from a personnel file.

Because the personnel file is a legal document, an employee shall be in the presence of a personnel office staff member when reviewing any personnel file.

All information, forms, reports, background checks, official transcripts, certificates, licenses, verifications of previous work experience, and other documentation in support of applications that result in employment and any subsequent change in employment status must be preserved on file at the College.

Individual personnel files are subject to selective or general audit from time to time by the State Board for Technical and Comprehensive Education or the President of the College or his/her designee.

The Technical College of the Lowcountry will follow the spirit, letter, and intent of the State Board for Technical and Comprehensive Education Policy 8-0-106 Personnel Files.

**TECHNICAL COLLEGE OF THE LOWCOUNTRY**

**STATEMENT OF POLICY**

**POLICY NUMBER: 6-1-606 REF. STATE BOARD POLICY: 8-5-101**

**PAGE: 1 OF 1**

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**POLICY TITLE: ANTI-HARASSMENT**

**LEGAL AUTHORITY: SECTION 59-53-20 OF THE 1976 CODE OF LAWS OF SOUTH CAROLINA, AS AMENDED**

**DIVISION OF RESPONSIBILITY: PERSONNEL**

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**March 11, 2003**  
**DATE APPROVED BY COMMISSION**

**June 5, 1989**  
**DATE OF LAST REVISION**

**CHAIRMAN** \_\_\_\_\_ **DATE** \_\_\_\_\_

**PRESIDENT** \_\_\_\_\_ **DATE** \_\_\_\_\_

**PURSUANT TO SECTION 41-1-110 OF THE CODE OF LAWS OF SC, AS AMENDED, THE LANGUAGE USED IN THIS DOCUMENT DOES NOT CREATE AN EMPLOYMENT CONTRACT BETWEEN THE EMPLOYEE AND THE COLLEGE. THIS DOCUMENT DOES NOT CREATE ANY CONTRACTUAL RIGHTS OR ENTITLEMENTS. THE COLLEGE RESERVES THE RIGHT TO REVISE THE CONTENT OF THIS DOCUMENT, IN WHOLE OR IN PART. NO PROMISES OR ASSURANCES, WHETHER WRITTEN OR ORAL, WHICH ARE CONTRARY TO OR INCONSISTENT WITH THE TERMS OF THIS PARAGRAPH CREATE ANY CONTRACT OF EMPLOYMENT.**

It is the policy of the Technical College of the Lowcountry that any verbal or physical conduct or behavior which constitutes harassment, as discussed in the accompanying State Procedure 8-5-101.1, will not be tolerated. Violators will be subject to disciplinary action up to and including termination.

Any employee who believes that he or she is the victim of harassment shall have the right to a separate investigation as described in the companion procedure and/or the right to file a complaint through the grievance procedure.

**TECHNICAL COLLEGE OF THE LOWCOUNTRY**

**STATEMENT OF POLICY**

**POLICY NUMBER: 6-1-607 REF. STATE BOARD POLICY: 8-7-102**

**PAGE: 1 OF 1**

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**POLICY TITLE: EMPLOYMENT OF RELATIVES (NEPOTISM)**

**LEGAL AUTHORITY: CHAPTER 59-53-20 OF THE 1976 CODE OF LAWS OF SOUTH CAROLINA, AS AMENDED**

**DIVISION OF RESPONSIBILITY: PERSONNEL**

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**March 11, 2003**  
**DATE APPROVED BY COMMISSION**

**September 11, 1989**  
**DATE OF LAST REVISION**

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**CHAIRMAN DATE**

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**PRESIDENT DATE**

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It is the policy of the Technical College of the Lowcountry that individuals with supervisory or management authority (to include local Commission members) may not hire, or have employed in any position under their direct supervision, chain of command, or significant influence or control, any such person related or connected as defined below or otherwise specified in the State Budget and Control Board's Office of Human Resources Regulations.

This policy applies to those having common law or non-traditional relationships involving either cohabitation or significant interdependence.

Persons considered to be related or connected under this policy include spouse, parent, grandparent, child, grandchild, brother/sister, mother-in-law, father-in-law, son-in-law, and daughter-in-law.

TECHNICAL COLLEGE OF THE LOWCOUNTRY

STATEMENT OF POLICY

POLICY NUMBER: 6-1-608 REF. STATE BOARD POLICY:

PAGE: 1 OF 1

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POLICY TITLE: DESIGNATION OF AUTHORITY OF PERSONNEL ACTIONS

LEGAL AUTHORITY: SOUTH CAROLINA CODE OF LAWS

DIVISION OF RESPONSIBILITY: PRESIDENT

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February 4, 2003  
DATE APPROVED BY  
AREA COMMISSION

June 10, 1991  
DATE OF LAST REVISION

\_\_\_\_\_  
CHAIRMAN DATE

\_\_\_\_\_  
PRESIDENT DATE

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By virtue of the South Carolina Code of Laws, the Technical College of the Lowcountry Commission has been granted the responsibility for local governance of the College. The Commission delegates to the President of the College the authority to handle all personnel actions except those pertaining to the President.

TECHNICAL COLLEGE OF THE LOWCOUNTRY

STATEMENT OF POLICY

POLICY NUMBER: 6-1-609 REF. STATE BOARD POLICY:  
PAGE: 1 OF 2

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POLICY TITLE: EMPLOYMENT VERIFICATION

LEGAL AUTHORITY:

DIVISION OF  
RESPONSIBILITY: PERSONNEL

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March 11, 2003  
DATE APPROVED BY  
COMMISSION

November 16, 1991  
DATE OF LAST REVISION

CHAIRMAN DATE

PRESIDENT DATE

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It is the policy of the Technical College of the Lowcountry to conduct employment verification in the following manner:

1. Employment verification shall be defined as the act of providing employment-related information about employees (current or former, permanent or temporary) to persons outside of the College.
2. Requests for employment verification must be in writing, signed by the applicant, and routed to the Personnel Office.

**TECHNICAL COLLEGE OF THE LOWCOUNTRY**

**STATEMENT OF POLICY**

**POLICY NUMBER: 6-1-609**

**REF. STATE BOARD POLICY:**

**PAGE: 2 OF 2**

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3. The Personnel Director is the only office authorized to release information for employment verification. When appropriate, the Personnel Director will consult with supervisors when completing verifications, particularly those requested by prospective employers.
4. Only an employee's name, class, date of employment, gender, race, and title may be released without written authorization of the employee.
5. Upon written authorization of the employee, more specific details such as exact salary, and performance related information may be disclosed.
6. Copies of employment verifications will become a part of an employee's official personnel file.

Requests for Personnel information from other than the employee are subject to the Freedom of Information Act and its amendments (South Carolina Code of Law 30-4-10 ct seq). Such requests for information must be made in writing.

TECHNICAL COLLEGE OF THE LOWCOUNTRY

STATEMENT OF POLICY

POLICY NUMBER: 6-1-612 REF. STATE BOARD POLICY:

PAGE: 1 of 1

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POLICY TITLE: CHILDREN ON CAMPUS

LEGAL AUTHORITY:

DIVISION OF  
RESPONSIBILITY: PERSONNEL

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May 9, 1995  
APPROVED BY  
AREA COMMISSION

\_\_\_\_\_  
REVISION NUMBER

\_\_\_\_\_  
CHAIRMAN DATE

\_\_\_\_\_  
PRESIDENT DATE

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In order to promote an environment conducive to teaching and learning, it is the policy of the Technical College of the Lowcountry to ensure that children are not left unattended on campus and that classes or services are not disrupted by children. Faculty, staff, and students of the College shall not bring children to work or class even if the children are being watched by someone else while the employee is working or the student is in class. The College cannot assume the responsibility for supervision of children of faculty, staff, or students.

Although the Learning Resources Center is open to the general public, it is available for use by children under age twelve for reading and research only when they are under the direct supervision of a parent or legal guardian.

**TECHNICAL COLLEGE OF THE LOWCOUNTRY**  
**STATEMENT OF POLICY**

**POLICY NUMBER: 6-1-613**

**PAGE: 1 OF 1**

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**POLICY TITLE: SALARY SUPPLEMENTS FOR UNCLASSIFIED PERSONNEL**

**LEGAL AUTHORITY:**

**DIVISION OF RESPONSIBILITY: PERSONNEL**

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July 18, 2000  
**APPROVED BY**  
**AREA COMMISSION**

DATE OF LAST REVISION

CHAIRMAN

DATE

PRESIDENT

DATE

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It is the policy of the Technical College of the Lowcountry to recognize the administrative responsibilities of deans/division heads, selected instructors and program coordinators through position supplements. The College will maintain a procedure for awarding salary supplements, release time, or a combination of both based on the complexity of the individual's responsibility and in keeping with policies of the State Board for Technical and Comprehensive Education.

In the case of extenuating circumstances, the president may approve an exception to the College procedure, with a documented rationale of need from the Vice President for Academic Affairs.

TECHNICAL COLLEGE OF THE LOWCOUNTRY

STATEMENT OF POLICY

POLICY NUMBER: 6-1-615 REF. STATE BOARD POLICY: 8-2-109

PAGE: 1 OF 1

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POLICY TITLE: ENGLISH FLUENCY REQUIREMENTS FOR FACULTY EMPLOYMENT

LEGAL AUTHORITY: SECTION 59-103-160 OF THE CODE OF LAWS OF SOUTH CAROLINA AS AMENDED

DIVISION OF RESPONSIBILITY: PERSONNEL

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March 11, 2003  
DATE APPROVED BY COMMISSION

DATE OF LAST REVISION

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CHAIRMAN DATE

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PRESIDENT DATE

PURSUANT TO SECTION 41-1-110 OF THE CODE OF LAWS OF SC, AS AMENDED, THE LANGUAGE USED IN THIS DOCUMENT DOES NOT CREATE AN EMPLOYMENT CONTRACT BETWEEN THE EMPLOYEE AND THE COLLEGE. THIS DOCUMENT DOES NOT CREATE ANY CONTRACTUAL RIGHTS OR ENTITLEMENTS. THE COLLEGE RESERVES THE RIGHT TO REVISE THE CONTENT OF THIS DOCUMENT, IN WHOLE OR IN PART. NO PROMISES OR ASSURANCES, WHETHER WRITTEN OR ORAL, WHICH ARE CONTRARY TO OR INCONSISTENT WITH THE TERMS OF THIS PARAGRAPH CREATE ANY CONTRACT OF EMPLOYMENT.

In accordance with Section 59-103-160 of the South Carolina Code of Laws, the Technical College of the Lowcountry will ensure that all permanent and adjunct faculty whose first language is other than English and who will teach any credit courses possess adequate proficiency in both written and spoken English. Further, provisions will be made for grievance procedures for students regarding the English fluency of an instructor.

TECHNICAL COLLEGE OF THE LOWCOUNTRY

STATEMENT OF POLICY

POLICY NUMBER: 6-1-616 REF. STATE BOARD POLICY: 8-4-100

PAGE: 1 OF 1

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POLICY TITLE: EMPLOYEE PERFORMANCE MANAGEMENT SYSTEM

LEGAL AUTHORITY: SECTION 59-53-20 OF THE 1976 CODE OF LAWS OF SOUTH CAROLINA, AS AMENDED

DIVISION OF RESPONSIBILITY: PERSONNEL

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March 11, 2003  
DATE APPROVED BY COMMISSION

DATE OF LAST REVISION

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CHAIRMAN DATE

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PRESIDENT DATE

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The Technical College of the Lowcountry will follow the spirit, letter, and intent of State Board for Technical and Comprehensive Education Policy 8-4-100 and Procedure 8-4-100.1 concerning the employee performance management system (EPMS). The College has adopted a universal review date of October 1.

TECHNICAL COLLEGE OF THE LOWCOUNTRY

STATEMENT OF POLICY

POLICY NUMBER: 6-1-617 REF. STATE BOARD POLICY:

PAGE: 1 OF 1

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POLICY TITLE: COMPENSATION FOR TEMPORARY (ADJUNCT) FACULTY

LEGAL AUTHORITY:

DIVISION OF RESPONSIBILITY: PERSONNEL

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March 11, 2003  
DATE APPROVED BY COMMISSION

DATE OF LAST REVISION

CHAIRMAN DATE

PRESIDENT DATE

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The Technical College of the Lowcountry promotes a fair and equitable compensation philosophy and practice for all employees. Compensation of permanent positions is governed by State Board for Technical and Comprehensive Education policies and procedures. To ensure consistency, fairness, and equity, the Technical College of the Lowcountry has an established pay range for all adjunct faculty.