**Technical College of the Lowcountry Instructor Name or**

**921 Ribaut Rd. Division Name**

**Beaufort, SC 29901 Office Location or**

 **Division Office Location**

 **Phone Number Email**

**Course Prefix and Number**

**Course Name**

**Semester**

**Course Description**

Description (verbatim from the College Catalog) including prerequisites, lecture and lab hours, etc.

**Course Focus**

**Text and References**

**Course texts, optional**

**Course Outcomes/Learning Outcomes.** (may vary by department due to programmatic accreditation requirements.)

**Course Goals**

The following list of course goals will be addressed in the course. (\*designates a CRUCIAL goal)

 (Course goals are developed using the IPSI methodology)

**Student Contributions**

Defines for the student the expected hours outside the traditional classroom and other activities that contribute to the learning experience.

**Course Evaluation**

Overview of grading methodology – point system or percentage and other evaluative measures that may be used to evaluate student learning. Course may have detailed addendum.

**Course Schedule**

Defines when and how the class meets. Days of the week, time, hybrid, or online.

**ADA STATEMENT**

The Technical College of the Lowcountry provides access, equal opportunity and reasonable accommodation in its services, programs, activities, education and employment for individuals with disabilities. To request disability accommodation, contact the counselor for students with disabilities at the Beaufort campus (843) 525-8242 or the New River campus (843) 470-6019 during the first ten business days of the academic term.

**ATTENDANCE**

1. The College’s statement of policy indicates that students must attend ninety percent of total class hours or they will be in violation of the attendance policy.
2. Students not physically attending class during the first ten calendar days from the start of the semester must be dropped from the class for NOT ATTENDING.
3. Students taking an online/internet class must sign in **and** complete an assignment designated by the instructor within the first ten calendar days from the start of the semester to indicate attendance in the class. Students not attending class during the first ten calendar days from the start of the semester must be dropped from the class for NOT ATTENDING.
4. Reinstatement requires the signature of the division dean.
5. In the event it becomes necessary for a student to withdraw from the course ***OR*** *if a student stops attending class*, **it is the student’s responsibility to contact the instructor via email requesting to be withdrawn from the class.**  Withdrawing from class may have consequences associated with financial aid and time to completion. Students are strongly encouraged to consult with Financial Aid prior to withdrawing from any class, particularly if the student is currently on a warning or probation status.
6. When a student exceeds the allowed absences, the student is in violation of the attendance policy. The instructor MUST withdraw the student with a grade of “W”, “WP”, or “WF” depending on the date the student exceeded the allowed absences and the student’s progress up to the last date of attendance *or*

***OR***

1. under extenuating circumstances and at the discretion of the faculty member teaching the class, allow the student to continue in the class and make-up the work. This exception must be documented at the time the allowed absences are exceeded.
2. Absences are counted from the first day of class. There are no "excused" absences. All absences are counted, regardless of the reason for the absence.
3. A student must take the final exam or be excused from the final exam in order to earn a non-withdrawal grade.

**ATTENDANCE (ONLINE)**

For all online courses, students must complete an assignment designated by the instructor during the first week of classes. The instructor will drop the student from the course if the initial assignment is not completed.

Instructors will withdraw students from the class when 90% attendance is not maintained. Attendance in an online course is defined by regular course access and by timely completion of assignments as required by the instructor. Each

student will be expected to access the web class at least once a week and complete 90% of assignments on time. Additional access is encouraged and may be necessary for successful completion of classes.

Failure to log in and complete assignments will result in the student being withdrawn from the course. The instructor will assign a grade of “W,” “WP,” or “WF” based upon the student’s academic standing at the last date of attendance, which is the last login. Students are responsible for any financial matters associated with an administrative withdrawal.  If a student fails to email the instructor (using the my.tcl.edu email account) requesting to be dropped from the course and has not submitted the initial assignment required during the first week of class, the instructor will assign a “Never Attended” code in the student information system no later than ten calendar days after the first day of the class.  Students who are dropped as a result of never attending the course are still responsible for all fees associated with the course.

ADDITIONAL DIVISIONAL ATTENDANCE REQUIREMENTS MAY BE INSERTED HERE.

**A copy of TCL’s STATEMENT OF POLICY NUMBER: 3-1-307 CLASS ATTENDANCE (WITHDRAWAL) is on file in the Division Office and in the Learning Resources Center.**

**HAZARDOUS WEATHER**

In case weather conditions are so severe that operation of the College may clearly pose a hardship on students and staff traveling to the College, notification of closing will be made through the following radio and television stations: WYKZ 98.7, WGCO 98.3, WGZO 103.1, WFXH 106.1, WWVV 106.9, WLOW 107.9, WGZR 104.9, WFXH 1130 AM, WLVH 101.1, WSOK 1230 AM, WAEV 97.3, WTOC TV, WTGS TV, WJWJ TV, and WSAV TV.  Students, faculty and staff are highly encouraged to opt in to the Emergency Text Message Alert System.  <http://www.tcl.edu/current-students/text-alert>

**ACADEMIC MISCONDUCT**

There is no tolerance at TCL for academic dishonesty and misconduct. The College expects all students to conduct themselves with dignity and to maintain high standards of responsible citizenship.

It is the student’s responsibility to address any questions regarding what might constitute academic misconduct to the course instructor for further clarification.

The College adheres to the Student Code for the South Carolina Technical College System. Copies of the Student Code and Grievance Procedure are provided in the *TCL Student Handbook*, the Division Office, and the Learning Resources Center.

ADDITIONAL DIVISIONAL INFORMATION MAY BE INCLUDED HERE