DISCLAIMER

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 ADJUNCT FACULTY HANDBOOK DOES NOT CREATE AN EMPLOYMENT CONTRACT BETWEEN THE EMPLOYEE AND THE COLLEGE. THE ADJUNCT FACULTY HANDBOOK DOES NOT CREATE ANY CONTRACTUAL RIGHTS OR ENTITLEMENTS. THE COLLEGE RESERVES THE RIGHT TO REVISE THE CONTENT OF THE ADJUNCT FACULTY HANDBOOK 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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THE TECHNICAL COLLEGE OF THE LOWCOUNTRY

Member of:
American Association of Community Colleges (AACC)
American Council on Education (ACE)
National League for Nursing (NLN)
Servicemembers Opportunity College (SOC)

Accredited by:
Southern Association of Colleges and Schools Commission on Colleges (SACSCOC)
1866 Southern Lane, Decatur Georgia 30033-4097, 404-679-4500
Association of Collegiate Business Schools and Programs (ACBSP)
7007 College Blvd., Suite 420, Overland Park, Kansas 66211, 913-339-9356
Accreditation Commission for Education in Nursing (ACEN)
3343 Peachtree Road NE, Suite 850, Atlanta, GA 30326  (404) 975-5000
Joint Review Committee on Education in Radiologic Technology (JRCERT)
20 N. Wacker Drive, Suite 2850, Chicago, IL 60606-3182, 312-704-5300
Commission on Accreditation of Allied Health Education Programs (CAAHEP) (Surgical Technology)
1361 Park Street, Clearwater, FL 33756, 727-210-2350
Commission on Accreditation in Physical Therapy Education (CAPTE)
1111 North Fairfax Street, Alexandria, Virginia 22314, 703-706-3245
National Association for the Education of Young Children (NAEYC)
1313 L Street NW, Suite 500, Washington, DC 20005-4101, 202-232-8777 or 800-424-2460
SC Department of Labor, Licensing & Regulation Board of Nursing (SCLLR)
Board of Nursing
Synergy Business Park, Kingstree Building, Suite 202, 110 Centerview Drive, PO Box 12367, Columbia, SC 29211-2367
Commission on Massage Therapy Accreditation (COMTA)
5335 Wisconsin Avenue, NW, Suite 440, Washington, DC 20015 202-895-1518
Approved by:
American Bar Association (ABA)
321 N Clark Street, Chicago, Illinois 60610-7598, 800-285-2221
Licensed by:
SC Department of Labor, Licensing & Regulation Board of Nursing (SCLLR)
SC State Board of Cosmetology
PO Box 11329, Columbia, SC 29211 803-896-0226

Equal Opportunity Employment/Affirmative Action
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. 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.

Americans with Disabilities Act (ADA)
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 Vice President for Student Affairs or his/her designee will serve as the administrative officer responsible for meeting with individuals with employment 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. The ADA contacts are Rodney Adams (843-525-8219), Rhonda Cole (843-525-8229) and Susan Smith (843-525-8242).

Disclaimer
This handbook does not constitute an expressed or implied contract between the College and any employee. Only the President of the College and/or designee is authorized to enter into contracts. As a state entity, the College is governed by the rules and regulations of the State of South Carolina, by the policies and procedures of the State Board for Technical and Comprehensive Education, and by the policies adopted by the College’s Commission. The handbook contains the College’s general philosophy and many of its policies, procedures, and rules as approved by the appropriate governing bodies. However, this handbook is not intended to be all-inclusive. It is also subject to updates and revisions as may be necessary when new or revised policies and procedures are approved by the State of South Carolina, the State Board for Technical and Comprehensive Education, and/or the TCL Commission. Copies of these governing policies and procedures are available in the Offices of the President, Vice President for Academic Affairs, Vice President for Administrative Services, Vice President for Continuing Education and Institutional Advancement, Vice President for Student Affairs, and the Human Resources Director, as well as in the Learning Resources Center. 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.
I. ORGANIZATION

Technical College of the Lowcountry
Mission, Vision, Philosophy, and Goals Statements

Early in the 21st 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.

Technical College of the Lowcountry Vision
The Technical College of the Lowcountry will be the premier academic institution-visionary, vibrant and valued-engaged in leading the region to economic prosperity by providing innovative workforce solutions.

Technical College of the Lowcountry 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 10,000 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 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.

Adopted by the TCL Commission, November 18, 2002
Approved by the Commission on Higher Education, January 9, 2003
Reaffirmed and Modified by the TCL Commission, October 8, 2009
Modifications Approved by the Commission on Higher Education, November 24, 2009
Reaffirmed by the TCL Commission, October 14, 2010
Reaffirmed by the TCL Commission, October 27, 2011
Reaffirmed by the TCL Commission, October 18, 2012

Statement of Non-Discrimination
The Technical College of the Lowcountry is committed to a policy of equal opportunity for all qualified applicants for admissions or employment without regard to race, gender, national origin, age, religion, marital status, veteran status, disability or political affiliation or belief.
**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 six major goals:

- **Goal I:** Create a Portal to the Future.
- **Goal II:** Capitalize on Valued Partnerships.
- **Goal III:** Create Vibrant Learning Environments.
- **Goal IV:** Grow and Enhance Resources.
- **Goal V:** Optimize Access and Success.
- **Goal VI:** Provide an Innovative and Qualified Workforce.
History of the College

1711    The Town of Beaufort established.
1861    Union troops occupy Beaufort.
1862    Penn School founded to educate newly liberated slaves.
1868    The Mather School for daughters of former slaves established.
1881    Mrs. Mather deeds the property to the New England Baptist Missionary Association.
1901    First elementary class of three members graduates.
1932    Mather School high school program approved by the South Carolina State Department of Education as Mather Industrial School – 12 grades are now being taught.
1954    The Junior College Department organized to provide increased educational opportunities for high school graduates in the greater Beaufort area and allow male students to enroll.
1955    Mather School accredited by the Southern Association of Colleges and Schools.
1956    Mather Junior College graduates first class.
1966    Mather School one of three schools designated by the Office of Economic Opportunity for a pilot project designed to assist high school graduates in this section of South Carolina to overcome certain academic deficiencies before entering college.
1967    The Board of Trustees of the Mather School, in concurrence with the American Baptist Home Mission Societies vote to offer the campus and buildings to the South Carolina State Board of Education for use as a State Area Trade School and to effect a merger relationship with Benedict College, Columbia, South Carolina.
1968    Mather School concludes 100 years of unique educational service to the greater Beaufort area. The campus is given to the state of South Carolina as an area trade school.
1969    The South Carolina General Assembly transfers the administration of Beaufort Area Trade School from the Department of Education to the State Board for Technical and Comprehensive Education (SBTCE).
1970    The School becomes known as the Beaufort Regional Training Center.
1972    The Center becomes part of the State Technical College System under the State Board for Technical and Comprehensive Education and renamed the Beaufort Technical Education Center.
1974    State Board designates a four-county service area – Beaufort, Hampton, Jasper and Colleton counties. A branch campus is established in Hampton County.
1978    The Center is accredited by the Southern Association for Colleges and Schools.
1979    The Center’s name is changed to Beaufort Technical College. Off-Campus military education programs at the Marine Corps Air Station in Beaufort and the Marine Corps Recruit Depot at Parris Island are begun.
1981    Student Support Services, a program offering counseling to high risk, first-generation college students is begun. Part of the federal government TRIO programs.
1982    College receives funding for the Upward Bound Program, part of the federal government TRIO programs. Area high school students selected for special counseling and tutoring.
1983    The College’s Hilton Head Island Center is opened and the Beaufort Technical College Foundation is established.
1984    SACS Reaffirmation.
1985    College receives funding for Talent Search, a program providing career and college counseling in area high schools. Part of the federal government TRIO programs. College becomes one of only three colleges in the state to offer all three of the TRIO programs.
1986    Legislation is introduced to establish an area commission, a local government board for the College.
1987    Dr. Anne S. McNutt appointed President.
1988    College changes name to “Technical College of the Lowcountry” to reflect its four-county service area. The Foundation is also renamed.
1990    Associate of Arts and Associate of Science degrees are offered.
1991    The Hampton Center is renamed H. Mungin Center in honor of Halbert Mungin, who served as Hampton County’s representative on the TCL Commission from 1987-1990.
1992    Converted from quarters to semesters.
2005    Groundbreaking for the New River Campus
2006    New River Campus opens doors for classes and dedicates campus
2008    Dr. Thomas C. Leitzel appointed President.
2009    College vision statement is implemented.
2009    TCL and The Mather School Coastal/Lowcountry Alumni & Associates dedicate the Wildy Memorial Garden.
2010    Five-year strategic planning process begins.
2010    Whale Branch Early College High School opens.
2011    Exterior renovations are completed to the historic Mather School building Moor Hall.
2011    College completes facility master plan.
2011    TCL and Colleton County open the Colleton Career Skills Center
2011    The New River Campus building is named for former commission chairman Angus Cotton
2012    $1.2 million Hampton Campus renovation completed.
**South Carolina Technical College System (SCTCS)**

The SC State Board for Technical and Comprehensive Education operates the SC Technical College System. The System is comprised of 16 technical colleges located strategically across the state and its statewide affiliate programs: the Center for Accelerated Technology Training’s readySC™ program and Apprenticeship Carolina™.

The SC Technical System is committed to helping increase the employability of all South Carolinians by ensuring they are fully prepared for the careers of today – and tomorrow. As the largest higher education system in the state, the System provides its credit students and continuing education students with a comprehensive education and a fast track to a rewarding career. In addition, the System’s nationally-recognized affiliate programs, designed to train or re-train employees so that companies new to South Carolina and existing businesses alike can continue to prosper and grow, help spur job growth and economic development opportunities across the state.

The Board of the South Carolina Technical College System, which is made up of six Congressional District members representing the six districts and four members at-large appointed by the Governor, has jurisdiction over the 16 two-year technical colleges. The South Carolina Technical College System is also responsible for developing and implementing adequate post-high school vocational and technical programs, coordinating curriculum offerings, financial management, and providing start-up training for new or expanding industry.

The South Carolina Commission on Higher Education (CHE) is the coordinating commission for all of higher education in South Carolina including the sixteen colleges of the technical education system.

**The College Commission**

Technical College of the Lowcountry is governed by a seven-member Commission composed of representatives from each of the four counties served by the College. Commission members are appointed by the Governor upon recommendation of the College's legislative delegation. The members of the Commission for the College are:

**Representing Beaufort County:**
- Gen. Arthur E. Brown, Jr. (U.S. Army Ret.), Chairman
- Mr. Charles W. “Bill” Bootle, Vice Chairman
- Ms. Patricia M. Green
- Ms. Joan Heyward

**Representing Colleton County:**
- Mr. David M. Smalls

**Representing Hampton County:**
- Mrs. Marjorie Thomas

**Representing Jasper County:**
- Mrs. Sheree Darien, Secretary/Treasurer
College Foundation
The TCL Foundation was founded in 1983 to help generate community support for the Technical College of the Lowcountry and its students. Gifts to the TCL Foundation provide a margin of excellence that enhances the College’s teaching and service capacity. The Foundation is an independent, 501 (c)(3) non-profit organization governed by a board of 15 elected community volunteers and 2 ex officio college administrators. The TCL Foundation provides student assistance through scholarships for tuition and books and through student emergency grants. The Foundation raises funds through events, donor meetings, direct mail and email solicitations, grant applications, and an employee giving campaign. It relies on the generous contributions of individuals, businesses, industries, civic and professional groups, foundations, and alumni to accomplish Foundation goals and objectives.

TCL Foundation goals include:
- Providing financial support for TCL through fund raising activities;
- Promoting valued community partnerships through engagement with civic leaders, recognition of faculty and staff, stewarding friends of the College, and expanding awareness of the College;
- Supporting emerging academic programs;
- Providing fiscal oversight and guidance of the Foundation.

Organizational Chart
Administration of operational activities for the College is shared by three Vice Presidents who report directly to the College President.

The Vice President for Academic Affairs is responsible for all academic credit programs and oversees all full-time and adjunct faculty. The Vice President works directly with the three Academic Division Deans in Arts & Sciences, Business & Industrial Technologies, Health Sciences, and the Dean of Instructional Support Services. The Office of Academic Affairs offers non-credit programs provided through the Division of Continuing Education and Workforce Development. The Director of Institutional Effectiveness reports to the Vice President for Academic Affairs. The Academic Affairs office is responsible for all the planning, development, coordination, review, accreditation, and administration of each program.

The Vice President for Student Affairs has responsibility for the college’s student support services in the areas of: Student Records, Financial Aid, Job Placement, Career Services, Four-Year Transfer, Campus Life, Campus Counseling, Student Support Services, PILAU (Promoting Integrity, Leadership, Academics, and Cultural Understanding), Upward Bound, Educational Talent Search, Disability Services, Probation & Suspension, and Judicial Affairs. The office oversees the admissions and marketing aspect of student support with Admissions and Recruitment, Community Outreach and Military Services, Help Desk and Testing Services, Early College Credit Opportunities (ECCO), and Public Relations.

The Vice President for Administrative Services has responsibility for all business and financial matters and works directly with Human Resources, Accounting, the Bookstore Manager, the Cashier, the Purchasing Director, the Facilities Management Director, Campus Security, the Director of Institutional Research, the Information Technology Director and the Grants Administrator. The office oversees all of these departments on the Beaufort, New River, and Hampton campuses.
An Organizational chart is provided in Appendix B.
## TCL Administration & Contact Information

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<tr>
<th>College Administration</th>
<th>Location/Contact</th>
<th>Phone Number</th>
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<tr>
<td>Dr. Luegina C. Mounfield, President</td>
<td>Building 6-101, <a href="mailto:gmounfield@tcl.edu">gmounfield@tcl.edu</a></td>
<td>525-8247</td>
</tr>
<tr>
<td>Dr. Luegina C. Mounfield, Vice President</td>
<td>Building 6-102B, <a href="mailto:gmounfield@tcl.edu">gmounfield@tcl.edu</a></td>
<td>525-8244</td>
</tr>
<tr>
<td>Hayes Wiser, Vice President for Administrative Services</td>
<td>Building 3-109, <a href="mailto:hwiser@tcl.edu">hwiser@tcl.edu</a></td>
<td>525-8249</td>
</tr>
<tr>
<td>Nancy Weber, Vice President for Student Affairs</td>
<td>Building 6-111, <a href="mailto:nweber@tcl.edu">nweber@tcl.edu</a></td>
<td>525-8215</td>
</tr>
<tr>
<td>Michael Burgess, New River Campus Administrator</td>
<td>Building 50-109, <a href="mailto:mburgess@tcl.edu">mburgess@tcl.edu</a></td>
<td>470-6000</td>
</tr>
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### Academic Affairs/Division Deans

| Dr. Kenneth Flick, Business Technologies     | Building 14-125, kflick@tcl.edu | 525-8241     |
| Dr. Kenneth Flick, Industrial Technologies   | Building 14-125, kflick@tcl.edu | 525-8241     |
| Dr. Wesla Fletcher, Arts & Sciences          | Building 9-102, wfletcher@tcl.edu | 525-8281     |
| Marge Sapp, Health Sciences                  | Building 4-109, msapp@tcl.edu | 525-8267     |
| Cindy Halsey, Instructional Support Services | Building 12-203, chalsey@tcl.edu | 525-8304     |

### Key Instructional Area Contacts

| Joan Brown, Administrative Support, TCL-Hampton, H. Mungin Center | Building 32-100, jbrown@tcl.edu | (803) 943-4262 |
| Floyd Henderson, Director of Information Technology | Building 2-115, fhenderson@tcl.edu | 525-8271/592-0638 |
| Teresa Cope, Instructional Support Services/Testing/ECCO | Building 1-202, tcope@tcl.edu | 525-8356     |
| Elaine Maury, Administrative Assistant, Academic Affairs Office | Building 6-102A, emaury@tcl.edu | 525-8244     |
| Sasha Bishop, Online Technology, Blackboard | Building 12/LRC, sbishop@tcl.edu | Blackboard Support 24/7 1-877-736-2586 (toll-free) http://www.tcl.edu/current-students/blackboard |
| Help Desk, (to reset passwords for WebAdvisor/to schedule Testing) | Building 1/210, helpdesk@tcl.edu | 525-8344     |
| IT Support, (to submit trouble ticket) | Building 2/115, support@tcl.edu |             |
II. ACADEMIC AFFAIRS

Academic Advising

The role of the academic advisor is to assist the student in making sound academic decisions related to program planning, course selection, course load, and academic performance and to act as a liaison between the advisee and College faculty and administrators. Faculty members with their experiential background and communication skills are ideal individuals to share the responsibility for quality academics with their individual academic advisees. Assisting students as they move through their programs of study at the College is a vital role of full-time faculty. Advisors are assigned according to the first letter in the last name of students who have declared a particular program of study, as shown by the curriculum code on the student's application. Admissions counselors assign advisors at the time the student's application to the College is processed.

Adjunct faculty are not assigned advising duties. Adjunct faculty members serve as role models. Adjunct faculty should refer students to their individual academic advisors for assistance in program planning.

Academic Calendar

This is the link for the Academic Calendar for the current year: http://www.tcl.edu/faculty-resources

Academic Freedom

The Technical College of the Lowcountry Policy Number 3-1-304 for Academic Freedom reads:

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.
Adjunct Faculty Orientation and Development/Scheduled Activities
The Division Dean will acquaint adjunct faculty with the College, the division, teaching assignments and provide adjunct faculty with the following documents emphasizing essential information:

- Adjunct Faculty Handbook
- TCL website: College Catalog, Faculty Resources, Course Search, etc.
- Course Syllabi
- Textbooks and other course materials

Division orientations may be held at the beginning of the semester, specific to the teaching discipline. The Division Dean or designee will provide assistance as needed in teaching methods, classroom management, and student relations.

Faculty professional development activities are generally scheduled at the beginning of the fall and the spring semesters for all full-time and adjunct faculty. Adjunct faculty members are invited to attend these activities in addition to the required orientation activities.

Attendance - Students
The College’s statement of policy indicates that students must attend ninety percent (90%) of total class hours, regardless of the mode of delivery, or they will be in violation of the attendance policy.

This process also applies to online/web based, blended/mixed mode, and live broadcast classes. Students are expected to be in class on time and to 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.

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.

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 initiate the College’s withdrawal process by emailing the instructor and include the course information**. Withdrawing from class may have consequences associated with financial aid and time to completion.

When a student exceeds the 10% limit of absences, the student is in violation of the attendance policy. The instructor **MUST** withdraw the student with a grade of (1) “WP” if the student had been making satisfactory progress; (2) “WF” if the student had been making unsatisfactory progress; or (3) “W” if the last day to withdraw has not occurred.

In extenuating circumstances, and at the discretion of the instructor, the student may be allowed to continue in the class and complete the work. This exception must be documented at the time the allowed absences are exceeded.

For students who fail to complete the drop/withdrawal process and have never attended a class, the instructor will assign a “Never Attend” code in the student information system **no later than ten calendar days after the first day of class**. Students are financially responsible for tuition and fees resulting from the administrative withdrawal.
For students who have attended at least one class during the first ten calendar days of classes, the instructor will assign a “W” code in the student information system **no later than ten calendar days after the first day of class** and record the student’s **LAST DATE OF ATTENDANCE**. Students are financially responsible for tuition and fees resulting from the administrative withdrawal.

A student must take the final exam or be excused from the final exam in order to earn a grade. Any student not taking the final exam or not excused from the final exam by the instructor prior to the exam date will receive a grade of W, WP, WF or I.

**Attendance (Online) – Students**

For all online courses, it is the student’s responsibility to email the instructor during the first week of classes. The instructor will drop the student from the course if email is not received. Attendance in an online course is defined by correspondence as required by the instructor. Each student will be expected to communicate with the instructor via email, online discussion forum, phone, or appointment at least once a week and access the web class at least once a week. **With no communication or no access from the student, the instructor will withdraw the student 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 date. Students are responsible for any financial matters associated with an administrative withdrawal.

**Faculty Attendance (Illness)  
TCL POLICY 3-1-306  
TCL PROCEDURE 3-1-301.5**

The purpose of this procedure is to provide a process for canceling classes when illness or emergency situations make it impossible for a faculty member to meet a regularly scheduled class:

1. The faculty member should notify the Division Dean, site coordinator, or Vice President for Academic Affairs as soon as possible.
2. The faculty member, Division Dean, site coordinator or Vice President for Academic Affairs will make every effort to arrange class coverage by another faculty or staff member.
3. When this type of coverage is unavailable or unsuitable, the Division Dean, site coordinator or Vice President for Academic Affairs will approve cancellation of the class and will be responsible for notifying students. This notification will be done by telecommunications, if time permits, and/or by posting a notice of class cancellation on the classroom door.
4. The Division Dean will be responsible for ensuring course standards are maintained for student completion of course requirements.

Adjunct instructors who are unable to meet a class should not report those hours on their time sheet and, consequently, the pay check will reflect the actual number of hours taught.

**Cancellation of Classes  
Changes to Class Schedule  
TCL POLICY 3-1-306  
TCL PROCEDURE 3-1-301.5**

After submission of the class schedule, any change (e.g., instructor, meeting time, or deletion of section) must be recommended by the Division Dean to the Vice President for Academic Affairs. The Division Dean is responsible for checking the request for correctness of the information and evaluating the request against instructor loads, class size, and facility use. The Division Dean will also insure that the request does not cause any unnecessary impact on the other instructional
divisions. Once the schedule has been finalized, any changes are coordinated through the Academic Affairs Office and made by the Student Records Office.

**Children on Campus**

In order to promote an environment conducive to teaching and learning, it is the policy of the College to ensure that children are not left unattended on campus and that classes or services are not disrupted by children. Faculty, staff, and students 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.

**Classroom Assignments**

When the schedule of course offerings is submitted to the Academic Affairs Office each academic term, a classroom is assigned to each section. An effort is made to assign rooms convenient to both students and faculty. Faculty will teach their courses in the rooms assigned to them. Changes to classroom assignments should be recommended by the Division Dean to the Vice President for Academic Affairs. Appropriate notices on classroom changes should be posted following approval of the change.

After rooms are assigned to all credit courses, space is scheduled according to the following priorities: non-credit courses or seminars, College meetings, community meetings, and other agency/organization sponsored activities. All use of classroom and laboratory space must be officially requested in order to avoid room conflicts. As with credit courses, room assignments may not be changed without official approval.

**Classroom Control**

Teaching faculty should not jeopardize the progress of a class by permitting the continued presence of any student whose behavior in any way adversely affects the class. While the responsibility for and the administration of classroom discipline ordinarily rests with the teaching faculty member, disciplinary problems should be referred to the Vice President for Student Affairs to be resolved.

**Class Length**

Class length is shown on the schedule for the academic term in which the class is being taught. Faculty members are expected to hold classes for the full length of time as indicated by the class schedule.

**Class Rosters**

The official record of student’s enrollment in a course is the computer generated class roster through the WebAdvisor system. Individuals whose names do not appear on the class roster will not be considered to be TCL students.
Faculty are responsible for reporting inaccuracies to the Student Records Office **no later than ten (10) days after the first day of class.**

Grades are assigned by the course instructor as detailed in TCL Procedure 3-1-301-7 and entered into the WebAdvisor system by the established deadline. The Student Records Office verifies the grade rosters.

**Confidentiality of Student Records**
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 (FERPA) and other relevant laws and updated provisos. 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, and (5) date obtained.

**Copyright**
Faculty members are responsible for knowing and following the TCL Copyright Procedure. A variety of copyright resources are available to faculty, which can be requested through the Library/Learning Resource Center, including books and electronic materials. A copyright information guide is also available at [http://libguides.tcl.edu/content.php?pid=109841](http://libguides.tcl.edu/content.php?pid=109841). Contact the Head Librarian with copyright questions or concerns.

**Course Syllabi**
The College has adopted a common course syllabus format that is to be used for each course. The Division Dean is responsible for reviewing all course syllabi to ensure they are in compliance with the standard requirements. Syllabi not meeting the criteria are returned to the faculty member for revision. File copies of syllabi are kept in the Division Office, the Learning Resources Center, and the Office of the Vice President for Academic Affairs.

The course syllabus is to be distributed at the first class meeting or available online. Syllabi should be reviewed with students at the first class meeting. Course syllabi must contain grading and evaluation methodologies which properly discern levels of student performance and which allow the instructor to determine whether a student has met the course objectives and required learning outcomes. For assistance with syllabus development, see your Division Dean.

**Curriculum Development**
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 (SCTCS), the Southern Association of
Colleges and Schools Commission on Colleges (SACSCOC), South Carolina Commission on Higher Education (CHE), and the Veterans Administration (VA).

**Desk Copies of Books**
Complimentary copies and desk copies requested on TCL stationery or electronically will become the property of the division in which the instructor is employed to teach.

**Distance Learning/Technology-Based Instructional Delivery Systems**
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.

**Dropping/Adding Courses**

*Student Initiated*
A student may change his/her course schedule during the scheduled Section Swap period of each academic term. The Section Swap period allows students to drop a course or exchange course sections (swap a course). The Section Swap period occurs during the first five days of classes for the fall and spring semesters, the first three days for the summer semester and mini-semesters.

This process should be initiated by the student with an email to the instructor and the advisor (using the official student email @my.tcl.edu). The student should have the approval of his/her academic advisor.

If the student wants to drop a course, the instructor inputs the course drop in WebAdvisor.

If a student wants to swap course sections, only the Division Dean can exchange course sections in the administrative software system. The Division Deans should check for instructor/advisor approvals and section capacity before making the course section change in the administrative software system. The student's name will not appear on the official class roll, and the student will not be allowed to attend the new class until changes are entered into the administrative software system and applicable fees are paid. See also Attendance, pages 12 & 13.

**English Fluency Requirements for Faculty Employment**
This procedure ensures that (1) all permanent and adjunct faculty, whose first language is other than English and who teach one or more credit courses, possess adequate proficiency in both the written and spoken English language and (2) appropriate response is given to student complaints about an instructor’s English fluency. Contact the Division Dean or the Vice President for Academic Affairs for further information.

**Evaluation of Adjunct Faculty**
The purpose of this procedure is to outline the process for evaluating and documenting the performance of adjunct faculty. Full-time and adjunct faculty at the Technical College of the Lowcountry are evaluated by students and supervisors on a regular basis. These evaluations are
intended to provide feedback for faculty on the effectiveness of their classroom instruction, aid in their professional growth and development, and facilitate the improvement of instruction. Student evaluations are conducted fall and spring semesters. Optional evaluations are available in the summer semester or on request. Any supervisor may request an evaluation of any faculty member in their area of responsibility.

The purpose of evaluation of adjunct faculty is three-fold:

- To assist the faculty member, as part of an ongoing faculty development process, to improve instruction by ascertaining strengths as well as areas in need of further attention.
- To provide the student an opportunity to present evaluations in a constructive and effective manner.
- To provide the Division Dean with information to use in evaluating and improving instructional quality, course structure and materials, and the determination of future adjunct assignments.

This procedure ensures that:

1. The Division Dean or designee monitors adjunct faculty activities and performance related to teaching. Adjunct faculty members have students in each class evaluate instruction using the student evaluation forms. Packets for traditional and live-broadcast courses are provided through the Division Office to the adjunct faculty in accordance with the calendar set by the Academic Affairs Office each semester. Web-based forms are utilized for on-line and/or web-based courses.

2. Student evaluation results are reviewed by the Division Dean and shared with the adjunct faculty member. The Division Dean or designee may also observe the adjunct faculty member’s instruction and make recommendations.

3. Within 30 days of receipt of the results, the Administrative Response to the Evaluation of Adjunct Faculty is forwarded by the Division Dean to the Personnel Office to be filed in the adjunct faculty member’s personnel record. A copy of the adjunct faculty member’s Class Summary Sheet from the student evaluations is retained by the division dean in division files for at least five (5) years.

4. Copies of all evaluation materials are available in the Division Offices and/or the Personnel Office.
TECHNICAL COLLEGE OF THE LOWCOUNTRY
TEMPORARY STAFF EMPLOYEE PERFORMANCE APPRAISAL DOCUMENT

TEMPORARY EMPLOYEE NAME

JOB TITLE

EMPLOYMENT PERIOD
dates to match temp. agreement

DEPARTMENT/DIVISION

SUPERVISOR

Job Purpose:

Job Functions:

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Overall job performance: Successful Unsuccessful (circle one)

Would you rehire this person for this position? YES NO (circle one)

__________________________________________  _______________________________
Supervisor’s Signature  Employee’s Signature

__________________________________________  _______________________________
Supervisor (please print name)  Employee (please print name)

Reason for not obtaining Employee’s Signature: (provide a brief statement)

________________________________________________________________________

________________________________________________________________________

Forward this original evaluation to the Human Resources Office.
Exam Schedule

The link for the 2013-2014 academic year exam schedule: http://www.tcl.edu/faculty-resources

The purpose of this procedure is to insure that methods of scheduling and the administration of final exams will be consistent throughout the institution:

1. The schedule of final exams is developed and distributed by the Vice President for Academic Affairs at the start of each academic term.
2. Exams must be administered according to published exam schedules in the course schedule each semester.
3. Any exception to this procedure must be requested in writing and approved by the Division Dean and the Vice President for Academic Affairs.
4. Courses for which final exams are not appropriate will hold classes through the end of the exam period.
5. Exams for evening and on-site off campus classes will be given during exam week at the regularly scheduled class meeting time. Students in broadcast distance education classes will follow the Beaufort schedule. Students in online courses will follow the exam week schedule as specified in the online course materials.
6. The administration of final exams is monitored by the Vice President for Academic Affairs.

Field Trips

The College recognizes the benefits of off-campus student or group travel in conjunction with academic, co-curricular, and college sponsored programs. It is the responsibility of the authorized faculty member organizing the student/group travel to ensure compliance with College policy and procedures. If an individual student travels under this policy, the faculty member must assume the responsibility for compliance with the policy and procedures.

Faculty planning field trips must obtain written approval from their academic dean or supervisor at least ten (10) working days before a scheduled field trip or class activity away from campus. Specifically, faculty are asked to complete an Activity and Travel Request Form and attach a list of all students who will be going on the trip. All students/groups must be accompanied by a member of the faculty regardless of the mode of travel, and faculty must prepare viable alternatives of equal grading value, or attendance credit, for students who are not able to attend a required field trip or who refuse to sign the necessary forms.

Faculty are responsible for avoiding willful misconduct, including adherence to the College’s alcohol policy when alcohol is present at off-campus events. Faculty must also maintain Waiver of Liability and Risk and Medical Consent forms. These forms must be completed by students in advance of the travel as a condition of participation. It is the responsibility of the authorized faculty to advise the appropriate parties of any known limitations, special disabilities, certified medical conditions, or needs that may required special accommodation.

The following are the minimally required documents that must be obtained from each participant prior to trip departure:

- Itinerary/Participant Permission Form
- Voluntary Assumption of Risk, Waiver and Release Agreement
- Medical Coverage
Other considerations for student field trips include, but are not limited to: 1) modes of travel/transportation, 2) unapproved expenses, 3) special requirements for travel involving minors, 4) trip contingencies and emergencies, and 5) in-area field trips/travel with TCL students.

**Grading System: Recording of Grades/Final Grades**  
**TCL PROCEDURE 3-1-301.7**

The purpose of this procedure is to define the grading system and to outline methods of recording and reporting of grades. Instructors complete a grade roster through the WebAdvisor system on or before the published deadline for each class they instruct. Both full-time and adjunct instructors enter grades directly into the WebAdvisor system.

All grades must be entered into the WebAdvisor system within twenty-four (24) hours of the ending of the final exam period.

Division Deans or site coordinators will maintain a file copy of each original printed Datatel grade roster. Division Deans will retain file copies of all printed Datatel grade rosters for three years.

Grades will be verified by the Student Records Office within five (5) business days of the end of the semester and available electronically for the student to view through WebAdvisor by the sixth business day.

**Grade Book**

Each faculty member is required to maintain an official grade record for each section being taught. All test and quiz grades are to be kept as a part of this record. In addition, attendance records are required. As an official College record, all grade book entries must be turned in to the Division Dean at the end of the term. Grade books must be turned in before the final check is issued. All grade entries must be clearly legible to the Division Dean. After grades have been submitted on the official grade roster, any grade change must be submitted to the Student Records Office on the Grade Change form.

**Grade Changes**  
**TCL PROCEDURE 4-1-404.15**

The purpose of this procedure is to define the process for changing grades. Changes may be made within one calendar year from one letter grade to another or by midpoint of the next regular semester to change an incomplete grade “I” to a letter grade. After grades have been submitted on the official grade roster or entered in the student management system, any changes must be reported on the Grade Change form. Change of one letter grade to another requires justification/reason for change, signatures of instructor, Division Dean, and approval by the Vice President for Academic Affairs. The deadline for an incomplete grade “I” is the midpoint of the next regular semester. No grade change may be made after one calendar year. The student is mailed a copy of his/her transcript within five business days after the completion of the paperwork.

**Grading System**  
**TCL PROCEDURE 3-1-301.7**

The College uses 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. GPA is established
for curriculum courses only. The only grades and numerical values used in the calculation of
GPA are:

**A** The grade "A" represents excellent achievement in mastering the requirements of
a subject. "A" is used in GPA (Grade Point Average) calculations, carries a value
of four (4) grade points, generates quality points (i.e., grade points times credit
hours) and earns credit. (No grade points are earned for developmental or
continuing education courses.)

**B** The grade "B" represents above average achievement in mastering the
requirements of a subject. "B" is used in GPA calculations, carries a value of
three (3) grade points, generates quality points and earns credit hours. (No grade
points are earned for developmental or continuing education courses.)

**C** The grade "C" represents average achievement in mastering the requirements of a
subject. "C" is used in GPA calculations, carries a value of two (2) grade points,
generates quality points and earns credit hours. A grade of "C" or higher is
required in all courses in the student’s program of study. (No grade points are
earned for developmental or continuing education courses.)

**D** The grade “D” represents below average achievement in mastering the
requirements of a subject. "D" is used in GPA calculations, carries a value of one
(1) grade point, generates quality points and earns credit hours, but cannot serve
to fulfill course requirements for program completion. (No grade points are
earned for developmental or continuing education courses.)

**F** The grade "F" represents failure in mastering the requirements of a subject. "F" is
used in GPA calculations and earns no credit hours. When a student repeats a
course and earns a passing grade, only the most recent grade is used in calculating
the student's GPA for graduation. However, the original grade will remain on the
student's transcript. (No grade points are earned for developmental or continuing
education courses.)

**WF** The grade "WF" represents withdrawal with unsatisfactory progress after the end
of the Drop/Add period. "WF" is used in GPA calculations, earns no credit hours,
and generates no quality points.

The following authorized grades and course symbols are not used for calculation of GPA:

**W** The grade "W" represents official withdrawal from a course. "W" is not used in
GPA calculations, generates no quality points and earns no credit hours.

**WP** The grade "WP" represents official withdrawal from a course with satisfactory
progress after the end of the Drop/Add period. "WP" is not used in GPA
calculations, generates no quality points and earns no credit hours.

**I** The grade "I" represents incomplete work. "I" does not affect GPA calculation;
however, an "I" defaults to "W" automatically after one semester (See “W”) if
course requirements are not satisfactorily completed. It is the responsibility of the student to make arrangements to complete the course requirements before the midpoint of the next regular semester. The instructor must submit a Grade Change Form to the Student Records Office.

**CF**
The grade "CF" (carried forward) is given when the beginning and the end dates cross terms, such as in the case of some self-paced, independent study, or distance learning courses. The grade of “CF” must be replaced by a permanent grade when the course is completed. After initial course registration, the student will not be required to re-register for a course crossing terms to receive a permanent grade. The grade of "CF" does not affect GPA calculations, carries a value of 0 grade points, generates no quality points, and earns no credit hours.

**E**
The grade "E" represents exemption from a particular course. This grade is issued to a student successfully completing the course exemption process. "E" is not used in GPA calculations, does cause credit hours to be earned but no quality points to be generated.

**TR**
"TR" (transfer) is given for allowable equivalent credits earned at other Colleges and Universities. A "TR" is not used in GPA calculations, earns credit hours, and generates no grade points. (All "TR" grades must be supported by an official transcript from the post-secondary institution where the credit was awarded.)

**AU**
The grade "AU" represents any course taken as an audit course. "AU" is not used in GPA calculations, carries a value of 0 points, generates no quality points, and earns no credit hours.

**NC**
The grade “NC” (No Credit) is awarded in the case of developmental education courses in which there is insufficient demonstration of mastery of the subject matter. A “NC” is a non-punitive grade that does not affect GPA calculations, carries a value of 0 grade points, generates no quality points and earns no credit hours.

**NR**
The grade “NR” (No Report) is issued only when instructor does not submit grade reports. A “NR” is a non-punitive grade that does not affect GPA calculations, carries a value of 0 grade points, generates no quality points and earns no credit hours. A “NR” grade must be replaced by a final grade as soon as received from instructor.

**S**
The grade "S" represents satisfactory work and applies to specialized courses and seminars. "S" does not affect GPA calculations, earns no quality points but does cause credit hours or CEU's to be earned as specified for that particular course.

**SC**
The grade "S" represents satisfactory work and applies to specialized courses and seminars. "SC” does not affect GPA calculations, earns no quality points but denotes completion of subject requirements prescribed for the student.
The grade "U" represents unsatisfactory progress or withdrawal prior to completion and applies to specialized courses and seminars. A "U" does not affect GPA calculations, carries a value of 0 grade points, generates no quality points and earns no credit hours.

The numerical range for each letter grade used in a course is a required element of the course syllabus as approved by the Division Dean.

Any student not taking the final exam or not excused from the final exam by the instructor prior to the exam date will receive a grade of “W”, “WP”, “WF”, or “I”.

**Grade Review**

Assignment of grades is the responsibility of the instructor and presumes fairness and best professional judgment. Reviewing a grade implies the instructor will share with the student the grades earned by the student and the instructor’s method of calculating the student’s final grade. If an error has occurred in the calculation of the grade, the instructor will submit a Grade Change form to the appropriate office for processing, and will provide a copy to the student.

A grade review should be resolved by conference between the student and the instructor who assigned the grade. If the instructor is not available, the student should contact the Division Dean of the area in which the course was taught. The student should call or email the instructor or dean prior to meeting so necessary information will be available. No grade changes may be made after one calendar year. (For information concerning the student appeal and grievance process refer to TCL Student Code.)

**Institutional Effectiveness**

Through its institutional effectiveness plan, TCL is able to document the assessment of its mission and goals and how those results are being utilized to improve the quality of the academic program and divisions in the college. Institutional effectiveness is a vital part of the college’s accreditation requirements and the various accountability measures mandated by the South Carolina Commission on Higher Education (CHE) through the State Technical College System.

**Instructional Materials**

Each academic building houses current instructional equipment. There is an Audio Visual Instruction Guide in each multimedia classroom. In addition, computing labs, campus-to-campus broadcast classrooms, an auditorium, teleconference sites, and other specialized facilities are available for scheduled use. Faculty should work with each academic Division for most routine uses of instructional or multimedia equipment. For specialized uses, or if malfunctions occur, or if scheduling of equipment proves difficult, contact the Beaufort Distance Learning Technician by phone at 470-8406, ext. 8406, 812-2427 cell, or email at dl_tech@tcl.edu. On the TCL-Hampton, H. Mungin Center campus, faculty can contact Administrative Support at 803-943-4262.

Additional equipment such as The Turning Point Student Response System and laptop computers are available for checkout from the LRC. Three days’ notice is generally required, and loan periods are usually negotiable. Call the LRC at ext. 8304 to request a loan. The New River
campus has a copy machine available for faculty to use for duplication of class material located in Room 109. The access codes are available from your Division office.

Subject to copyright requirements, instructional support services staff may be available to assist faculty in producing a variety of instructional materials for class use. Call the LRC at ext. 8304 for more information or consult your Division Dean. Allow at least one week’s notice. Copyright policies and information are available in the LRC and on the LRC website at: [http://libguides.tcl.edu/content.php?pid=109841](http://libguides.tcl.edu/content.php?pid=109841) and Division offices.

If you are teaching an online or web-enhanced course using the Blackboard Learning System, you are assigned a UserName by the College. Instructors Log-In to Bb9 uses the instructor’s name that is listed in Datatel. An instructor’s name is listed in Datatel using the first initial of the first name and the full last name (Jane Brown would be **User Name**: jbrown). The password is the first letter of the instructor’s last name and the last three numbers of his/her social security number (j123). Contact your Division office if you need training. There is 24/7 tech support available for faculty and students. To access the TCL Online Support Center, you can call 1-877-736-2586 or access the on-line support by going to the TCL website at: [http://www.tcl.edu](http://www.tcl.edu) and clicking on the Blackboard link.

**Instruction - Technology**

Instruction on current and emerging technology is offered throughout the semester and upon request. Contact Sasha Bishop at **sbishop@tcl.edu** or 525-8236, for more information.

**Intellectual Property Rights**

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.

**Learning Resources Center (LRC) 525-8304**

The Learning Resources Center (LRC) is located in Building 12 on the Beaufort campus and serves as a central location for the books, periodicals, and non-print materials owned by Technical College of the Lowcountry. The LRC also provides access to extensive collections of electronic books, electronic journals, and databases through its website, [http://www.tcl.edu/library](http://www.tcl.edu/library). LRC hours vary for each semester. Instructors can view the LRC hours posted on the library website. A part-time librarian is scheduled 25 hours per week at the New River campus. At the TCL-Hampton, H. Mungin Center, the LRC provides access to the
online catalog and to electronic resources. Users can call the LRC in Beaufort for additional support, or can use the instant messaging capability on the LRC webpage. Materials can be sent to Mungin or to the New River Campus by courier.

The LRC serves the needs of students, faculty, and staff, by providing technical assistance in the routine use of the library as well as special services, such as orientation and information literacy instruction for students, interlibrary loan, database searches for faculty, and special bibliographies. Please call the LRC a few days in advance to request an information literacy session or orientation for your class. Ask also about our PASCAL Delivers service.

**Library Borrowing Privileges**
There is no limitation on the number of books or materials a faculty member may check out. Books are loaned to faculty for 90 days, but are subject to recall upon request at any time after three week normal loan period. This extended loan privilege is based upon recognition of the special needs of faculty members for library materials over longer periods. Circulating materials or personal materials may also be placed on reserve by faculty members, upon request, and will be identified as reserves on the online catalog. No fines will be charged to faculty or staff members, but borrowing privileges may be suspended for failure to comply with established policies. Current periodicals and reference materials are intended for use within the LRC, but may be borrowed by faculty if circumstances warrant.

**LRC Acquisitions**
Any faculty member may request that the LRC order periodicals, books, or media materials to support his or her courses. In initiating such requests, the faculty member is asked to provide as much information as possible, such as publisher's flyers, copies or originals of catalog pages, reviews, etc. Faculty may request “Rush” status on extremely high priority materials. Faculty members are notified when materials they have requested are ready for use.

**LRC Reserve Materials**
Materials may be placed on reserve in Beaufort, New River, or the Mungin Center to make them more readily available to students when special assignments create a heavy demand. Such materials are listed in the online catalog under the course name and number and under the faculty member’s name. Reserve materials may be restricted to LRC use only, to overnight checkout, or to three-day check out, as specified by the faculty member. In order to ensure that Reserve materials are available at the time they are needed for class use, please make reserve arrangements at least one week prior to the assignment date.

A faculty member may check out reserve materials subject to the restrictions placed by the original requestor. Some exceptions may apply. An exception is made when the faculty member who placed a title on Reserve issues specific permission for its release. Materials are removed from Reserve and returned to circulation on the dates specified by the faculty member or at the end of each term, unless faculty specifically request that it be retained for the following term.

**Office Hours**
Adjunct faculty members are responsible for providing students with reasonable access for purposes of academic assistance in the course(s) being taught. Generally, this means being available to students before and after scheduled classes or at other appropriate times. You should
be sure that your students can contact you outside of class hours. Contact information including phones, fax, and email address should be clearly stated in the course syllabus.

It is especially important that students at off-campus locations are provided with structured access to their instructors aside from designated instructional time. Students living outside the local (Beaufort) telephone exchange should be reminded about the College's toll-free number (1.800.768.8252) that can be used to contact faculty members or other offices. In addition, students should be provided with the email address of the faculty member on their respective course syllabus.

Preview and “Approval” Orders for Instructional Materials
Requests for previews or so-called “approval” orders for media materials or other items intended for library purchase must be coordinated with the LRC, or cleared with the respective Division Dean. A faculty member should not initiate an “approval” order or a preview request without specific authorization from the LRC or the Division Dean, and may be subject to disciplinary action for doing so. Preview or approval materials received by a faculty member without authorization will not be purchased by the College, and the faculty member may be held accountable for the cost of such materials.

Public Relations
All public relations activities are handled through the Public Relations Office. If you are contacted by an outside agency, please refer them to the Director of Public Relations.

Secretarial/Administrative Assistance for Faculty
Each division has an Administrative Assistant assigned to provide administrative support for faculty of that division. In addition, some divisions are assigned work-study students. Adjunct faculty desiring assistance with typing, copying, etc., should check with the Administrative Assistant to determine required timeliness before the material is needed.

Speakers or Consultants Not Affiliated with the College
When a faculty member wishes to have a speaker who is not a member of the faculty and when no cost is involved, he/she must obtain approval from the Division Dean in advance of the proposed appearance date. If cost is involved, prior budget approval must be obtained from the Division Dean.

Student Examinations and Quizzes
Security of student examinations and quizzes should be carefully maintained in the appropriate division. Tests and examinations should be handled by the division administrative assistant. Copies (electronic and hard copies) of unit examinations and quizzes should be maintained by the faculty member for the appropriate time. Copies of final examinations should be archived in the division office.

Student Assessment and Course Placement
Applicants at the Technical College of the Lowcountry must be assessed on basic academic skills in order to meet course placement criteria or qualify for an exemption. Picture identification is required for assessment at Testing Center. Exemptions are granted for students who:

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TCL PROCEDURE 4-1-401.3

TCL/EM 8/14/2013
1. Have earned a bachelor’s degree or an associate’s degree from an approved college or university.
2. Have an official transcript documenting successful completion with a “C” or better in MAT 110 or equivalent and in English 101, English Composition I or their equivalents.
3. Have qualifying SAT or SAT scores for Placement into appropriate college level mathematics and English courses.
   a. The writing and reading components of the placement test may be exempted with SAT scores of at least 480 or ACT English component score of 19
   b. The mathematics component of the placement test may be exempted with SAT mathematics scores of 440 or ACT math component score of 18.
   c. An ACT or SAT test must have been taken no more than seven (7) years prior to the request for their use as an exemption from the ASSET/COMPASS test.
4. Have enrolled as a career development applicant not pursuing a degree, diploma or certificate and who meet the prerequisites of the courses in which they plan to enroll.
5. Have enrolled in a certificate program that does not require placement testing.

Accommodations will be made for assessing students with documented disabilities.

Applicants may retake the assessment tests. Applicants should check with the Testing Center for possible wait periods between tests, frequency of testing, and fees (if any). Students currently enrolled in developmental courses may not retest in the particular content area in which the student is enrolled. Once the student is enrolled in the correct placement level; the student may not retest trying to place into a higher level.

ASSET/COMPASS scores are valid for a period of three (3) years from the date of administration. ASSET/COMPASS scores may be transferred from an approved institution if they are no more than three (3) years old. The most recent scores are considered the official scores.

An applicant’s academic achievement level or prior coursework may result in the following course placement options:
   1. Placement in appropriate courses numbered 100 or higher
   2. Placement in appropriate zero level courses (Developmental Studies)
   3. Referral to an external agency for assistance.

Course prerequisites are established by the academic division, the curriculum committee, and approved by the Vice President for Academic Affairs. Current course prerequisites are published in the college catalog. Entrance into a course requires that all prerequisites have been successfully completed. Course prerequisites may be waived by the Division Dean of the academic discipline in which the course is housed, based on an individual assessment of the student’s prior educational experiences. Refer to the TCL Course Placement Guide in the Faculty Resources section on the TCL website.

**Textbook Selection**

It is the responsibility of the Division Dean, in consultation with the faculty, to select required textbooks for each course offered by the division. In selecting texts, the Division Dean should consider the cost of the book as well as the contribution that the text will make in assisting
students meet course objectives. Required texts should be the same regardless of the campus location. The process to select or change a textbook is outlined in the Procedure.

**Academic Success Assistance Program (ASAP)/Tutoring Center (843-525-8221)**

Math Lab (843-470-6051)

TCL’s Math Lab and Writing/Reading Lab provides professional one-on-one, group, and online tutorial services for general education classes and other college curricula. The Labs are equipped with calculators, computers, reference materials, selected college textbooks, tutoring software and other multimedia technology. Online tutoring is now available through Blackboard Collaborate. ASAP is available for workshops, clinics, student enrichment programs and presentations each semester based upon students’ or TCL’s faculty request.

**Tutoring by Faculty**

Instructors may not receive compensation for tutoring currently enrolled students and/or currently enrolled students receiving Veterans Administration compensation. Instructors may not tutor during assigned office hours of service to the college. Instructors tutoring non-TCL students may not use the college facilities.

**The Use of Human Subjects in Research**

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. In order to protect the right, well-being and personal privacy of individual, to assure a favorable climate for the conduct of scientific inquiry, and to protect the interests of TCL and its faculty, staff, students and other persons acting under its auspices, policies have been established for the conduct of research involving human subjects.

All procedural steps and forms to promote the protection of human subjects in research through the oversight of the IRB and approved researchers are detailed in the Institutional Review Board Manual. Paper copies of manuals are available in all administrative and academic offices, in the Learning Resources Center, and the Office of Institutional Research. Electronic copies are also accessible to all employees on the server.

**WebAdvisor**

The WebAdvisor system is a web-based interface to Datatel. Students can use WebAdvisor to register for classes, pay their bill, view their grades and transcripts, receive announcements about emergency college closings, and a variety of other functions. Faculty can use WebAdvisor to view their schedules, update rosters, and enter final grades. To access WebAdvisor, point your Internet browser to [https://webadvisor.tcl.edu](https://webadvisor.tcl.edu). WebAdvisor is available from any computer with an internet connection, on or off campus. Initial log-on and other instructions are available on the main WebAdvisor page. For assistance accessing or resetting your id and password, contact the Help Desk at 525-8344. For assistance setting-up your account, email Support@tcl.edu to have your account activated.

**Student & Administrative Withdrawal**

**Withdrawal from College**

The purpose of this procedure is to establish guidelines for student withdrawal from credit courses.

This procedure notifies instructors about two types of withdrawals:

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*TCL/EM 8/14/2013*
1. **Student Withdrawal from Courses – Student Initiated**

   **After the Academic Term’s Section Swap**
   a. Students may withdraw from classes at any time prior to the first day of the final exam period of an academic term.
   b. Students requesting to withdraw from a course(s) after the academic term’s Section Swap period must notify their instructor and advisor via their official @my.tcl.edu student email address.
   c. Students must save a copy of the email request for their records.
   d. The instructor will assign the student a grade of “W” up to, and including, the established midterm date. The instructor will assign the student a grade of “W”, “WP” or “WF” after the established midterm date, in accordance with TCL Procedure 3-1-301.7 Recording of Grades.
   e. The instructor inputs the student’s withdrawal onto the student’s academic record through WebAdvisor.
   f. The grade will be recorded in WebAdvisor, on the final grade roster, and on the student’s academic record.
   g. The Office of Student Records pulls the report of dropped/withdrawn students and forwards the list to the Financial Aid Office and to the Business Office.
   h. The student is responsible for any remaining fees, tuition, etc. as a result of the withdrawal.

   **During the Section Swap Period**
   a. Students requesting to withdraw from a course(s) during the Section Swap period must email their instructor and advisor via their official @my.tcl.edu student email address. The student’s name will not appear on the official class roster of the new section, and the student will not be allowed to attend class until the course section changes have been entered into WebAdvisor by the instructor.
   b. Students must save a copy of the email request for their records.
   c. The instructor will assign the student a grade of “W”.
   d. The instructor inputs the student’s withdrawal onto the student’s academic record through WebAdvisor.
   e. The grade will be recorded in WebAdvisor, on the final grade roster, and on the student’s academic record.
   f. The Office of Student Records pulls the report of dropped/withdrawn students and forwards the list to the Financial Aid Office and to the Business Office.
   g. The student is responsible for any remaining fees, tuition, etc. as a result of the withdrawal.

2. **Administrative Withdrawal from Courses – Faculty Initiated**

   a. For students who have never attended a class, the instructor will assign a “Never Attend” code in WebAdvisor, no later than ten (10) days after the first day of class. If a student is withdrawn by mistake, the instructor may add the student back in the course.
   c. The instructor inputs the student’s withdrawal onto the student’s academic record through WebAdvisor.
   d. The grade will be recorded in WebAdvisor, on the final grade roster, and on the student’s academic record.
e. The Office of Student Records pulls the report of dropped/withdrawn students and forwards the list to the Financial Aid Office and to the Business Office.
f. The student is responsible for any remaining fees, tuition, etc. as a result of the withdrawal.

3. Withdrawal from College
   a. A student who is planning to withdraw from the college must settle all financial obligations to the college.
   b. To withdraw from the college, the student must withdraw from all courses for which he or she is registered.
   c. The withdrawal from the college is complete when the student has withdrawn from the last course.
Fees only will be refunded as described in the college catalog. (See Attendance Policy).
III. STUDENT SERVICES

Accidents/Reporting an Accident  
**TCL PROCEDURE 4-1-403.5**

Accidents involving students, on-campus or off-campus, engaged in any college approved program or activity, should be promptly reported to the nearest instructor or college person in charge of the event. Report immediately all accidents requiring emergency assistance to **911** and promptly notify the Vice President for Student Affairs (525-8215) and the appropriate Division Dean. If medical care is required, the student should seek care at any hospital or with a physician. In case of an emergency, Emergency Medical Services (EMS) at **911** should be called immediately. **Remember to dial 9 first to reach an outside line if dialing from campus.**

Following the accident the student must submit an accident report and complete an insurance claim form. Insurance claim forms are available in the Vice President for Student Affairs Office. Any medical bills should be submitted with the claim form at the time. The Administrative Assistant for the Vice President for Student Affairs will submit all claim forms and bills to the insurance company. It is important for the student to complete the necessary forms as soon as possible following the accident (within 90 days of the accident) for review by the college insurance agency.

Audit Students  
**TCL PROCEDURE 4-1-404.5**

TCL allows students to audit courses. An audit option must be requested at Registration with Student Services. The fees for auditing courses are the same as those paid for credit courses. If a student is auditing a course, an entry on the official grade roster will indicate that this is an audit student. Audit students are not subject to the same attendance or examination requirements as students taking a course for credit.

Career and Transfer Services:

TCL’s Office of Career and Transfer Services provides students and alumni with opportunities to examine their personal and career development opportunities for today’s job market. The focus is on career assessment and exploration that fosters positive, self-directed life planning, including but not limited to: employability skills, resume development, job-search strategies, interviewing skills and networking techniques. Through its partnership with the local Chambers of Commerce, the Career and Transfer Services office also provides information about job opportunities and resume posting for employers to review. Job postings are listed at [www.lowcountryjobs.org](http://www.lowcountryjobs.org) and are also placed on students’ TCL e-mail account for review. **The office manages the federal college work-study program for students with financial need. The program allows students with eligibility to gain experience through part-time work.**

The Office of Career and Transfer Services also provides assistance for students who have completed their program of study and are transitioning as a transfer student to a four-year college or university; plus advising for currently enrolled international students.

For more information, please contact Melanie Gallion at (843) 525-8224 or email mgallion@tcl.edu.
Food, Beverage, Smoking Policy
Eating and drinking are not permitted in the MacLean Auditorium, the LRC, or any classrooms, labs, lecture areas, or shops except as approved by the Vice President for Academic Affairs. There is no smoking allowed in any College building. Smoking is allowed in designated outside areas. The smoking policy is in accordance with the Clean Air Act passed by Beaufort County in September 1986.

Registration  
TCL PROCEDURE 4-1-404.2
At TCL, students may register for classes during the registration period that begins several months prior to the first day of scheduled classes.

Returning students should schedule an appointment with their advisor several weeks prior to registration. Full-time faculty members meet with students and advise them. Students can register for their classes through their WebAdvisor account when registration begins. During the registration and Swap/Drop periods, full-time faculty will use their office hours to advise and register students. During these times, full-time faculty members may also be asked to work additional office hours to ensure that evening students are able to register smoothly. Full-time faculty are available at the Hampton and New River campuses to advise returning students.

New students are assigned a full-time faculty member to be their advisor when they begin their admission process. The full-time faculty member will advise the new student and inform the student to follow the WebAdvisor tutorial on the TCL website to register for classes.

Student Classifications
In order to establish categories for record keeping, reporting, and advisement purposes, students are classified as follows:

First Time Freshman - a student enrolling at a post-secondary institution for the first time.
Readmit Student - a student previously enrolled at TCL and has been out of school for more than two (2) academic semesters or probation/suspension.
Transfer Student - a student who has attended one or more colleges and is admitted to another and been awarded transfer credit from another institution.
Foreign Student - a non-immigrant student having an F-1 visa or other than an F1 visa approved by local immigration officials.
Audit Student - a student enrolled in credit courses who does not desire to earn credit.
Full-Time Student - a student who registers for 12 or more credit hours during the fall or spring semester (full-time load is 15 credit hours) or 9 or more credit hours during the summer term.
Part-Time Student - a student who registers for fewer than 12 credit hours during the fall and spring semester or fewer than 9 credit hours during the summer term.

Student Code and Grievance Procedure  
TCL PROCEDURE 4-1-403.1
SCTCS POLICY 3-2-106
It is the policy of the State Board for Technical and Comprehensive Education that the Student Code and Grievance Procedure shall govern conduct and guarantee due process for students at the technical colleges. The Student Code and Grievance Procedure is published in the TCL

**Student Discipline**

TCL adheres to the standards of behavior as stated in the *Student Code for South Carolina Technical Colleges*, published by the State Board for Technical and Comprehensive Education, in addition to policies set forth in the College Catalog and Student Handbook. The Vice President for Student Affairs is the College's administrative officer responsible for student discipline.

**Retention and Federal TRiO Programs**

The Office of the Director of Retention and Federal TRiO Programs is responsible for the TRIO Federal Programs sponsored and administered by the College. These programs include Upward Bound, Educational Talent Search, PILAU, and Student Support Services. This Office also provides services to accommodate TCL students with disabilities, and assists with the probation/suspension advisement of students who are currently not in good academic standing at the College.
VII. BUSINESS AFFAIRS

Bookstore
This is the link for the TCL Bookstore on the website.
Bookstore | Technical College of the Lowcountry
The bookstore provides service and convenience to the students, faculty, and staff. The bookstore carries required textbooks, optional reference books, office supplies, and a variety of novelty products including cards, gifts, clothing, tote bags, backpacks and various other TCL logo merchandise.

College I.D. Cards
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 adhere to regulations regarding the use of the card. Cards can be printed in the Student Records Office at the Beaufort campus and in the Library at the New River campus. Students should obtain their cards during the registration period.

Criminal Background Investigations
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 education 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.

Emergency Text Message Alert
Students, faculty and staff are highly encouraged to register their cell phones with the Emergency Text Message Alert System. Participants receive immediate notification of emergency events and weather cancelations via text messaging on their cell phones. Participants can also choose to receive non-emergency news and announcements. Go to www.tcl.edu. On the homepage, in the search box, type “text alerts” and fill out the form or go to http://www.tcl.edu/current-students/text-alert

Mail Service
The College has an interoffice mail service for official College mail only. The College’s mailing address and service should not be used for personal or unauthorized use. All mail must be properly coded with the appropriate code number assigned to the respective department and placed in the corresponding mail slot located in the mailroom in the Business Office. The mail is processed at 2:00 p.m. Monday – Thursday, 11:00 a.m., Friday. Outgoing mail should be delivered to the Business Office Monday – Thursday prior to 2:00 p.m., and prior to 11:00 a.m. on Friday. If you are planning on having a large mailing of one hundred (200) or more letters, please notify Kelly Taylor in the Business Office (extension 8249) in advance so that she can review bulk mail procedures for your mailing.
TCL has daily UPS service for mail/packages which needs to be delivered overnight or tracked using the UPS website. Mail/packages must be brought to Building 3 to complete the online tracking/label process by 3:00 p.m. for a mail/package pick-up that day.

The College also has a courier service to TCL New River Campus, TCL Hampton, and State Agencies which, as a cost saver, should be utilized whenever possible. A list of participating state agencies is maintained in the mailroom.

**Parking Permits**
Parking decals are required. Permanent staff and faculty are issued parking decals through the Personnel Office. Supervisors are responsible for obtaining parking decals for their part-time staff and adjunct faculty. Adjunct faculty can obtain a vehicle parking registration form from the Security Office on the Beaufort campus and the Learning Resources Center at the New River campus. Students may obtain decals during Registration or during the semester from Student Records in Coleman Hall at the Beaufort campus and the Learning Resources Center at the New River campus.

**Safeguarding Property**
Each individual employed by the college are responsible for the security of all college property in his/her custody.

**Soliciting**
Solicitations are not permitted on campus. Anyone soliciting for funds or attempting to sell merchandise should be reported to the Vice President for Administrative Services. Solicitation and distribution by College employees during working time both in working and non-working areas for any purpose other than official TCL business is prohibited.

**Stolen/Missing Equipment**  
In the event that equipment is stolen/missing from a division, immediately notify security and the Equipment/Inventory Specialist or the Vice President for Administrative Services.

**Vending Machines/Food on Campus**
Vending Machines are located in Buildings 2, 4, 12, 14, 15 and 24. Sandwiches and microwave services are available in Building 12. During the week, several food services provide sandwiches, beverages, snacks, and desserts for purchase in Building 12 on the Beaufort campus. Vending machines and microwave services are also available at the New River Campus in the Student Lounge area.

**Work Orders**  
If it is necessary to have routine maintenance work performed on equipment or facilities, service can be expedited by emailing your request to Support@tcl.edu For routine requests, at least seven (7) business days should be allowed. The types of work requests should be simple repairs, removal of items, installation, relocation, replacement, reworking, and inspecting. Major work requests such as painting a room are included on the College’s deferred maintenance plan and will be addressed as funding is available. Work orders need not be submitted for major items e.g., painting a room, etc. since these are included on the College’s deferred maintenance plan and will be addressed as funding is available. Your support request will be assigned a ticket.
number and forward to the individual responsible for accomplishing the request. Emergency work that requires immediate attention should be communicated directly to the Business Office (525-8249) and will be approved by the Vice President for Administrative Services.
APPENDIX A

A Quick Guide for Adjunct Faculty

ADJUNCT FACULTY CHECKLIST

REQUIRED FORMS

USE OF TECHNOLOGY

STUDENT “ACADEMIC” MISCONDUCT 101

INSTRUCTOR CHECKLIST FOR DUE PROCESS

SAMPLE EMAIL REQUEST TO REPORT PLAGIARISM

AMERICANS WITH DISABILITY ACT (ADA)
ACCOMMODATION ADDENDUMS

STUDENT DISABILITY SERVICES

FAST FACTS ABOUT TCL’S COUNSELING SERVICE

EMERGENCY AND NON-EMERGENCY PHONE NUMBERS
ADJUNCT FACULTY CHECKLIST

Before the semester begins:

- Complete your employment packet
  - A background check must be completed before you can teach.
  - Your official transcript must be in your personnel file before you can teach.
- Establish your tcl.edu email address and WebAdvisor account.
  - Call your Division Administrative Assistant to make an appointment.
  - Initial set-up of email account and WebAdvisor must be done on a TCL computer.
- Sign your contract
  - Call your Division Administrative Assistant to make an appointment.
- Complete a Vehicle Parking Registration Form.
  - In Beaufort – Form can be obtained in Security Office (little building in parking lot by Bldg 9).
  - In New River – Form can be obtained in the Library/LRC.
- Obtain a TCL ID card
  - Complete ID form.
  - In Beaufort – go to Bldg 2.
  - In New River – go to the Library.
- Prepare your course syllabus and e-mail to your Division Administrative Assistant.
- Establish routine for checking TCL email daily.
- Review Academic Calendar for important dates: 1st class, 10th calendar day, withdrawal deadline, holidays, last day of classes, exam schedule, grade due date.
- Download class rosters from WebAdvisor for first day of class.
- Know and enforce course prerequisites.

First ten calendar days (not class days) of the semester:

- After the Drop-Swap period, check rosters for accuracy. Refer to Registrar any students attending but not on official roll.
- Students must contact the Division Dean to change sections.
- All Drops where students attended at least one class must be reported with the Last Day of Attendance (LDA).
- All never attends must be reported in your WebAdvisor by the 10th calendar day of the semester.
- Turn in a printed copy of your roster to your Division Administrative Assistant after submitting your never attends through WebAdvisor.
After the semester starts:

- If a student attends class after you dropped the student for never attends
  - Determine whether or not the student can complete the course successfully.
  - If you wish to re-enroll the student back into class, complete and submit documentation to the Dean.
- If a student requests to withdraw from the class
  - You may withdraw them through WebAdvisor.
  - You must submit the last day they attended.
- If a student has excessive absences, you must withdraw the student or provide written documentation concurrent to support not withdrawing the student
  - Withdraw the student through WebAdvisor.
  - You must submit the last day they attended.
  - “W” is given before midterm.
  - “W”, “WF”, “WP” can be given after midterm.

End of the semester:

- Submit grades online through WebAdvisor.
- Print out grades and make copies and turn in to Division Administrative Assistant.
- Keep copies and supporting documentation for at least three years.
TECHNICAL COLLEGE OF THE LOWCOUNTRY

Identification Card For Temporary Employees
(Staff & Adjunct Faculty)

TCL Policy 5-1-514 states that all students and employees are required to have identification cards. The I.D. can be obtained in Student Records in Building 2 (Coleman Hall).

Please allow three days for the Personnel Office to receive and process your paperwork before visiting the Student Records Area for your I.D.

TAKE THIS COMPLETED FORM TO STUDENT RECORDS

Supervisor must complete this form. Print clearly.

Name of Temporary Employee: ________________________________

Title: ______________________________________________________

Date of Hire: ___________________________ Division/Dept: ___________________________

Supervisor: ___________________________ Supervisor’s Phone Extension: ____________

Special information needed on ID (CE & Health Sciences temp. employees require specific information on ID):

______________________________________________________________________________

______________________________________________________________________________

______________________________________________________________________________

_________________________________________  ______________________________
Signature of Supervisor                        Date

NOTE TO SUPERVISOR: It is the supervisor’s responsibility to obtain the ID card from the temporary employee and return it to Human Resources at the end of the temporary employment. The ID will be placed in the individual’s IIR file.

NOTE TO STUDENT RECORDS: Please return this form to Human Resources for tracking purposes of ID cards issued.
USE OF TECHNOLOGY

Activating Your TCL Email Account
Arrangements have been made for you to have an e-mail address that is housed on the college’s server. Your email follows this pattern – firstinitiallastname@tcl.edu. For example, Carolyn Howell’s e-mail address is chowell@tcl.edu. The initial set-up of your email account must be done on a TCL computer. Please set up a time with the Division’s Assistant to do the initial set-up. Once this is done, you will be able to access your account from any computer.

Accessing Your Email Account Remotely
After you have activated your tcl.edu email address, you may access your TCL email remotely.
1. Open web-browser
2. In the address line type: https://mail.tcl.edu (do not put www before the word mail)
3. If all else fails, call the Help Desk at 525-8344.

Activating Your WebAdvisor Account
Your Division Administrative Assistant can also help you to activate your WebAdvisor account.

Logging onto WebAdvisor:
1. Go to www.tcl.edu
2. Click on the WebAdvisor Icon in the center of the webpage.
3. Click “Continue to WebAdvisor”
4. Click “I agree to these terms and wish to continue to WebAdvisor”
5. Click on the “Log In” tab on the top right side of the webpage.
6. Enter your first and last name with no spaces and in lowercase letters.
Do not forget your password!

IMPORTANT: Submit a “HINT” so you do not forget your password.

View Your Class Roster
1. After logging onto WebAdvisor, click on the “Faculty” tab.
2. Click on “Class Roster.”
3. Select the current Term (i.e. Full Spring Term) using the drop down box and click submit.
4. A list of the instructor’s course sections is displayed.
5. To view a roster click on the box to the left of the course section you wish to view and click submit.

Print Your Class Roster
1. Log into WebAdvisor
2. Click on the Faculty icon
3. Click on Class Roster
4. Print
Submit Your 10-Day Roster:
1. Log into WebAdvisor
2. Click on the Faculty icon
3. Click on Final Grading
4. Select the correct term and then choose your class.
5. 10 Day Roster options:
   a. Never Attended
      i. Check the box for Never Attended
      ii. DO NOT put an entry in Last Date of Attendance
   b. Dropped the course
      i. Type an R in the Final Grade column
      ii. Type a date into the Last Date of Attendance column

Student Drop/Withdrawal Paperless Process
Please be as prompt as possible reporting Student Withdrawals. Students who have missed more than 2 weeks of class (10%) and have not informed MUST be withdrawn from class. DO NOT wait until the end of the semester to drop a student who has not been present in class.

- If a student requests to be dropped from the course, please have them send you an email so you will have documentation of the request.
- The drop/withdraw process is now 100% paperless. You will drop and/or withdraw students through WebAdvisor.
- W – Withdrawn
  WF – Withdrawn Failing
  WP – Withdrawn Passing
- We ONLY require Add forms when a student is added back after they were dropped or withdrawn through WebAdvisor.
  This ensures that the “final grading” reports we pull from Datatel are accurate.
- If a student does not sit for the Final Exam, the student should receive a “W” or “WF” or “WP”
  DO NOT GIVE A STUDENT AN “F” IF THEY DID NOT TAKE THE FINAL EXAM
Student “Academic” Misconduct 101

- Follow all steps in this section.
- Copy Division Dean and Division Administrative Assistant on email send to Rod Adams/Student Affairs Representative.

What counts as “academic misconduct?”

Student misconduct that may be classified as “academic” includes, but is not limited to, cheating on tests, plagiarism, collusion, copyright infringement, illegal downloading and falsification of information. All of these will call for discipline. All violations are alleged, must fall within one of the academic dishonesty definitions listed below, and must be handled according to due process.

Academic Dishonesty Definitions

“CHEATING ON TESTS” is defined to include the following:

- Copying from another student’s test or assignment.
- Using materials during a test not authorized by the person giving the test.
- Collaborating with any other person during a test without permission.
- Obtaining, using, buying, selling, transporting or soliciting in whole or in part the contents of an assignment or un-administered test.
- Bribing any other person to obtain tests or information about tests.
- Substituting for another student, or permitting any other person to substitute for oneself.
- Cooperating or aiding in any of the above.
“PLAGIARISM” in an instructional setting occurs when a writer deliberately uses someone else’s language, ideas, or other original (non common-knowledge) material without acknowledging its source.

In instructional settings, plagiarism is a multifaceted and ethically complex problem. However, if any definition of plagiarism is to be helpful to administrators, faculty, and students, it needs to be as simple and direct as possible within the context for which it is intended.

This definition applies to texts published in print or on-line, to manuscripts, and to the work of other student writers.

Most current discussions of plagiarism fail to distinguish between:

1. submitting someone else’s text as one’s own or attempting to blur the line between one’s own ideas or words and those borrowed from another source, and
2. carelessly or inadequately citing ideas and words borrowed from another source.

Such discussions conflate plagiarism with the misuse of sources.

Ethical writers make every effort to acknowledge sources fully and appropriately in accordance with the contexts and genres of their writing. A student who attempts (even if clumsily) to identify and credit his or her source, but who misuses a specific citation format or incorrectly uses quotation marks or other forms of identifying material taken from other sources, has not plagiarized. Instead, such a student should be considered to have failed to cite and document sources appropriately.

“COLLUSION” is defined as assisting another person in an act of academic misconduct.

“FABRICATION” is defined as falsifying or inventing information in such academic exercises as reports, laboratory results, and citations to the sources of information.
Due Process Steps for Student Academic Misconduct

The following steps are **required, in this order**, when an instructor suspects a student’s academic dishonesty:

<table>
<thead>
<tr>
<th>NOTE:</th>
<th>Please note that every situation is different, so please review the due process steps carefully before you use them, and if you have any questions before starting the process, contact the Student Affairs Office for assistance in advance.</th>
</tr>
</thead>
</table>

**Step #1:** If an instructor, who has **reason to believe** that a student enrolled in his or her class has committed an act of academic misconduct, that instructor must meet with the student to discuss the matter.

The instructor may advise the student of the **alleged** act of academic misconduct and the information upon which it is based. Proceed to Step #2.

**Step #2:** **Do not skip this step.** The student must be given an opportunity to meet with the instructor, the academic Dean (or his or her designee), and the Vice President for Student Affairs’ designee, Rodney Adams. The purpose of this meeting is to give the student an opportunity to refute the allegation.

*Note:* Even if the student does not wish to refute the allegation, we must provide this opportunity as described.

*Note:* Rod Adams will be designated to address all student misconduct cases that are academic in nature. However, please still make the initial report of the alleged misconduct to the Office of the Vice President for Student Affairs, and it will be referred to Rod Adams if that is what is deemed appropriate.

**Step #3:** If the instructor, after meeting and consulting with the student, the academic Dean, or his or her designee, and the Vice President for Student Affairs’ designee, determines that the student has engaged in academic misconduct as alleged, the instructor will inform the student about the decision and the academic sanction that will be imposed. **If you find that the student has not engaged in academic misconduct as alleged, no further action is required, and you may stop here.**

An instructor may impose one of the following academic sanctions:

- **Assign a lower grade or score to the paper, project, assignment or examination involved in the act of misconduct.**
• Require the student to repeat or resubmit the paper, project, assignment or examination involved in the act of misconduct.
• Assign a failing grade for the course.
• Require the student to withdraw from the course.

Step #4: If the student is found responsible for the academic misconduct, within five instructional days after the meeting, the instructor must submit a written report to the Vice President for Student Affairs and the Vice President for Academic Affairs. That report should include the following:

• Student’s current/updated contact information in your summary including student ID
• A summary of the incident
• Describe the sanction imposed

Step #5: The Vice President for Student Affairs’ designee (Rod Adams) will mail a certified letter to the student’s last known address (from the current/updated contact information and student ID provided in your summary). That letter to the student will include the following:

• A summary of the incident
• The instructor’s finding
• The terms of the imposed sanction
• Inform the student that he or she may appeal the decision and/or the sanction by submitting a written request to the Vice President for Student Affairs
• Instructions governing the appeal process

Step #6: If the student decides to appeal either the instructor’s decision, the instructor’s sanction, or both, the College will follow the established process for formal student appeals as outlined in TCL’s Catalog/Student Handbook.
Instructor Checklist for Due Process

The instructor must follow these five steps in the order listed:

- **1st Step:** I met with the student to advise him/her that I suspect an alleged act of academic misconduct.

- **2nd Step:** I gave the student an opportunity to meet with the Dean (or his or her designee), Mr. Adams, and me to refute my allegation, and we held that meeting.

- **3rd Step:** I determined that the student is either innocent or guilty. I stop here if I determined that the student is innocent.

- **4th Step:** If I determined that the student is guilty, I informed the student about my decision and described the sanction that I will impose.

- **5th Step:** Within five instructional days, I submitted a written report to the Vice President of Academic Affairs and the Vice President for Student Affairs (with current contact information for the student including student ID). At this point, my steps as an instructor end here.

**Additional Steps . . .**

- I understand that the Vice President for Student Affairs’ designee, Mr. Adams, will send a certified letter to the student outlining the situation and advising the student of his/her right to appeal my decision and/or my sanction.

- I understand that the student might disagree with my decision and/or sanction and might submit a formal appeal to the Vice President for Student Affairs. If that happens, I will be involved in that formal process.
SAMPLE EMAIL REQUEST FOR PLAGIARISM

Dear Mr. Adams:

I am sending this email to inform you that I suspect (insert student’s name and ID number) of violating TCL’s Code of Student Conduct through an act of Academic Misconduct, specifically (insert alleged violation). As per our policy, I have completed Step One, which states that the following must be completed before we move forward:

- I have met with the above referenced student and informed him or her that I suspected him or her of an alleged act of academic misconduct;
- I have shared with the student the information upon which I am basing this alleged act of academic misconduct; and
- I have informed the student that the next step is to have you, as a representative from the office of the Vice President for Student Affairs, arrange a meeting to include (insert student’s name), (insert name of academic dean), you and me. [Academic deans do not usually attend this meeting although they are more than welcomed to do so.]

After having completed this discussion with the student, he or she is awaiting your phone call or e-mail. I informed him or her that I will send an e-mail to you to this effect, and that I will copy him or her in on the email as well. He or she understands that you will still be contacting him or her so that this matter can be resolved on a formal level. The student can be reached at (XXX) XXX-XXXX or via email at student@my.tcl.edu.

If you have questions, please do not hesitate to contact me via e-mail or (insert best phone number to contact instructor).

Thank you,

Instructor Signature Block
ADA Accommodation Addendums

- **Only provide what is checked or marked on the accommodations form. If you, as an instructor, provide something that is not listed, then by law we have to continue to provide it. So please only provide what is marked.**

- **If you have not received an original accommodations form with Jody, Patricia, or Rod’s signature and a student is adamant that he/she was provided with accommodations have them show you a copy of their accommodations letters. All students who receive accommodations are provided copies of their letters to show instructors in case the originals are lost in the mail. Usually the original is signed in red ink.**

- **VERY IMPORTANT- If you must discuss accommodations with a student please ensure that it is done privately with no chance of anyone else overhearing the discussion. These papers are EXTREMELY confidential and should not be discussed outside of your classroom with anyone else other than the ADA representatives or the student receiving the accommodations.**

- **Extended Time for Classes and Tests- Extended time means time and a half is given to the student for assignments and tests. However, extended time for class work is provided for “in class work” only (i.e. labs, special assignments) this does not refer to internet classes that may only meet once a week. Internet classes allow ample time for students to complete work. Tests however are a different story if you are utilizing the internet and a test is timed, then accommodations must be made to ensure that the student get his/her time and a half allotment for the test. Tests provided in the classroom are also given time and a half.**

- **Isolation- If a student needs alternative (solitary) test locations, please remind students that they are to remind you that they want to utilize this option and then instructors have to notify our offices within 2 business days so that we can ensure that someone in the testing center/tutoring center (Building 9) is able to provide the test.**
• *It usually takes 30 days to get all paperwork up and running for students who need accommodations, so we attempt to inform students that they need to provide this information within their first week. Usually by week four of a semester they will not receive the accommodations until the next semester. Also, students have to ask for accommodations every semester as it is not automatically carried forward. They will not have to provide the paperwork again, but our office needs something in writing (preferably from their @my.tcl.edu account) which gives us permission to send the accommodations forms to their instructors for the current term.*
Student Disability Services

In applying for Support Services and accommodations, it is very important that all students with disabilities recognize that it is their responsibility to request services in a timely manner. Please allow three (3) weeks if requesting taped or electronic text and three (3) weeks to schedule sign language interpreting.

New students at TCL must do the following to receive services:

1. Complete an “Intake form”. These forms are available from the Office of Disability Services representative: Beaufort Campus, Building 2, Office 226 and can be completed during the initial intake appointment.
2. Gather documents establishing the existence of a disability.
3. Make an appointment to see the Disability Services representative who is located at the TCL-Beaufort campus. **Students that attend classes solely at the New River campus will also be able to obtain information from the Student Services Manager.** This can be done by calling the office at 525-8219 or 525-8242, and on the New River Campus at 470-6022. Office hours are 8:00 am- 4:30 pm Monday thru Friday. Appointments can be scheduled by phoning the representative from another TCL campus site; however, meetings and paperwork/forms are in the representative’s office at the TCL-Beaufort campus.

Each semester returning students at TCL who have registered with the student disability services representatives should come by or call to arrange for accommodations as needed.

**Accommodation forms must be renewed each semester.** Any enrolled student at TCL who has a documented disability that has an impact upon the educational environment is eligible for services from Student Disability Services. Students must provide this documentation at their own cost and effort. The Disability Services Representative reserves the right to deny services or accommodations until such time as the appropriate documentation is provided. The actual services that will be provided are determined based on the nature and severity of the disability, the course requirements in consultation with the student, the disability representative, and academic faculty.

Documentation requirements vary among colleges and institutions. If a student plans to transfer, he/she must be sure to contact the representative at the receiving institution and get information on their documentation requirements and process for applying for services. Documentation is information about the disability provided by a doctor or professional trained in the specific area of disability that services and accommodations are being requested. Documentation can be a letter, report or assessment summary from an appropriate professional that states the disability and functional limitations.
Documentation suggested for specific disability areas includes the following:

**Attention Deficit Disorder:** Relevant reports from the diagnosing physician or psychologist or information from current therapist stating the disability and functional limitations.

**Hearing Impairment:** Physician’s statement that includes diagnosis, nature of disability, severity, and functional limitations, or records from public or private school that indicate services were provided.

**Visual Impairment:** Physician’s statement that includes diagnosis, nature of disability, severity, and functional limitations, or records from public or private school that indicate services were provided.

**Psychological Disorder:** Mental Health Professional’s (psychologist, counselor, psychiatrist) statement that includes diagnosis, nature of disability severity, and functional limitations.

**Orthopedic Impairment:** Physician’s statement that includes diagnosis, nature of disability, severity, and functional limitations may be required.

**Other Health Impairment:** Physician’s statement that includes diagnosis, nature of disability, severity, and functional limitations may be required.

**Speech/Language Impairment:** Report from a licensed speech pathologist stating the diagnosis, nature of disability, severity, and functional limitations may be required.

**Learning Disability:** Learning Disabilities documentation must include an assessment that meets the following criteria: An IEP alone is not adequate. A student must have his/her most current psycho-educational evaluation.
Fast Facts about TCL’s Counseling Service:

1. TCL’s Counseling Service is available to all current students.
2. The Campus Counselor provides counseling to students experiencing temporary difficulties in handling family, social, and academic or other life crises. There may be services in the community to which we can refer as well. After assessment and brief counseling, if a student needs on-going, long-term services, appropriate referrals will be made.
3. Reasons for using counseling services:
   - Any issue of persistent concern is valid for counseling. Some examples include, but are not limited to the following:
     a. Personal issues: anxiety, depression, panic attacks, illness/injury, grief, abuse/victimization, relationships, issues of persistent concern, etc.
     b. School related: test anxiety, difficulty with faculty/classes/staff/other students, graduation fears
4. Benefits of Counseling:
   - a. definition/re-definition of personal goals and values
   - b. potential for growth and change
   - c. improvement in relationships
   - d. lessening of depression, anxiety, anger or fear
   - e. increase in coping skills
   - f. increased understanding of the systems at work in your life
   - g. empowerment and increased self-esteem
   - h. resolution of past issues
   - i. increased satisfaction from life
5. To use services:
   - a. Contact the Campus Counselor to make an appointment:
6. Referring Students:
   - a. Faculty/Staff can notify a student that the services are available and how to pursue services; however it is the student’s confidential choice whether or not to use the service.
   - b. No information regarding use or non-use of services can be shared with staff/faculty without the students’ written consent.
7. Confidentiality:
   - a. All information is strictly confidential between counselor and student.
   - b. Information is released with students’ written consent.
EMERGENCY SITUATIONS

DIAL 911

NON-EMERGENCY SITUATIONS

DIAL:

Beaufort Campus Security:  x 8301 or  843-986-6971 (cell)

New River Campus Security:  843-470-6006 or 843-812-4115 (cell)

Mungin Center Office:  803-943-4262 (Administrative Support)

Bright-color stickers labeled EMERGENCY with emergency phone numbers are available from the Public Relations Office.

Please contact Sean Green in the PR Office to have one printed at:  sgreen@tcl.edu or 525-8232.
APPENDIX B

ORGANIZATIONAL CHARTS

TCL Organizational Chart
APPENDIX C

Technical College of the Lowcountry
Learning Resources Center

A Quick Guide to the Learning Resources Center
for Faculty

Equipment Checkout
A Quick Guide to the Learning Resources Center for Faculty

Facility/Staff Newsletter:

http://libguides.tcl.edu/newsletter

LRC information for faculty and staff, updated each semester.

LRC: About Us
http://libguides.tcl.edu/about

- Mission
- Computer
- Circulation
- Collection Policies
- Hours
- Staff
- Fines and Fees

An Introduction to the Learning Resources Center (Library)
http://libguides.tcl.edu/index.php

Kindle Checkout:
http://libguides.tcl.edu/kindle

Laptop Checkout:
http://libguides.tcl.edu/laptops
**Tutoring Center:**
http://www.tcl.edu/student-resources/tutoring

- Hours
- Tutoring Schedules
- Workshops

**TCL Labs:**

**Math Lab:**
http://libguides.tcl.edu/mathlab

**Writing/Reading Lab:**
http://libguides.tcl.edu/writing-readinglab

- Learning resources for students
- Custom approach to tutoring
- Assessments helping to pinpoint specific student’s need
Technical College of the Lowcountry
Learning Resources Center

Equipment Checkout

You are responsible for the proper use and care of equipment. Normal wear, tear and breakdown are expected, but you may be liable for repairs or replacement in case of damage (e.g., dropping/failing to secure). You must return all accessories with equipment. Failure to comply with these rules may mean that you will not be able to check out equipment in the future.

**Camcorder**

- Barcode ______________________
- State# ______________________
- Manual
- Ac adaptor/dc power cord
- Computer connection cable
- Digital photoshot disk
- Digital card
- Vhs cassette adaptor
- Tape(s)
- Battery pack
- Shoulder strap
- Lens cap
- Carrying case

**Multimedia Projector**

- Barcode ______________________
- State# ______________________
- Manual
- Instructional cd
- Power cord
- Remote
- Rgb cable
- Usb cable
- Audiovisual cable
- Audio cable

**Turning Point**

- Barcode ______________________
- State# ______________________
- 30 clickers
- 1 USB
- 1 installation disc

**Laptop**

- Barcode ______________________
- State# ______________________
- Mouse
- Mouse pad
- Ac adaptor/detachable cord

Do not password any laptop functions.
Remove all your files from hard drive before returning.

**Other** (portable projection screen, extension cord, etc.)

- ____________________________________________________________
- ____________________________________________________________

**************************************************************************
**************************
Name (print) ____________________________ Date
Due ____________________________
Signature ____________________________ Date
Returned ____________________________
Date ____________________________ Returned to ____________________________
APPENDIX D

Campus Maps

Beaufort Campus Map

&

All Campus Locations

http://www.tcl.edu/campuses-maps
Beaufort Campus Map

The Technical College of the Lowcountry is committed to a policy of equal opportunity for all qualified individuals without regard to race, color, gender, national origin, religion, marital status, sexual orientation, disability, or political affiliation/belief.
Campus Locations

Hampton Campus
H. Mungin Center
54 Tech Circle
Varnville, SC 29944
Tel: 803-943-4262
Fax: 803-943-5684

Main Campus
921 Ribaut Road
Beaufort, SC 29902
Tel: 843.525.8211
Fax: 843.525.8285

New River Campus
100 Community College Drive
Bluffton, SC 29910
Tel: 843.470.6020
Fax: 843.470.6027