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The Technical College of the Lowcountry is committed to the health, safety and success of our students. This guide is designed as a resource for faculty and staff and provides information about how to seek assistance and report student issues or concerns.

### **TCL Security**

Beaufort Campus: 525-8301; 986-6971 (cell)

New River Campus: 470-6004; 812-4115 (cell)

### **Student Affairs Staff**

**Nancy Weber**, Vice President for Student Affairs, 525-8226, [nweber@tcl.edu](mailto:nweber@tcl.edu) (Deputy Title IX Coordinator), Building 6/112

**Rodney Adams, Dean of Students, 525-8219, [radams@tcl.edu](mailto:radams@tcl.edu) (Title IX Coordinator), Building 2/227**

**Megan Metzcus**, College Counselor, 525-8288, [mmetzcus@tcl.edu](mailto:mmetzcus@tcl.edu), Building 1/204

**Janice Lyle**, Retention Coordinator, 525-8319, [jlyle@tcl.edu](mailto:jlyle@tcl.edu), Building 1/208

**Linda McGarvey**, Assistant to the Vice President, 525-8215, [lmcgarvey@tcl.edu](mailto:lmcgarvey@tcl.edu), Building 6/112

### **Retention – Early Alert**

TCL's Early Alert System is designed to aid struggling students who need assistance. Faculty or staff can refer a student to the Retention Coordinator (843-525-8319, [retention@tcl.edu](mailto:retention@tcl.edu), Building 1, Room 208). The key is early referral; research shows that the first four weeks are critical for student retention. Early detection and intervention can help guide a student to the various resources available at TCL.

#### **For the instructor:**

If you observe a student struggling in your class, first take time to meet with the student and determine the issue. You may find that you can direct the student to the needed resource (tutoring, LRC, etc.); however, you may want to make a referral submission to the Retention Coordinator. Notify the student that you are making a referral submission to the Retention Coordinator.

#### **Reasons to Refer:**

- Academic and personal difficulties interfering with learning
- Attendance/Tardiness
- Participating/Motivation
- Quality of work
- Late/missing assignments
- Low exam/quiz scores
- Keeping pace with class
- Poor/underdeveloped study skills or time management
- Reading, writing, math

To make the referral submission, use the [pdf form – Early Alert Form](#) - found under Faculty Resources on the TCL website.

*Please submit only factual information regarding the at-risk behavior demonstrated by the student. When submitting a referral, keep FERPA in mind and assume that anything you write about a student becomes part of a student's educational record, which can be reviewed by the student as well as subpoenaed by the courts. **Students should be notified from whom and why the referral was made on their behalf. Any information you provide may be shared with the student. As such, please remember to be accurate and observations should be objectively stated.***

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Once the Retention Coordinator receives the referral from the instructor, he/she will contact the student either by email, postcard, and/or phone. The Retention Coordinator may also referral the student to other staff members depending on the issue.

All those making referrals via TCL's Early Alert Referral System will receive an email within 10 business days with an update listing steps taken by the Retention Coordinator to address the referral. Because of privacy issues, specifics regarding the student and referral will not be listed, but will let you know that the referral has been addressed.

### **Disruptive Students/Behavior Issues**

**First, the College does not expect you to assume the role of counselor, therapist, or police officer.** The College has trained professionals who are available to assist you with students of concern. There are various resources available for students. Faculty and staff can play an important role in helping students who are in distress. An expression of concern and compassion can help a student reach out for assistance. Student of Concern referral form (pdf) is located on the web site in Faculty Resources.

#### **Levels of Concern and Response**

- **Call 911 when imminent danger of:**
  - causing or threatening harm to self or others
  - interfering with the health, safety or well-being of others
  - experiencing a health emergency
- **Call Campus Security:**
  - Campus demonstrations or impeding freedom of movement of any student, faculty, staff, or guest of the College.
  - Loud, disruptive behavior in classroom, building, or campus area.
  - Any suspicious behavior
- **Call/Contact Dean of Students:**
  - How to deal with a behavior issue
  - Student of Concern
  - Student Misconduct
  - Academic Misconduct

#### **Student Code/Student Handbook**

- Institutional Complaint: TCL Procedure 2-1-234.1
- Student Grievance Procedures for the SCTCS 3-2-106
- Student Code Procedures for Addressing Alleged Acts of Sexual Violence and Sexual Harassment 3-2-106
- Student Code for the South Carolina Technical College System 3-2-106 (student misconduct and academic misconduct)

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### **Title IX, Clery Act, Violence Against Women Reauthorization (VAWA)**

**Title IX** of the Education Amendments of 1972 ("Title IX), is a Federal civil rights law that prohibits discrimination on the basis of sex in education programs and activities. All public and private elementary and secondary schools, school districts, colleges, and universities receiving any Federal funds must comply with Title IX. Under Title IX, discrimination on the basis of sex can include sexual harassment of sexual violence, such as rape, sexual assault, sexual battery, and sexual coercion.

The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act or **Clery Act** is a federal statute. The Clery Act requires all colleges and universities that participate in federal financial aid programs to keep and disclose information about crime on and near their respective campuses.

The Violence Against Women Reauthorization Act (**VAWA**) was signed into law on March 7, 2014. The Act imposes new obligations on colleges and universities under the Campus Sexual Violence Act provision. Under VAWA, colleges and universities are required to:

- Report domestic violence, dating violence, and stalking, beyond crime categories the Clery Act already mandates;
- Adopt certain student discipline procedures, such as for notifying purported victims of their rights; and
- Adopt certain institutional policies to address and prevent campus sexual violence, such as to train in particular respects pertinent institutional personnel.

Any sexual violence/harassment should be reported to the Title IX Coordinator or any of the designated deputy coordinators.

### **Counseling Services**

TCL employs a full-time College Counselor who is experienced in dealing with problems commonly experienced by college students. Students often encounter a great deal of stress during the semester. Sometimes the pressures of college, family, and work can be overwhelming. Faculty and staff are encouraged to refer any student they believe would benefit from counseling to the counselor. Your expression of concern may be the tipping point in helping a student who is struggling. The decision to accept a referral to the counselor rests totally with the student. Sessions are confidential. The counselor does not follow up with the faculty member, unless permission is granted by the student. The College Counselor is also aware of various local resources available in a variety of areas to assist students.

#### **When to refer:**

- Notice change in mood, demeanor
- Distressed behavior e.g. anxiety, irritation, depression, or inability to concentrate
- Heightened apprehension
- Expresses being overwhelmed e.g. family, work
- Possible alcohol or drug abuse as evidence by scent on clothing or breath, red or swollen dilated eyes, disorientation
- Overly emotional
- Inability to concentrate or indication of memory problems
- Falling asleep in classes

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How to refer a student to counseling:

- Speak to the student directly, in person, in private about your concerns. A genuine interest or concern is usually accepted.
- Be specific. (*"I have noticed you have all of sudden been absent lately."* *"I have noticed you have been very withdrawn or sad."*)
- Explain that TCL has a full-time college counselor and services are available at no cost for students.
- Make sure the student knows that the sessions are confidential and appointments are made directly with the counselor.
- If the student is upset, or if you are worried that he or she might not follow through, suggest that he/she make an appointment now. You may even offer to make the call with him/her. Some faculty, staff, and other students have even brought students directly to the counselor or to another student services members. (It is advised to call prior to walking over.) And student affairs staff can also come to your office or another private campus setting to talk with the student if needed.