

STUDENT HANDBOOK

Where Can I Ask About....?

Topic:	Contact:	Location:	Contact Number:
ADA (Student Disability Act)	Director of Retention and Federal TRiO Programs	Coleman Hall, Building 2	525-8219
Admission	Admissions	Coleman Hall, Building 2	525-8207/8208
Bookstore	Bookstore	MacLean Hall, Building 12	525-8303
Campus Counselor	Angel Gray	Building 15, Room 119	525-8288
Career & Transfer Services	Job Placement	Coleman Hall, Building 2	525-8224
College Transfer Program	Arts & Sciences Division	Building 9	525-8281
College Work Study	Campus Life	MacLean Hall, Building 12	525-8218
Community Outreach	Student Services	Coleman Hall, Building 2	525-8307
Continuing Education	Continuing Education	Building 22	525-8205
Disciplinary/Judicial	Academic Affairs	Building 6	525-8244
Discrimination	Student Affairs	Coleman Hall, Building 2	525-8215
Emergencies	Security	Building 11	525-8301
Financial Assistance	Financial Aid	Coleman Hall, Building 2	470-5961
Graduation	Student Records	Coleman Hall, Building 2	525-8209
Help with Online Course Access	Help Desk	Building 1	525-8344
ID Cards/Parking Decals	Student Services	Coleman Hall, Building 2	525-8272
International Students	Admissions	Coleman Hall, Building 2	525-8207
Library and Library Services	Learning Resources Center	MacLean Hall, Building 12	525-8304
Military Students (TCL Campus)	Military Coordinator	Coleman Hall, Building 2	525-8307
Military Students (Parris Island)	Military Outreach Coordinator		228-2659
Military Students (MCAS Beaufort)	Military Outreach Coordinator		228-7494
New Student Services	Admissions	Coleman Hall, Building 2	525-8207
Orientation	Admissions	Coleman Hall, Building 2	525-8207
PILAU Program	Student Services	Coleman Hall, Building 2	470-6040
Placement Testing	Testing Center	Building 1	525-8344
Probation/Suspension Counseling	Student Services	MacLean Hall, Building 12	525-8218
Registration	Student Services	Coleman Hall, Building 2	525-8229
Schedule Change (Add/Drop)	Student Records	Coleman Hall, Building 2	525-8209
Scholarships	Financial Aid	Coleman Hall, Building 2	470-5961
Services for Disabled Students	Director of Retention	Coleman Hall, Building 2	525-8219
Student Organizations/SGA	Student Services	MacLean Hall, Building 12	525-8218
Student Records	Student Records	Coleman Hall, Building 2	525-8209
Transcripts	Student Records	Coleman Hall, Building 2	525-8272
Tutoring Center	Academic Support	Building 9	525-8221
Veterans Affairs	Financial Aid	Coleman Hall, Building 2	525-8337
Withdrawal from TCL	Student Records	Coleman Hall, Building 2	525-8209

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PART I: GENERAL INFORMATION

In this section, students will find information about their rights and responsibilities while at the Technical College of the Lowcountry (TCL). This section discusses campus security procedures, alcohol and drug policies, and other policies concerning student behavior while on campus.

Academic Forgiveness

A student considering Academic Forgiveness must meet certain conditions before applying, and students who qualify must submit a written request to the Registrar **no earlier than 30 days after the re-entry term begins**. It is a student's responsibility to consider the consequences of applying for Academic Forgiveness, which is a one time-only option.

The Registrar will counsel the student regarding the options and potential consequences and, if approved, make the appropriate adjustment(s) to the student's academic record within 15 days of receipt regarding approval status of the request.

Conditions for Applying for Academic Forgiveness

Academic Forgiveness can be applied only once in a student's career at the Technical College of the Lowcountry.

Academic Forgiveness must be requested by the student and is available only to students upon re-entry and a minimum of three (3) years must have elapsed between the end of the term in which the student was last enrolled and the term in which the student is currently enrolled.

An approved Academic Forgiveness Request means the prior academic record will no longer appear on the student's transcript and the grade points are not carried forward and calculated as a part of the continuing academic record. It applies only to the course work taken prior to the term of re-enrollment that is in our current database system. Archived records are not eligible for consideration for Academic Forgiveness.

Application of Academic Forgiveness may affect a student's financial aid, particularly federal aid.

If a student has previously been awarded a certificate, diploma, or degree, then Academic Forgiveness cannot be applied to those courses.

Academic Freedom

To ensure that an instructional program is 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 faculty members 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.

Academic Grievance Procedure

See Part II: Student Code

Academic Policies and Procedures

See the Academic Regulations section of this catalog.

Academic Rights

See Part II: Student Code

Academic Success Center

See Tutoring Services

Address/Name Change

Students who change their mailing address, phone number, or require a name change must have their contact information updated in the College's database. Contact the Student Records Office in person or through Web Advisor on the College's website at www.tcl.edu. Failure to make these important changes may cause the student to experience difficulties in transactions with the Business/Finance Office, Student Records, the College Registrar, and/or his or her academic division.

Advisors

Degree-seeking new and continuing students are assigned academic advisors who assist with course selections and other academic issues throughout the students' time at TCL. A student may request a change of advisor through the appropriate academic division. Non-degree-seeking students (Career Development) must meet with a counselor for registration assistance.

Attendance Policy

TCL expects that students will participate in all scheduled instructional classes and laboratory periods, regardless of the mode of delivery. This 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. If it becomes necessary to add, drop, or withdraw from a course(s) or the College, it is the student's responsibility to complete the College's approved withdrawal process as specified. If a student exceeds the 10% limit on absences, the instructor may: (1) withdraw the student from the class with a grade of "WP" if the student had been making satisfactory progress; (2) withdraw the student from the class with a grade of "WF" if the student had been making unsatisfactory progress; or (3) examine the extenuating circumstances and allow the student to continue in the class and make up the work.

Awards

An annual Student Awards Ceremony is held in the spring semester to recognize students who have distinguished themselves academically or by their contributions to the College. Deserving students receive certificates and/or awards to commemorate their accomplishments. Students are nominated by faculty or staff.

Bookstore

The TCL Bookstore is located on the first floor in MacLean Hall, Building 12 on the Beaufort campus. The TCL Bookstore stocks required textbooks, reference books, school supplies and novelty products including clothing, tote bags, backpacks, and various other TCL logo items. The TCL Bookstore is open Monday through Thursday from 8:00 am to 5:30 pm and Friday from 8:00 to 4:30 pm. The bookstore conducts a book buy-back each semester. For more information, visit www.tcl.edu/bookstore or call 843 525-8303.

Bulletin Boards

Bulletin boards, located throughout the campus, post college-related information daily. Students must have permission of the Director of Public Relations to post fliers, handbills, posters, or similar materials on walls, doors, windows or bulletin boards.

Grade Point Average (GPA), Calculating

Included in GPA computation are grades of "A, B, C, D, WF, and F." Other 'grades' do not generate credit hours or quality points. The table shows the computation of a GPA.

GPA: Total Number of Quality Points ÷ Credit Hours				
Course	Semester Hours Credit (SHC)	Grade	Quality Points per SHC	Total Quality Points Earned
ENG 101	3	B	3	9
SPA 101	4	A	4	16
ECO 211	3	C	2	6
CPT 170	3	D	1	3
TOTAL	13	-----	-----	34
GPA: Total Number of Quality Points ÷ Credit Hours $34 \div 13 = 2.62$				

There are several types of GPAs:

- *Cumulative GPA* is a calculation of the average of all final course grades a student has earned at TCL. It is used to determine honor graduate status. It is also used along with term GPA to determine satisfactory academic progress.
- *Term GPA* is a calculation of the average of all final grades a student has earned in a specific term. It is used to determine Dean's List and President's List each term. It is also used along with term GPA to determine satisfactory academic progress.

Note: When the same course is repeated, the most recent grade is used in the GPA calculation.

Career & Transfer Services

This office offers assistance to TCL students and alumni in obtaining information related to careers, employment and college transfer. The office maintains a file of companies and job openings. Job openings are posted on the web at www.lowcountryjobs.org. The office also provides career information and placement services for enrolled students and individuals throughout the College's four-county service area. Career counseling sessions and group workshops and seminars on career planning, resume writing, job search techniques, interviewing skills, and other relevant topics are offered. An extensive collection of career-oriented audio/visual and printed materials is available to assist with career planning and job placement needs. Job openings are emailed to student's email address.

Workshops and seminars are also available through the career and transfer services office for local high schools and community organizations. Presentations may be designed to meet the needs of the individual or group. In addition, career workshops are sponsored each semester to provide the opportunity for employers and community residents to meet and explore employment needs and hiring criteria.

Change of Program (Major)

A student who wishes to change curriculum programs (major), including a change within the same division, must complete and submit a Change of Major form to the Student Records office. Students must meet with their current and new academic advisors to ascertain that admissions requirements for the new major have been met and to complete the Change of Major form. Students receiving financial assistance or Veterans benefits should inform the Financial Assistance Office or Veterans Services Office of the change of major. Upon completion of the change of major process, students will be admitted to the new program of study.

Children on Campus

In order to promote an environment conducive to teaching and learning and to ensure that children are not left unattended or disrupt college classes or services, faculty, staff, and students, are not allowed to have children on the campus, unless the children are enrolled in a campus tour or class specifically for children. The College cannot assume the responsibility for supervision of children of faculty, staff or students. The Learning Resources Center (LRC) is open to the general public, including children under age 12 for reading and research when they are under the direct supervision of the parent or guardian.

Class Rings

Class rings can be ordered through a campus representative. Dates and times will be posted at the Bookstore prior to sale dates.

Closing of the College (Hazardous Weather)

In the event of hazardous weather conditions, local radio and television stations will announce information concerning the cancellation of classes. Please tune to The River, 98.7 FM, for announcements of college closing due to hazardous weather. Tracking of any hazardous weather may also be found on the website at www.tcl.edu.

Clubs and Organizations

Student organizations at TCL include the Entrepreneur's Club, Gospel Choir, Nursing Organization, Radiological Technology Organization, Phi Theta Kappa, Writer's Club and the Student Government Association. For further information, contact the Director of Career and Student Activities at 843 525-8218.

- **Gospel Choir.** Open to faculty, staff, and students who have an interest and desire to sing gospel music. Telephone: 843-525-8353 or 843-525-8218
- **G.R.I.T.S. - Great Radiographers in the South.** G.R.I.T.S. is an organization for actively enrolled students in TCL's Radiologic Technology Program who wish to promote community involvement and recognition, and competent care for patients seeking medical diagnostic imaging examinations. Telephone: 843-470-8397 or 843-525-8218
- **Lambda Nu.** The national honor society for the radiologic and imaging sciences recognizes exemplary scholarship while promoting the profession through research and academic achievement. Students enrolled in the Radiologic Technology program must have a 3.5 GPA (4 pt scale) following four semesters. For information call 470-8397.
- **Phi Theta Kappa International Honor Society - Alpha Lambda Beta Chapter.** Phi Theta Kappa is the designated official honor society of the two-year colleges by the American Association of Community Colleges and has been since 1929. For further information Telephone: 843-525-8334 or 843-525-8218
- **SGA - Student Government Association.** Do you want to make a difference at TCL and in the community? If yes, we invite you to join the Student Government Association. Bring your great ideas and become an active member today! Telephone: 843-525-8218
- **S.I.S.T.A. - Sisters Inspired to Stimulate Teamwork & Academic Excellence.** A student organization that promotes sisterhood, well being, and success for minority women attending the Technical College of the Lowcountry. Telephone: 843-470-6040 or 843-525-8207
- **SNA - Student Nurses Association.** Open to current student nurses and pre-nursing students enrolled in courses designed as preparation for entrance into the nursing program. Telephone: 843-525-8261 or 843-525-8218
- **TCL Future Entrepreneurs Club.** The TCL Entrepreneurship Club is open to any TCL student with an interest in owning or operating a small business. Members will share information and experiences related to conceiving, financing, opening and managing a small business. Outside speakers and field trips will provide practical information. Telephone: 843-525-8222 or 843-525-8218

Computer Use on Campus

The College operates computer labs for academic use by its students. The hours of operation vary.

Use of TCL computers for unauthorized activities will result in disciplinary action. Students must use only TCL software in the College's computer labs. Copies of personal software are not permitted. Student computer work stations are reserved for the purpose of providing access to computer programs or the Internet and are NOT to be used to store personal or course work information. Unless specific directions have been given by the instructor, a student's personal or class work files must be stored on CD-ROM, flash drives, or other such portable storage devices. Unauthorized stored files, including those stored on a hard drive, may be deleted without prior notice. The College assumes no liability for loss of unauthorized stored files.

Conduct

Administrative withdrawal and dismissals from an academic program based on Student Code of Conduct violations are subject to the appeal process as outlined in the Student Code of Conduct located in this Student Handbook.

Grades and clinical evaluations leading to an administrative withdrawal and/or dismissal from an academic program are not subject to an appeal. Students may request a review of their unsuccessful progress in a class by contacting the instructor and asking for such a review within five working days after the grade or evaluation was received. In addition, the student may ask the Department Dean and the Vice President for Academic Affairs to review the assigned grade and/or clinical evaluation. However, the decision of the Vice President for Academic Affairs regarding the appropriateness of the assigned grade and/or clinical evaluation is final.

Consumer Information

Federal mandates require the release of certain consumer information to our students and the public including graduation (10%) and placement rates (90%), campus drug policies, and the frequency of crime on campus. This information is available through student services. Any student who does not receive such information or who desires further information should direct a request for information to the Vice President of Student Services. Access to individual student records is limited by the Privacy Act of 1974.

Copy Machines

Copy machines are available for student use in the Library/Learning Resources Center. There is a fee for using the copy machines.

Copyright

Copyright infringement is the act of exercising, without permission or legal authority, one or more of the exclusive rights granted to the copyright owner under section 106 of the Copyright Act (Title 17 of the United States Code). These rights include the right to reproduce or distribute a copyrighted work. In the file-sharing context, downloading or uploading substantial parts of a copyrighted work without authority constitutes an infringement. Penalties for copyright infringement include civil and criminal penalties. In general, anyone found liable for civil copyright infringement may be ordered to pay either actual damages or "statutory" damages affixed at not less than \$750 and not more than \$30,000 per work infringed. For "willful" infringement, a court may award up to \$150,000 per work infringed. A court can, in its discretion, also assess costs and attorneys' fees. For details, see Title 17, United States Code, Sections 504, 505. Willful copyright infringement can also result in criminal penalties, including imprisonment of up to five years and fines of up to \$250,000 per offense. For more information, please see the Web site of the U.S. Copyright Office at www.copyright.gov, especially their FAQ's at www.copyright.gov/help/faq.

Course Exemptions

Credit-by-Examination may substitute for course work. This gives students the opportunity to demonstrate mastery in the material covered in a TCL course. In some cases students submit written examinations covering the content of a course. In other cases, most demonstrate proficiency in the area they are seeking credit. Upon successful completion of exams, TCL will award college credit. A student may not seek Credit-by-Examination for a course that has been unsuccessfully completed, or only attempted. Students may also receive credit for courses by obtaining an acceptable score on College Level Examination Program (CLEP) tests. Further information regarding course exemption (advanced standing) may be found in the Academic Regulations section of this catalog or by contacting the Registrar.

Course Substitutions

A student who wishes to fulfill program requirements by receiving credit for courses other than those listed in the student's program curriculum must receive the written approval of the Vice President for Academic Affairs using the Course Substitution form available from the Student Records Office.

Dress Code

Students are encouraged to dress in a manner that represents the College in a positive fashion that does not disrupt the learning environment. Some academic programs and curriculums require specific dress or uniform. This information will be provided by the program's Division Dean, academic program guidelines, or in class syllabi.

Drug and Alcohol Policy

See Part V - Pg. 170

Electronic Devices in the Classrooms

TCL recognizes the importance of providing the best learning environment for its students. To eliminate class disruptions and protect the integrity of the classroom and instruction, the use of electronic devices such as cellular phones, pagers, and other electronic devices is not permitted in classrooms, the Learning Resources Center, computer laboratories, testing centers, and other instructional locations at TCL. Such devices must be maintained in "silent" mode. Students are also not permitted to use the "text" function of these devices in instructional locations.

On-call personnel who must maintain these devices in "active" mode in the interest of public safety must notify the instructor of their need for an exception at the beginning of classes for the term. The instructor may request documentation from these students verifying employment.

Students may not leave a test, communicate with these devices, and then return to complete the test. Students who by necessity must take such messages will be required to make arrangements for re-testing.

English Fluency Requirements of Faculty

Purpose

English fluency of full and adjunct faculty is carefully screened during the hiring process to determine if they are proficient in the use of the English language. The College's procedure ensures that all permanent and adjunct faculty, whose first language is other than English and who teach one or more courses, possess adequate proficiency in both the written and spoken English language and that appropriate response is given to student complaints about an instructor's English fluency.

Procedure

- Applicants for permanent and adjunct faculty vacancies will proceed through the College's normal screening process with assessment based on standard job-related criteria to include perceived written and oral communication abilities.
- If an applicant becomes a finalist for a faculty position but his/her written or oral proficiency is judged by the Interview Committee to require further evaluation, then the applicant will be referred to an English Fluency Evaluation Committee. The committee will ensure that an English Fluency Evaluation is made through the performance of at least the following minimum proficiency exercises: a) Provide written response of at least one page to an essay question concerning either teaching

methods or the academic discipline or b) conduct an oral instructional presentation related to the subject area with at least half the presentation using the lecture method.

- The Interview Committee, assigned by the President for each vacancy, will also serve as the English Fluency Evaluation Committee. The committee will ensure that appropriate procedures are used to provide a favorable environment for the exercises in addition to controls and security to ensure independent and original work by the applicant. The applicant must be evaluated by committee consensus to be proficient in both minimum proficiency exercises.
- Standardized tests or other valid proficiency testing instruments may be used only to corroborate the result of the minimum proficiency exercises.

Student Complaint

- A student who files a complaint regarding the English fluency of an instructor must do so in writing.
- Within 30 calendar days, the instructor will be referred to the English Fluency Evaluation Committee as appointed by the President or his/her designee for a proficiency evaluation using the exercises outlined in the procedure.
- An instructor who is judged proficient by the committee will continue teaching assignments without any further action. However, if student complaints continue or the supervisor determines a continuing fluency/communication deficiency exists, appropriate actions can be initiated.
- A permanent instructor judged deficient by the committee will be given one academic term to develop sufficient skills to be judged proficient. If during the term the instructor has not shown evidence of satisfactory progress in overcoming the deficiency, the instructor may be terminated.
- An adjunct instructor judged deficient in the English language by the committee may be terminated immediately.
- An annual report will be submitted by June 30 of each year to the South Carolina Commission on Higher Education. The summary report will indicate the total number of student complaints involving faculty English fluency and the resolution of each complaint.

Fees

Tuition and fees are posted on the TCL website, flyers, bulletin boards throughout the campuses and in TCL publications available in the Student Records Office. The Cashier's Office receives the payment of fees. Fees are subject to change after posting.

Fire Drills

The College periodically conducts fire drills without advance notice. Fire alarm boxes are strategically located throughout campus. A fire alarm is a continuous long buzzer sound. When students hear the fire alarm, they should:

1. Calmly leave the building single file by the nearest exit.
2. Move to the right in the hallways.
3. Walk. Do not run or shove when exiting.
4. Do not return to the building until directed to do so by a College official.

Food and Beverages in TCL Classrooms and Buildings

Eating and drinking are not permitted in MacLean Auditorium, the Learning Resources Center (LRC), classrooms, labs, lecture areas, or shops except as approved by the Vice President for Administrative Services.

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 for 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 student appeal and grievance process, see TCL Student Code, pages 163-171.)

Health Services and First Aid

See Safety and Security/Sexual Assault Policy

Honors Lists

President's and Vice President's Lists (Academic Honors)

Technical College of the Lowcountry honors those students who have achieved high academic standards by naming them to the following honors lists:

President's List: Students who earn a minimum of 12 semester hours credit and have achieved an overall GPA of 4.0 will be named to the President's List for that term. Students earning a grade of "I" in any course in a term will not be eligible for the President's List for that term.

Vice President's List: Students who earn a minimum of 12 semester hours credit and have achieved an overall or cumulative GPA of 3.55 to 3.99 will be named to the Vice President's list for that term. Students earning a grade of "I" in any course in a term will not be eligible for the Vice President's List for that term.

Honors List: Part-time students who earn a minimum of six semester hours credit and have achieved a cumulative GPA of 3.5 or greater will be placed on the Honors List.

Identification Cards (IDs) and Passwords

Students must acquire a student identification card and vehicle parking pass (available in Coleman Hall, Building 2 on the Beaufort Campus and the LRC at New River Campus), and BlackBoard ID from the Testing Center, Building 1, Beaufort Campus. In addition, students must register through WebAdvisor to create an account for access to online registration, grades, transcripts and other important information. WebAdvisor can be accessed online through www.tcl.edu.

Independent Study

See the Academic Regulations section of this catalog.

Library and Learning Resources Center

The Learning Resources Center (LRC), or Library, is located in Building 12, MacLean Hall on the Beaufort campus and at the New River campus. The LRC maintains an extensive collection of circulating and reference materials for use by students, faculty, and staff, as well as residents of the service area. The LRC houses about 22,000 print volumes, 185 periodical subscriptions, 3000 audiovisual titles, and audiovisual equipment. The LRC employs modern information technologies to provide access to electronic resources, such as a variety of databases, online journals and periodicals, and over 70,000 e-books. Students working from remote locations or from TCL-New River or TCL-H.Mungin Center may contact the LRC directly to request shipment of materials. Students may also ask staff members at these locations to arrange for shipment of materials.

Lost and Found

Report lost or found items to Security, located in Building 11 on the Beaufort Campus or to the Reception Desk at Hampton or New River campuses.

Parking Regulations

Student parking is available throughout the campus in the unassigned parking areas that are striped with white lines. A student is required to have a current parking decal and must obey all parking regulations. The maximum speed for vehicles on campus is ten (10) miles per hour and all posted signs must be honored. Illegally parked vehicles and other vehicle violations will be issued a ticket and/or towed at the owner's expense. An appeal process is available by completion of an appeal form available from the cashier in the Business Office.

Pedestrian Tunnel

Beaufort City ordinances require that all pedestrians crossing Ribaut Road in the vicinity of the College use the College's tunnel. Pedestrians crossing Ribaut Road at the College who do not use the tunnel are subject to fine. These ordinances are enforced to protect pedestrians from injury and so that the traffic flow is not impeded.

Personal Check Policy

Any student presenting a check to the College that is returned by the bank will be charged a \$30 processing fee for each dishonored check. Presentation of fraudulent checks is a criminal act and will be considered a violation of the Student Code which could result in disciplinary action up to and including expulsion from the college. Students who pay with dishonored or fraudulent checks will be required to pay all fees and collection charges to the Beaufort County Magistrate Court. No personal checks will be accepted from students who have presented one dishonored check in the previous three years.

Pets

No pets are allowed on campus. This does not include working dogs for the visually impaired.

Physical Access to Buildings for Students with Disabilities

Services for students with disabilities are available to assist students who request such services and have a documented disability. TCL offers direct services as well as referrals to the Commission of the Blind, Vocational Rehabilitation and other community resources. To ensure the quality and availability of services, the College requests students with disabilities notify the Director of Retention and Federal Programs of any necessary accommodations at least 30 working days prior to the first day of class, if possible. For further information, contact 843 525-8219. The hearing impaired (TDD) number is 843 470-8387.

Registration and Advisement

The College informs students of the date, time, and place to make appointments for advisement and registration through the semester's schedule flyer, website, classroom announcements, and the media. All students are encouraged to register for classes with their advisors during the proper registration period. Registration is on a space-available basis, so early registration is recommended. Students are advised and then required to use WebAdvisor to register for their classes.

Students dropped from their classes due to failure to pay fees according to the published deadlines may be assessed a late registration fee when they ask to be reinstated in their schedule (on a space available basis).

Students registering or paying for classes after the end of registration must pay all fees associated with a late registration. Registration is not complete until all fees are paid.

Repeating Courses

When a TCL student repeats a course taken at the College and the course and prior enrollment are still active in the computer system, the most recent grade earned in that course will be used in the calculation of the student's GPA. Taking a course more than two times may have implications for students who receive financial assistance.

Safety and Security/Sexual Assault Policy

The College maintains a security staff during all normal business hours, evening hours, and weekend hours when classes are in session or as activities dictate. Security may be contacted by cellular telephone at 843 525-8301 or, if no answer, at 843 986-6971. The City of Beaufort Police Department and county Sheriff Offices are also available for emergency response by dialing 911. During regular business hours, accidents, crimes or other incidents may be reported directly to the Vice President for Administrative Services at 843 525-8249. The Vice President for Administrative Services maintains communication with security, local police and other emergency personnel and will contact them as needed. However, if an incident involves personal injury, fire or other threat of injury or personal safety, it should be reported immediately to local emergency personnel. If the available telephone is a pay phone, dial 911. If it is a College telephone, dial 9, then 911. Report also to campus security, the business office or the nearest college official or instructor as soon as possible. The College reserves the right to exclude persons exhibiting disruptive or inappropriate behavior from the campus. In situations where a person who has been asked to leave by college officials or security personnel refuses to do so, the local police will be called. The College Safety and Security Plan contains additional information on security and other emergency procedures. The Plan is available online at www.tcl.edu, at the Business Office and the Learning Resources Center (library) on the Beaufort campus.

- **Campus Security Report**

The Technical College of the Lowcountry's Annual Campus Security Report required by the Crime Awareness and Security Act of 1990 is available upon request in the Business Office. Applicants can also access the report through the College's Website.

- **Security and Access to Facilities**

College facilities are normally in use during both full day and evening programs Monday through Saturday and Sundays during LRC operational hours. College security and employees are on duty evenings, weekends, and holidays. Faculty members and students with evening classes should be aware that after 10:00 p.m., exit doors are secured in all buildings. Also, most outdoor and parking lot lighting is extinguished by automatic timer at approximately 11:00 p.m.

- **Campus Law Enforcement**

College security staffs do not have power of arrest except as private citizens. The security staff is directed to request local police assistance as necessary and a follow-up contact with either the Vice President for Administrative Services, the Vice President for Student Affairs or the Office of the President, in that order. The Beaufort campus also employs an on-campus City of Beaufort police officer.

- **Accidents**

Accidents involving students, on campus or off campus, engaged in any college approved program or activity, should be promptly reported to the Vice President for Student Affairs and the appropriate Division Deans. If medical care is required, the student should seek care at any hospital or with a physician. In case of emergency, Emergency Medical Services (EMS) at 911 should be called immediately. 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 (claims must be filed within 90 days of the accident).

- **Reporting an Accident**

Accidents should be reported to the nearest instructor or person in charge. Depending on the nature of the injury, EMS personnel should be contacted. Report immediately all accidents requiring emergency assistance to 911 or the Vice President for Administrative Services at 843-525-8249. Remember to dial 9 first to reach an outside line if dialing from campus.

- **Insurance Coverage**

Every precaution possible is taken to ensure the safety of students. All curriculum students are automatically provided with accident insurance coverage. Students are covered to and from classes on campus only and while engaged in any regular school program. Claims must be filed within 90 days of the accident. Accident insurance information may be obtained from the Vice President for Student Affairs at 843 525-8215. Students enrolled in Health Sciences programs must obtain personal health/medical insurance and provide evidence of such coverage to participate in clinical experiences in selected health care facilities. Contact the Health Sciences Division Dean for specific program requirements at 843 525-8267.

Scholarships

Many scholarships are available annually for qualifying TCL students through the TCL Foundation, individuals, and organizations. Scholarships are awarded based on academic achievement, significant contributions to the community, or need. A student may obtain scholarship applications from the Financial Aid Office. Students must reapply for scholarship consideration each year.

Smoking Policy

Smoking is not allowed in College buildings. Smoking is allowed on the outside patio adjacent to the student lounge in MacLean Hall, Building 12. The smoking policy is in accordance with the Clean Air Act passed by Beaufort County in September 1986.

Solicitation/Canvassing and Fund Raising on Campus

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

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

Student Records

The Student Records Office at TCL maintains the official permanent academic record for every TCL student. Any student who wishes to examine his or her file may do so in the Student Records Office. The Student Records Office must have the student's written permission to release or discuss the student's record with anyone other than the student (Privacy Act of 1974). However, directory information on a student may be released unless the student notifies this office in writing that such information is not to be released. The student is responsible for making sure the Student Records Office has his/her current address.

Student Responsibilities

Students are responsible for actively engaging in the learning process. It is critical that students read and understand the procedures and information provided in this document (catalog and student handbook), the semester course schedules, on the College's website and other notices sent to students. Orientations assist students with this information, but it is the responsibility of the student to ask for additional information as needed.

Student Services

The Student Services division at TCL offers a number of services and activities to supplement the College's academic programs. The Vice President for Student Affairs administers the activities of the division and coordinates the following services for students.

Admissions
Campus Counselor
Campus Life
Career & Transfer Services
Commencement Exercises
Community Outreach
Disability Services
Discipline/Judicial Affairs
Federal TRiO Programs
Financial Aid

Military Services
New Student Advisement/Transfer Information
Orientation
PILAU Program
Placement Testing
Registration
Student Awards Ceremony
Student Records
Tutoring
Veterans Affairs

Student Suggestion Boxes

Student Suggestion Boxes are located in the office of the Cashier in Building 3, in Student Records in Building 2, and in the Learning Resources Center (LRC) in Building 12 on the Beaufort campus and in the Student Lounge on the New River campus. Students are encouraged to leave ideas and suggestions for the College which would make their time here most invigorating.

Suspension/Expulsion for Disciplinary Reasons

TCL operates under the Student Code of Conduct adopted by the State Board for Technical and Comprehensive Education (see Part II: Student Code). If it is recommended that a student be suspended or expelled for violation of the code and the recommendation is upheld by the College administration, the student is dismissed from the College.

Telephone (Student Emergency)

If a student needs to be located on campus for emergency reasons, the Registrar will take the name and phone number of the person calling and relay the information to the student. The Registrar provides this service only in emergency situations and may be reached at 843 525-8210.

Transcripts

Students who wish to have official copies of their TCL transcripts must submit a written request for the transcript and pay all applicable fees. The student may use a TCL Transcript Request Form, available online or at the Student Records office. Please allow three working days to process the transcript request. More time may be required during peak business periods. Students may print unofficial transcripts using WebAdvisor. Transcripts will not be issued to students who owe funds to the College.

Transfer of Credit

See the Academic Regulations section of this catalog.

Transportation

Students attending TCL must make their own arrangements for transportation to and from the College.

Free Palmetto Breeze bus passes are available to TCL students based on financial need. Existing routes include stops in Beaufort, Bluffton, Hilton Head, Hampton, Allendale, Varnville and Yemassee. Passes are distributed on a first-come, first-serve basis. For details contact the Director of Intake services at 843 525-8229.

Tutoring Services

The tutoring program is free and offers one-on-one and small group tutoring assistance for students. The Tutoring Center is equipped with computers, multimedia technology, textbooks, and academic resources and provides tutoring for general education classes and other college curricula. Qualified professional and peer tutors provide tutoring assistance in a variety of college curricula. Students should request assistance as soon as they feel they need additional help. The Tutoring center has an open-door policy and offers academic guidance and support to all who need it. Hours of the Tutoring Center are posted each semester.

Veterans Affairs

TCL is approved for training veterans and dependents, children, and widows of deceased veterans or those totally disabled as a result of service-related conditions, as well as members of the Selected Reserve. For more information, see the Student Records/Assessment/Registration and/or Financial Aid sections of the catalog. The Veterans Affairs Office is located in Building 2.

Web Resources for Students - See LRC and the Technical College of the Lowcountry's website at www.tcl.edu

WebAdvisor

Students may use WebAdvisor to register for classes, change their addresses, pay their bills, view their grades and transcripts, and a variety of other functions. Faculty may use WebAdvisor to view their schedules, rosters, and to enter final grades, among other things. To access WebAdvisor, point your Internet browser to <http://webadvisor.tcl.edu>. WebAdvisor is available from any computer with an Internet connection, on or off campus. Initial logon and other instructions are available on the main WebAdvisor page. For additional assistance accessing and using WebAdvisor, contact the Help Desk at 843-525-8344.

Withdrawal and Schedule Change (Add/Drop), Student/Instructor Initiated

• Withdrawal, Student Initiated

If a student must withdraw from a class after the Schedule Change (Add/drop) period, the student must complete a Withdrawal Form, obtain the instructor's signature, last day of attendance and grade assignment on the form, sign the form, and submit the signed form to the Student Records Office. The student will receive a grade of "W", "WP", or "WF," depending on the student's grades. In most cases, a student must initiate his or her own withdrawal. The student is responsible for any tuition or fees associated with withdrawal.

• Withdrawal, Instructor Initiated

If a student exceeds the 10% limit on absences, the instructor may: (1) withdraw the student from the class with a grade of "W" or "WF" or examine the extenuating circumstances and allow the student to continue in the class and make up the work.

• Schedule Change (Add/drop), Student Initiated

To drop or add a course during the Add/drop period, a student must complete an Add/drop form and submit it to the Student Records Office. The student is responsible for any tuition or fees associated with schedule change (Add/drop).

PART II: STUDENT CODE

I General Provision & Principles

Technical college students are members of both the community at large and the academic community. As members of the academic community, students are subject to the obligations which accrue to them by virtue of this membership. As members of the larger community of which the college is a part, students are entitled to all rights and protection accorded them by the laws of that community. By the same token, students are also subject to all laws, the enforcement of which is the responsibility of duly constituted authorities. When students violate laws, they may incur penalties prescribed by legal authorities. In such instance, college discipline will be initiated only when the presence of the student will disrupt the educational process of the College.

However, When a student in violation of the law also adversely affects the College's pursuit of its recognized educational objectives, the College may enforce its own regulations. When students violate college regulations, they are subject to disciplinary action by the College, whether or not their conduct violates the law.

If a student's behavior simultaneously violates both college regulations and law, the College may take disciplinary action independent of that taken by legal authorities. The Student Code for the South Carolina Technical College System sets forth the rights and responsibilities of the individual students.

II Internal Problem Solutions

The College will seek to solve problems by internal procedures of due process. When necessary, off-campus law enforcement and judicial authorities may be involved. In situations where South Carolina Technical Colleges have shared programs, the Chief Student

Services Officer where the alleged violation of the Student Code for the South Carolina Technical College System occurred will handle the charges.

A change of venue to the other college may be granted, based on the nature of the offense, provided it is agreed to by the Chief Student Services Officers of both colleges. Any sanctions imposed will apply across both colleges. In situations where a student is dually enrolled in two or more South Carolina Technical Colleges and is charged with a violation of the Student Code for the South Carolina Technical College System, the Chief Student Services Officer of the College where the alleged infraction occurred will handle the charges, and the sanctions will apply only at the college where the infraction occurred.

III Definitions

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

	Term	Definition
A	College	Any college in the South Carolina Technical College System.
B	President	The Chief Executive Officer of the College.
C	Administrative Officer	Anyone designated at the College as being on the administrative staff such as President or Vice President.
D	Chief Student Services Officer	The chief student services person at the College or his or her designee. At the Technical College of the Lowcountry, that person is the Vice President for Student Affairs.
E	Chief Instructional Officer	The administrative officer at the College who has overall management responsibility for academic programs and services, or his/her designee. At the Technical College of the Lowcountry, that person is the Vice President for Academic Affairs.
F	Student	A person taking any course(s) offered by the College, either full-time or part-time; credit or non-credit.
G	Instructor	Any person employed by the College to conduct classes.
H	Staff	Any person employed by the College for reasons other than conducting classes.
I	SGA	Student Government Association of the College.
J	Campus	Any place where the College conducts, or sponsors, educational, public service, or research activities.
K	Violation of Law	A violation of law of the United States or any law or ordinance of a state or political subdivision which has jurisdiction over the place in which the violation occurs.
L	Suspension	A temporary separation of the College and student under specified conditions.
M	Expulsion	A permanent separation of the College and student.

IV General Rights of Students

A. Non-discrimination

There shall be no discrimination in any respect by the College against a student or applicant for admission as a student, based on race, color, age, religion, national origin, sex or disability.

B. Freedom of Speech and Assembly

Students shall have the right to freedom of speech and assembly without prior restraints or censorship subject to clearly stated reasonable and non-discriminatory rules and regulations regarding time, space, and manner. Students desiring to conduct an assembly must submit a request to the President, or other designated college official, requesting a specific date, time, location, and manner no later than 15 working days prior to the date of the desired event. The request will be approved, amended, or denied no later than ten (10) working days prior to the desired event.

C. Freedom of the Press

In official student publications, they are entitled to the constitutional right of freedom of the press, including constitutional limitations on prior restraint and censorship. To ensure this protection, the College shall have an editorial board with membership representing SGA, faculty, and administration. Each college has the responsibility of defining the selection process for its editorial board. The primary responsibility of the board shall be to establish and safeguard editorial policies.

D. Protection against Unreasonable Searches and Seizures

Students are entitled to the constitutional right to be secure in their persons, dwellings, papers, and effects against unreasonable searches and seizures. College security officers or administrative officers may conduct searches and seizures only as authorized by law.

E. Student Representation in College Governance

Students should be represented in campus committees that have the following duties:

1. To propose policy that affects student activities and conduct.
2. To make policy decisions on such matters.
3. To implement policy.

F. Classroom Behavior

1. Discussion and expression of all views relevant to the subject matter are recognized as necessary to the educational process, but students have no right to interfere with the freedom of instructors to teach or the rights of other students to learn.
2. If a student behaves disruptively in class after the instructor has explained the unacceptability of such conduct, the instructor may dismiss the student for the remainder of that class period.
3. The instructor shall initiate a discussion with the student to resolve the issue prior to the next class meeting. The instructor may include the Vice President for Student Affairs, or his or her designee, in such a meeting.
4. A Further disruption by the student may result in a second dismissal and referral in writing by the faculty member to the Vice President for Student Affairs. These procedures for classroom behavior do not limit the action that may be taken for proscribed conduct under Section III herein and instructors may dismiss students from class for the remainder of the class period for such conduct. Students remain subject to other sanctions hereunder for such conduct.

G. Evaluation and Grading

1. Instructors will follow the announced standards in evaluating and grading students.
2. Grades are awarded for student academic achievement. No grade will be reduced as a disciplinary action for student action or behavior unrelated to academic achievement.

H. Privacy

Information about individual student views, beliefs, and political associations acquired by instructors, counselors, or administrators in the course of their work is confidential. It can be disclosed to others only with prior written consent of the student involved or under legal compulsion.

I. Records

1. General: The Admissions/Student Records Office will maintain and safeguards student records. All official student and former student records are private and confidential and shall be preserved by the College. Separate record files may be maintained for the following categories.
 - a. Academic
 - b. Medical, psychiatric counseling
 - c. Placement
 - d. Financial assistance
 - e. Disciplinary
 - f. Financial aid
 - g. Veterans affairs
2. Disciplinary Records
Records of disciplinary action shall be maintained in the office of the Vice President of Student Services. No record of disciplinary action shall be entered or made on the student's academic records.
3. Confidentiality of Records
Before information in any student file may be released to anyone, the student must give prior written consent except in those instances stated below.:
 - a. To instructors and administrators for legitimate educational purposes.
 - b. To accrediting organizations to carry out their functions.
 - c. To appropriate parties to protect the health and safety of students or other individuals in emergencies with the understanding that only information essential to the emergency situation will be released.
 - d. The Vice President of Student Affairs may authorize release of directory information as defined by the College under privacy legislation.
 - e. If the inquirer has a court order, the Vice President for Student Affairs, or someone designated by that official, will release information from the student's file.
4. Treatment of Records after Student Graduation or Withdrawal
When students withdraw or graduate from a technical college, their records shall continue to be subject to the provisions of this code.

V Student Government and Student Organizations

- A. Student Government Association
The College Student Government Association's constitution, as approved by the area commission, establishes the governance structure for students at a college. Amendments to the constitution require approval as stipulated in each Student Government Association constitution.
- B. Student Organizations
 1. An essential pre-requisite for a student organization to be approved is that it has educational importance and that its objectives be clearly explained in a proposed charter.
 2. The formation of organizations strictly as social clubs should be discouraged.
 3. Prior to consideration for approval as an organization, an organization constitution or bylaws must be prepared, and a person from the College's faculty or staff must be identified who is willing to serve as advisor, and the names of charter members must be submitted.

VI Proscribed Conduct

- A. General
Certain conduct is proscribed and upon violation of such proscriptions, a student shall be subject to one or more of the sanctions specified in Section VII, D, 3, c. However, it is expected that the more severe sanctions of suspension and expulsion will be imposed sparingly and only for more extreme or aggravated violations or for repeated violations.
- B. Abuse of the Privilege of Freedom of Speech or Assembly
 1. No student, acting alone or with others, shall obstruct or disrupt any teaching, administration, disciplinary, public service, research, or other activity authorized or conducted on the campus of the College or any other location where such activity is conducted or sponsored by the College.
 2. This disruption does not necessarily have to involve violence or force for the student to face disciplinary actions. In addition to administrative action, any person who violates the law will be turned over to the appropriate authorities.
 3. In the event of illegal or disruptive activity on a college campus, the Vice President for Student Affairs or other administrative officer will request those involved either to leave the campus or abide by regulations governing uses of, or presence on, the campus.
 4. The Vice President or other official will further announce that failure to disperse will result in enforcement of Section 16-17-420 of the South Carolina Code of Laws pertaining to illegal or disruptive activity on a college campus. According to South Carolina law, "it shall be unlawful for any person willfully or unnecessarily:
 - a. to interfere with or disturb in any way or in any place the students or teachers of any school or college in this state,
 - b. to enter upon any such school or school premises,
 - c. to loiter around the premises, except on business, without the permission of the principal or president in charge, or,
 - d. to act in an obnoxious manner thereon." (Section 16-17-420 part 2 of South Carolina Code of Laws).
- C. Academic Dishonesty Misconduct
All forms of academic misconduct including, but not limited to, cheating on tests, plagiarism, collusion, and falsification of information will call for discipline. Alleged violations will be handled according to the procedures presented in Section VII.B.
 1. "Cheating on tests" is defined to include the following.
 - a. Copying from another student's test.
 - b. Using materials during a test not authorized by the person giving the test.
 - c. Collaborating with any other person during a test without permission.
 - d. Obtaining, using, buying, selling, transporting or soliciting in whole or in part the contents of an un-administered test.
 - e. Bribing any other person to obtain tests or information about tests.
 - f. Substituting for another student, or permitting any other person to substitute for oneself.
 - g. Cooperating or aiding in any of the above.
 2. "Plagiarism" is defined as the appropriation of any other person's work and the unacknowledged incorporation of that work in one's own work offered for credit.
 3. "Collusion" is defined as assisting another person in an act of academic misconduct.
 4. "Fabrication" is defined as falsifying or inventing information in such academic exercises as reports, laboratory results, and citations to the sources of information.
- D. "Falsification of information, and other unlawful acts, with intent to deceive" is defined to include, but is not limited to, the following.
 1. Forgery, alteration, or misuse of college documents, records or identification cards.
 2. Destruction of evidence with the intent to deny its presentation to the appropriate hearing or appeals panel when properly notified to appear.
- E. "Infringement of rights of others" is defined to include, but is not limited to, the following.
 1. Physical or verbal abuse inflicted on another person.
 2. Severe emotional distress inflicted upon another person.
 3. Theft, destruction, damage, or misuse of the private property of members of the College community or non-members of the College community occurring on campus or off campus during any college approved activity.
 - a. Uploading or downloading works protected by copyright without the authority of the copyright owner is an infringement of the copyright owner's exclusive rights of reproduction and/or distribution. Anyone found to have infringed a copyrighted

work may be liable for statutory damages up to \$30,000 for each work infringed and, if willful infringement is proven by the copyright owner, that amount may be increased up to \$150,000 for each work infringed. In addition, an infringer of a work may also be liable for the attorney's fees incurred by the copyright owner to enforce his or her rights.

4. Sexual harassment inflicted on another person. This is defined as sexual discrimination where the harassing conduct created a hostile environment. Therefore, unwelcome sexual advances, request for sexual favors, and other verbal or physical conduct of a sexual nature constitutes sexual harassment when the conduct is sufficiently severe, persistent, or pervasive to limit an individual's ability to participate in or benefit from the education program, or to create a hostile or abusive educational environment.
 5. Stalking, defined as engaging in a course of conduct that would place a reasonable person in fear for their safety, and that has, in fact, placed an individual in such fear.
- F. Other unlawful acts which call for discipline include, but are not limited to.
1. Destruction, theft, damage, or misuse of college property occurring on or off campus.
 2. Unauthorized entry upon the property of the College after closing hours.
 3. Unauthorized presence in any college facility after closing hours.
 4. Unauthorized possession or use of a key to any college facility or other property.
 5. Possession or use on campus of any firearm or other dangerous weapon or incendiary device or explosive unless such possession or use has been authorized by the College.
 6. Possession, use or distribution on campus of any narcotics, dangerous, or unlawful drugs as defined by the laws of the United States or the State of South Carolina.
 7. Possession, use or distribution on campus of any beverage containing alcohol.
 8. Violation of institutional policies while on campus or off campus when participating in a college sponsored activity.
 9. Violation of South Carolina and/or federal laws while on campus or off campus when participating in a college sponsored activity.
 10. Engaging in any activity which disrupts the educational process of the College, interferes with the rights of others, or adversely interferes with other normal functions and services.

VII Rules of Student Disciplinary Procedure and Sanctions

A. Administrative Suspension

1. If an act of misconduct threatens the health or well being of any member of the academic community or seriously disrupts the function and good order of the College, an administrative officer may direct students involved to cease and desist such conduct and advise them that failing to cease and desist will result in immediate suspension. If the students fail to cease and desist, or if their continued presence constitutes a danger, the administrative officer may then suspend them from the College until a resolution of the matter can be made.
2. The administrative officer invoking such administrative suspension shall notify the Vice President for Student Affairs in writing of the individuals involved and the nature of the infraction before 5:00 p.m. of the first class day following its imposition. If immediate identification of the student or students is impossible, such notice shall be given within two working days after identification has been determined.

B. Student Misconduct

1. Academic

- a. An instructor, who has reason to believe that a student enrolled in his/her class has committed an act of academic misconduct, must meet with the student to discuss this matter. The instructor may advise the student of the alleged act of academic misconduct and the information upon which it is based. The student must be given an opportunity to meet with instructor, the academic Dean, and the Vice President for Student Affairs, or his/her designee, to refute the allegation.
- b. If the instructor, after meeting and consulting with the student, the academic Dean, and the Vice President for Student Affairs or his/her 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. The instructor may impose one of the following academic sanctions.
 - i. Assign a lower grade or score to the paper, project, assignment or examination involved in the act of misconduct.
 - ii. Require the student to repeat or resubmit the paper, project, assignment or examination involved in the act of misconduct.
 - iii. Assign a failing grade for the course.
 - iv. Require the student to withdraw from the course.
- c. If the student is found responsible for the academic misconduct, within five working days of the meeting, the instructor will submit a written report about the incident and the sanction imposed to the Vice President for Student Affairs and the Vice President for Academic Affairs.
- d. The Vice President for Student Affairs, or designee, will send a certified letter to the student's last known address, summarizing the incident, the instructor's finding, the terms of the imposed sanctions, informing the student that he/she may appeal the decision and/or the sanction by submitting a written request to the Vice President for Student Affairs, and instructions governing the appeal process.

2. Non-Academic

- a. A charge involving a student infraction must be filed in writing at the office of the Vice President for Student Affairs within five working days after the alleged infraction or after such infraction becomes known to an administrative officer of the College.
- b. Within five working days after the charge is filed, the Vice President for Student Affairs shall complete a preliminary investigation of the charge and schedule immediately a meeting with the student.
- c. After discussing the alleged infraction with the student, the Vice President for Student Affairs may act as follows.
 - i. Drop the charges.
 - ii. Impose a sanction consistent with those shown in Section VII, D, 3, c, Student Appeals Committee. The Vice President for Student Affairs may impose one of the following academic sanctions.
 - A written reprimand.
 - An obligation to make restitution or reimbursement.
 - A suspension or termination of particular student privileges.
 - Disciplinary probation.
 - Suspension from the College.
 - Expulsion from the College.
 - Any combination of the above.

3. Refer the student to a college office or community agency for services.

- a. The decision of the Vice President for Student Affairs shall be presented to the student in writing within five working days following the meeting with the students.
- b. In instances where the student cannot be reached to schedule an appointment with the Vice President for Student Affairs, or where the student refuses to cooperate, the Vice President for Student Affairs shall send a certified letter to the student's last known address providing the student with a list of the charges, the Vice President for Student Affairs' decision, and instructions governing the appeal process.

C. Student Appeals

A student who disagrees with the decision of an instructor or the Vice President for Student Affairs may request a hearing before the Student Appeals Committee. This request must be submitted within two working days after receipt of the Vice President for Student Affairs' letter, unless a request is made and approved for an extension of time. The Vice President for Student Affairs shall refer the matter to the Student Appeals Committee together with a report of the nature of the alleged misconduct, the name of the complainant, the name of the student against whom the charge has been filed, and the relevant facts revealed by the preliminary investigation.

D. Procedures for Hearings Before the Student Appeals Committee

1. Each college shall have a Student Appeals Committee (hereinafter referred to as the Committee) to consider the case of a student who declines to accept the findings of an instructor or the Vice President for Student Affairs. The hearing shall be held within fifteen (15) working days after the student has officially appealed the decision of the Vice President for Student Affairs.
2. Membership of the Committee shall be composed of the following.
 - a. Three faculty members appointed by the Vice President for Academic Affairs and approved by the President.
 - b. Three student members appointed by the appropriate student governing body and approved by the President.
 - c. One member of the Student Affairs staff appointed by the Vice President for Student Affairs and approved by the President.
 - d. The Vice President for Student Affairs serves as an ex-officio, non-voting member of the Committee.
 - e. The chair shall be appointed by the President from among the membership of the Committee.
3. Functions of the Committee are described as follows.
 - a. To hear an appeal from a student charged with an infraction that may result in disciplinary action.
 - b. To hand down a decision based only on evidence introduced at the hearing.
 - c. To provide the student defendant with a statement of the Committee's decision including findings of fact and if applicable, to impose one or more of the following sanctions.
 - i. Academic Misconduct
 - Assign a lower grade or score to the paper, project, assignment or examination involved in the act of misconduct.
 - Require the student to repeat 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.
 - ii. Student Misconduct
 - A written reprimand.
 - An obligation to make restitution or reimbursement
 - A suspension or termination of particular student privileges.
 - Disciplinary probation.
 - Suspension from the College.
 - Expulsion from the College.
 - Any combination of the above.

E. Procedural Duties of the Chief Student Services Officer

At least seven working days prior to the date set for hearing before the Committee, the Vice President of Student Affairs shall send written notice to all involved and a certified letter to the student's last known address providing the student with the following information:

1. a restatement of the charge or charges.
2. the time and place of the hearing.
3. a list of witnesses who might be called to testify
4. the names of Committee members.
5. a statement of the student's basic procedural rights.

These rights follow.

- a. The right to counsel. The role of the person acting as counsel is solely to advise the student. The counsel shall not address the Committee. Payment of legal fees is the responsibility of the student.
- b. The right to produce witnesses on one's behalf.
- c. The right to request, in writing, the President to disqualify any member of the committee for prejudice or bias. (At the discretion of the President, reasons for disqualification may be required.) A request for disqualification, if made, must be submitted at least two business days prior to the hearing. If such disqualification occurs, the appropriate nominating body shall appoint a replacement to be approved by the president.
- d. The right to present evidence. The Committee may determine as to what evidence is admissible.
- e. The right to know the identity of the person(s) bringing the charge(s).
- f. The right to hear witnesses on behalf of the person bringing the charges.
- g. The right to testify or to refuse to testify without such refusal being detrimental to the student.
- h. The right to appeal the decision of the Committee to the President who will review the official record of the hearing. The appeal must be in writing and it must be made within 7 working days after receipt of the decision.
- i. On written request of the student, the hearing may be held prior to the expiration of the seven day advance notification period, if the Vice President of Student Affairs concurs with this change.

F. The Conduct of the Committee Hearings

1. Hearings before the Committee shall be confidential and shall be closed to all persons except the following.
 - a. The student. The hearing may be conducted without the student present if the student ignores the notice of the hearing and is absent without cause.
 - b. Counsels of the accused, the grievant and the College.
 - c. A person mutually agreed upon by the student and the Committee, to serve in the capacity of recorder.
 - d. Witnesses who shall:
 - i. Give testimony singularly and in the absence of other witnesses.
 - ii. Leave the committee meeting room immediately upon completion of the testimony.
2. The Committee shall have the authority to adopt supplementary rules of procedure consistent with this code.
3. The Committee shall have the authority to render written advisory opinions concerning the meaning and application of this code.
4. The conduct of hearings before this Committee is unaffected by charges of local, state, or federal authorities against the student for acts that are the same, or similar to, charges of misconduct to be heard by the Committee. Two separate jurisdictions are involved in such cases. Therefore, hearings may be held and decisions rendered independent of any resolution by the court system.
5. In addition to written notes, the hearing may be tape recorded, except for the Committee's deliberations. After the conclusion of the hearing, the tape will be kept in the office of the Vice President for Student Affairs. The student may listen to the tape of his/her hearing under the supervision of the Vice President of Student Affairs or designee. The student is not entitled to a copy of tape or a written transcript of the hearing.
6. Upon completion of a hearing, the Committee shall meet in executive session to determine concurrence or nonoccurrence with the original finding and to impose sanctions, if applicable.
7. Decisions of the Committee shall be made by majority vote.
8. Within two working days after the decision of the Committee, the Vice President for Student Affairs shall send a certified letter to the student's last known address providing the student with the committee's decision.

G. Appeal to the President

When the student appeals to the President, the President, whose decision is final, shall have the authority to:

1. receive from the student an appeal of the Committee's decision.
2. review the findings of the proceedings of the Committee.
3. hear from the student, Vice President for Student Affairs, and the members of the Committee before ruling on an appeal.
4. approve, modify, or overturn the decision of the Committee.
5. inform the student in writing of the final decision within 10 working days of the receipt of the appeal.

Student Grievance Procedure for the South Carolina Technical College System

I. Purpose

The purpose of the student grievance procedure is to provide a system to channel student complaints against faculty or staff, concerning the following:

- A. Alleged discrimination on the basis of age, sex, race, disability or other conditions, preferences or behavior, excluding sexual harassment complaints.
- B. Sexual harassment complaints should be directed to the Vice President of Student Affairs. Because of the sensitive nature of this kind of complaint, a conference with the Vice President of Student Affairs will replace the first step of the grievance procedure. The Vice President of Student Affairs will counsel with the student to determine the appropriate action that is required. If the grievance is not resolved after this meeting, then the remainder of the grievance procedure will be followed.
- C. Academic matters, excluding individual grades except where the conditions in item "A" above apply.

II. Definitions

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

- A. College - any college in the South Carolina Technical Education System.
- B. President - the chief executive officer of the College.
- C. Administrative Officer - anyone designated at the College as being on the administrative staff such as President, Vice President, Vice President for Student Affairs or Student Services, Chief Academic Officer, Dean of Instruction, or Business Manager.
- D. Vice President of Student Affairs - the chief student services person at the College or his or her designee.
- E. Chief Instructional Officer - the Administrative Officer at the College who has overall management responsibility for academic programs and services, or his/her designee.
- F. Student - a person taking any course(s) offered by the College either full-time or part-time.
- G. Instructor - any person employed by the College to conduct classes.
- H. Staff - any employee of the College who was employed by the College for reasons other than conducting classes.
- I. Campus - any place where the College conducts or sponsors educational, public service, or research activities.

III. Procedures

A. First Step

The student must go to the instructor or staff member where the alleged problem originated. An attempt will be made to resolve the matter equitably and informally at this level. The conference must take place within 10 instructional weekdays of the incident which generated the complaint.

B. Second Step

If the grievance is not resolved at the informal conference, the student may file a written grievance. A grievance form shall be made available to the student by the Chief Student Services Officer. The Vice President of Student Affairs will explain the grievance process to the student. The completed grievance form must be presented to the Vice President of Student Affairs within 10 instructional week days after satisfying the first step in the grievance process. The Vice President of Student Affairs shall give written acknowledgment of receipt of the grievance form. This acknowledgment shall be given immediately or no later than two instructional weekdays after receipt of the grievance form from the student. The Vice President of Student Affairs will then refer the grievance to the immediate supervisor involved. The supervisor shall respond in writing to the student within 10 instructional weekdays of receipt of the grievance form from the Chief Student Services Officer. As a part of the effort to resolve the issue, the supervisor will consult with the accused and the Chief Administrative Officer of the division or component concerned.

C. Third Step

If the written statement of the supervisor does not resolve the matter, the student may request to appear before the Student Grievance Committee. The student must submit a written request within 5 instructional week days after receiving the supervisor's written response. The request shall include a copy of the original grievance form and the reason why the supervisor's response is unsatisfactory. The student must attach a copy of the supervisor's response to the request. The Vice President of Student Affairs shall notify immediately the President who shall ensure that the Committee is organized in a manner consistent with Section IV, A of this procedure. The Vice President of Student Affairs or designee will send copies of the appeal to the members of the Committee, the employee, and the employee's supervisor. The employee against whom the grievance was filed shall be given an opportunity to respond in writing to the chairperson of the Committee. The Student grievance Committee's meeting(s) shall be conducted between five and 15 instructional weekdays following the date of the request. A postponement, if either party submits a written request no later than five instructional weekdays prior to the scheduled meeting.

D. Fourth Step

If either party is not satisfied with the Committee's decision, that person may submit an appeal to the President of the College within 10 Instructional weekdays of the Committee's decision. The President shall review the Committee's findings, conduct whatever additional inquiries that are deemed necessary and will render a decision within 10 instructional weekdays of receipt of the appeal. The President's decision is final.

IV. The Student Grievance Committee

A. The Student Grievance Committee shall be composed of the following:

1. Three students recommended by the governing body of the student body.
2. Two faculty members recommended by the Chief Instructional Officer.
3. One Student Services staff member recommended by the Chief Student Services Officer.
4. One administrator, appointed by the President of the College, who shall serve as chairperson of the Committee.
5. The Chief Student Services Officer, or designee, who serves as an ex-officio, non-voting member of the Committee. The President must approve all recommended members.

B. Purpose and Function of Grievance Committee

1. All student grievance committees are ad hoc and shall be formed to hear specific complaints. A new committee may be formed every time that a grievance covered under this procedure is filed.
2. Whenever a committee is formed, it may adopt additional rules and guidelines not in contradiction with these procedures.

C. Rights of the Parties Involved in a Grievance

When a Grievance Committee meeting is scheduled, the parties involved are entitled to:

1. A written notice of the complaint forwarded to all parties at least five instructional weekdays prior to the meeting unless the student filing the complaint waives this requirement. This notice shall include the following:
 - a. a brief description of the complaint, including the name of the person filing the complaint;
 - b. the date, time and location of the meeting; and
 - c. the name of any person who might be called as a witness.
2. Review all available evidence, documents or exhibits that each party may present at the meeting. This review must take place under the supervision of the Chief Student Services Officer, or designee.
3. Appear in person and present information on his or her behalf, and present additional evidence to the Committee, subject to the Committee's judgment that the evidence is relevant to the appeal.
4. Call witnesses who are dismissed after providing testimony and responding to questions posed by the Committee and either party in the appeal.
5. An advisor shall not address the Committee nor ask any witness a question.

Payment of legal fees is the student's responsibility.

PART III: DISTANCE LEARNING SERVICES

Video Conference Courses

Video Conference Courses involve courses that are time and place sensitive just like traditional courses, but use technology to join groups of students at different locations with their instructor. These are courses delivered by two-way video, requiring students' presence in specially equipped classrooms during instruction. Both students and instructor can see one another on video monitors and talk to one another through in-room microphones.

Online courses are delivered by the internet and are available to students using computers in one of the College's computing facilities. Students may generally access their online courses at any time convenient to them within guidelines set forth in the course syllabus for the semester. Students enrolling in online courses are expected to initiate the instruction process and may find instructions for accessing TCL online courses on the TCL website.

All students enrolling in distance learning courses must be highly motivated independent learners who will contact their instructor in advance of class about any required meetings at specific times and requirements for proctored testing where regular on-campus meetings are not scheduled.

Career and Transfer Services

This office offers assistance to TCL students and alumni in obtaining information related to careers and employment. The office maintains a file of companies and job openings. Job openings are posted in the office and at various campus locations. The office utilizes a computerized system, www.palmettopathways.org, which provides access to job information in South Carolina. The office also provides career information and placement services for enrolled students and individuals throughout the College's four-county service area. Career counseling sessions and group workshops and seminars on career planning, resume writing, job search techniques, interviewing skills, and other relevant topics are offered. An extensive collection of career-oriented audio/visual and printed materials such as DVDs, books, career files, handouts on career fields, and other related materials is available to assist with career planning and job placement needs. Students interested in the College Work-Study program may apply online at www.cww.tgslc.org/tcl/genlogin.asp.

Workshops and seminars are available through the Career and Transfer Services office for local high schools and community organizations. Presentations may be designed to meet the needs of the individual or group. In addition, career workshops are sponsored each semester to provide the opportunity for employers and community residents to meet and explore employment needs and hiring criteria.

Online Attendance Procedure

An e-mail is required from each student to the instructor by the end of the Schedule Change (Add/Drop) period. The instructor will drop the student from the course if the e-mail is not received. Except in extenuating circumstances with the approval of the appropriate Division Dean, instructors withdraw students from class when 90 percent attendance is not maintained. 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 e-mail, online discussion forum, phone, or appointment at least once each week and access the web class at least once each week. No communication or no access will result in the student being withdrawn from the course. The instructor will assign a grade of "W," "WP," or "WF" based upon the student's academic standing as of the last date of attendance, which is the date of the last log-in. Students are responsible for any financial matters associated with an administrative withdrawal.

Orientation to Distance Learning Courses

- Broadcast Courses - While technologies used in satellite and two-way video courses make them somewhat different from traditional courses, students do have immediate contact with their instructors.
- Online or Mixed Mode Courses - Students enrolling in their first online or mixed mode course are strongly encouraged to access an orientation to online learning from the College's website or during the priority registration period. The orientation provides students with an understanding of the structure and pace of an online course. The Distance Learning section of the TCL website provides instructions for starting online courses. This section also provides information that helps students assess whether their learning styles are conducive to success in such a course.

Registration

At the present time, Technical College of the Lowcountry will provide Distance Learning students with:

- Advisor registration
- WebAdvisor registration

Students must make payments directly to the Technical College of the Lowcountry Cashier's Office.

Services for Distance Learning Students

- Academic Advising and Scheduling – The College provides qualified, properly trained academic advisors to assist Distance Learning students with class scheduling and to address their special needs. The Technical College of the Lowcountry will inform students where and from whom they may receive academic advising and assistance with scheduling, including instances of shared programs. TCL will provide advising services and assistance with scheduling by appointment or by telephone.
- Admission - Students may apply for Distance Learning courses through TCL. Application forms are available by mail or the College's web site.
- Assessment -When placement in a Distance Learning course requires assessment, the Division which awards credit for the course establishes the mandatory placement score. TCL will schedule assessment tests to meet the needs of non-traditional, distance learning, and/or working students. If the student has already taken the COMPASS assessment test at another South Carolina technical college, TCL will use those assessment test scores, provided those scores are generated within one year of enrollment. A student must request in writing or by fax that scores be sent from one college to another.

Student Activities

Students enrolled in Distance Learning courses are encouraged to participate in student activities, including Student Government Association (SGA) and College publications.

Student Behavior

The College makes no distinction between Distance Learning students and other students regarding their right to appeal disciplinary sanctions or their right to file written complaints. (See Part II: Student Code). Students enrolled in Distance Learning courses must adhere to the same standards of conduct applicable to all students of the College. The Student Code and Grievance Procedure for South Carolina Technical Colleges, institutional policies and regulations, and local, state, and federal laws regulate student conduct.

Note: The instructor of a Distance Learning course, even if primarily or solely an employee of the originating college, is empowered to correct or terminate classroom disruptions. Only the Chief Student Services of the College, or his/her designee, at the institution where the student is enrolled may impose sanctions upon the student for instances of misconduct, excluding temporary dismissal from class, which the course instructor or the course site staff may request.

Student Complaints

The Student Grievance Procedure is available to all Distance Learning students. A student may submit written complaint to the Vice President of Student Affairs, who then requests that the appropriate College official respond to the student's complaint. (See Part II: Student Code).

Student Financial Aid

Students who receive financial aid for one or more courses in which they enroll must meet the standards of progress established by TCL. The student who is simultaneously enrolled at two or more colleges is responsible for notifying the financial aid office at each college. In instances of dual enrollment, the College which awards the degree, diploma, or certificate is responsible for awarding aid to eligible students. Students should note that they may only receive financial aid from one institution.

Student Records

When the Technical College of the Lowcountry awards credit for a Distance Learning course, the College is responsible for recording and storing students' grades for these courses, notifying students of their grades, and generating transcripts. The College makes no distinction on transcripts between Distance Learning courses and other courses.

PART IV: ESSENTIALS FOR SUCCESS

The Technical College of the Lowcountry has numerous resources to help facilitate and substantiate student success. Students are encouraged to take the initiative and apply themselves to be responsible for that success. If a student finds that he or she is having difficulty it is recommended that the student be proactive and seek the help that is needed from professors, financial aid, Student Records, admissions and all other available college resources. At the onset of a potential barrier the student should seek help to ensure a successful college experience. (See [page 152](#) for a list of resources).

Where Can I Go for Help?

- Admissions
- Campus Counselor
- Career Counseling/Job Placement
- Disability Services
- Financial Aid
- Learning Resources Center (Library)
- Student Records
- Student Activities

How Do I schedule my classes?

First Semester at TCL –

All students will register with their academic program advisors. Every student needs to determine if he or she wants to be a full-time student to complete a program of study quickly (not advisable for full-time working students) or to as a part-time student. Because most TCL programs are offered day or evening, the student also needs to decide what time of day to attend classes. Having answers to these questions and the results of placement tests makes it easy for a student and advisor to put together a schedule that will start the student off on the right foot.

Reading the Semester Schedule Flyer –

Every semester the College publishes a schedule of classes that will be offered the next semester. The classes are listed by academic division and by content (ACC = Accounting, BIO = Biology, etc.) in alphabetical order and by day or evening. To know which courses to take, a student should consult the TCL Catalog under the program heading in which he or she is enrolled. "Credit" has several meanings for the student. First, it is used to figure the cost of tuition. TCL presently charges a per-credit hour fee for part-time students, which means a three credit hour course will cost three times the credit hour rate plus fees and the cost of books. To be a full time student, the student must take 12-18 credit hours (4-6 classes). The cost is a set figure plus fees and the cost of books. For more details on course credit hours, the semester calendar, the fee due dates and other critical information, see the Schedule of Classes for the term in which you plan to take classes. The second meaning of "credit" is the approximate number of hours per week a student will be in class (three hours for a three credit hour class). Unlike high school students, a college student only attends when he or she has classes and the student (with his or her advisor) determines when that will be. A student should look over the published schedule and see his or her advisor early for the best selection of classes for the next semester. It is the student's responsibility to take charge of his or her education and to ask questions.

"Dropping" and "Withdrawing" From a Class

"DROPPING" a class. ..

When you drop a class, it will not show up on your official transcript. Before classes start, you may "drop" a class on your own, using WebAdvisor. Once classes start, you may still "drop" a class by contacting your academic advisor during the add/drop period, which is usually during the first few days of the semester. The main thing is to pay close attention to the deadlines that are published online and in the schedule, because if you wait to "drop" a class during the add/drop period, you will be charged a \$20 drop fee.

"WITHDRAWING" from a class. ...

You can withdraw from a class even after the add/drop deadline has passed. There are a couple of big differences though. For one, you won't receive all of your money back. After those first few days of classes, your refund amount drops to half of your tuition, and then a little later it even drops to zero. You may withdraw from your classes at any time prior to the first day of the final exam period, but you still have to complete a withdrawal form, which you can pick up from the Registrar or download from the web.

Another big difference has to do with your official transcript. If you withdraw after the deadline dates and prior to the exam period, you will receive one of the following grades, which will show on your official transcript:

- Grade of "W" which stands for "Withdrawal."
- Grade of "WP" which stands for "Withdrawal Passing." You will receive this grade if you were passing the course at the time of withdrawal.
- Grade of "WF" which stands for "Withdrawal Failing." You will receive this grade if you were failing the course on the last date that you attended class. A grade of "WF" will be computed in your grade point average just as though you had received a grade of "F."

Withdrawal, Instructor Initiated

If a student exceeds the 10% limit on absences, the instructor may: (1) withdraw the student from the class with a grade of “WP” or “WF” or examine the extenuating circumstances and allow the student to continue in the class and make up the work. Students are responsible for any financial matters associated with an instructor-initiated withdrawal.

Whatever grade you receive will be recorded on the Withdrawal Form, on the final grade roster, and on your academic record. The Registrar will return a copy of the form to you for your records.

“WITHDRAWING” from the college. ..

Withdrawing from the college completely is an entirely different thing. If something changes in your life and you plan to withdraw from the college, you must meet with your advisor to settle all financial obligations to the college. You will need to follow the steps mentioned above to withdraw from every single one of your classes. Don't miss one.

Can I Change Programs After I Start at TCL?

The national average indicates that most college students change their minds about their program of study two-and-a-half times over their college careers! It is normal for a student not to know exactly which career path to take at the beginning of a college career. Experimenting by taking a course or two in a program is often the best way to see if that program meets your goals. By completing a form in the Student Records Office, you may move from one program to another. Many times credits transfer from one program to another.

Is It True That I Have More Freedom in College?

In college there are no bells or announcements to tell you that class is over, but there are still rules you must obey. TCL parking regulations, restrictions on smoking in buildings, class attendance policies, bans on cheating, and confidentiality of records are not to be ignored. At TCL there is zero tolerance for anyone breaking the law by having weapons or any kind of illegal drugs on campus. The College will not hesitate to call in the Police Department if there is a violation with which TCL security officers require assistance. If, on the other hand, you need a battery jump-started, a locked car opened, or an escort to your car after evening classes, TCL's security officers stand ready to assist in getting help. TCL expects you to be independent and serious in your efforts to receive a college education, but the staff is ready and willing to lend a helping hand.

Is There Anything Else That Would Be Helpful For Me to Know as a Student?

Just as the race between the tortoise and the hare shows, slow and steady wins the race! It pays for you to start your college career slowly.

You should get used to the time required for college studying and writing assignments by doing well your first semester and adding more classes after that initial success. Ask for help and be assertive.

You should read this TCL Catalog and Student Handbook to be familiar with your new environment and, when questions arise, act quickly to seek help. Many students have come before and are now gainfully employed in jobs that they enjoy. We want you to accomplish your educational goal here at TCL and we stand ready to help you SUCCEED.

PART V: DRUG AND ALCOHOL POLICY

The Technical College of the Lowcountry recognizes that chemical dependency through use of controlled or uncontrolled substances, including alcohol, is a treatable illness. The College supports and recommends employee and student rehabilitation and assistance programs and encourages employees and students to use such programs. All locations will also implement drug-free awareness programs for employees and students.

Such programs will annually ensure that employees and students are aware that:

1. Alcohol and other drug abuse at the workplace and in the educational setting is dangerous because it leads to physical impairment, loss of judgment, safety violations and the risk of injury, poor health, or even death. Health risks and effects of controlled substances and alcohol will be provided to students and employees.
2. Alcohol and other drug abuse can also significantly lower performance on the job and in the classroom, thus impacting on the agency and the College mission as well as seriously affect the student's educational and career goals.
3. Employees must report any personal conviction under a criminal drug statute, for conduct at the workplace, to their personnel officer within five days.
4. It is a condition of employment and admission that all employees and students must abide by the policy on alcohol and other drug use as well as related procedures/statements/laws/guidelines. Violation of any provisions may result in disciplinary action up to and including termination or expulsion respectively, and may have further legal consequences consistent with federal and state laws and regulations. Additionally, management may require an employee or student to enter an employee/student assistance or drug rehabilitation program as a condition of employment or enrollment.
5. Use of employee assistance programs (EAP), student assistance programs (SAP), or drug/alcohol rehabilitation services are encouraged.

NOTES