**TECHNICAL COLLEGE OF THE LOWCOUNTRY**

# FACULTY HANDBOOK

**2019 – 2020**

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**PLEASE NOTE:  When this document was updated (9/2019), some documents hyperlinked in this handbook remained the same from previous years.**

# THE TECHNICAL COLLEGE OF THE LOWCOUNTRY

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

**Accredited by:**
**Southern Association of Colleges and Schools Commission on Colleges (SACSCOC)**
1866 Southern Lane, Decatur Georgia 30033-4097, 404-679-5000
**Accreditation Commission for Education in Nursing (ACEN)**
3343 Peachtree Road NE, Suite 850, Atlanta, GA 30326  (404) 975-5000
**Commission on Accreditation of Allied Health Education Programs (Surgical Technology) (CAAHEP)**
1361 Park Street, Clearwater, FL 33756, 727-210-2350
**Commission on Accreditation in Physical Therapy Education (CAPTE)**
1111 North Fairfax Street, Alexandria, Virginia 22314 • 703 706-3245
**Commission on Massage Therapy Accreditation (COMTA)**
5335 Wisconsin Avenue, NW, Suite 440, Washington, DC  20015   202-895-1518
**Joint Review Committee on Education in Radiologic Technology (JRCERT)**
20 N. Wacker Drive, Suite 2850, Chicago, IL  60606-3182, 312-704-5300
**National Association for the Education of Young Children (NAEYC)**
1313 L Street NW, Suite 500, Washington, DC  20005-4101, 202-232-8777 or 800-424-2460
**SC Department of Labor Licensing & Regulation Board of Nursing (SCLLR)**
Synergy Business Park, Kingstree Building, Suite 202, 110 Centerview Drive, PO Box 12367, Columbia, SC  29211-2367
**Approved by:**
**American Bar Association (ABA)**
321 N Clark Street, Chicago, Illinois 60654-7598, 800-285-2221
**Licensed by:**
**SC Department of Labor, Licensing & Regulation Board of Nursing (SCLLR)**
**SC State Board of Cosmetology**
PO Box 11329, Columbia, SC  29211   803-896-0226

**Equal Opportunity Employment/Affirmative Action**
It is the policy of the Technical College of the Lowcountry that no discrimination on the grounds of race, color, national origin, disability, religion, gender, or age will exist in any area of the College.  The College will make all decisions regarding recruitment, hiring, training, promotions and all other terms and conditions of employment without discrimination on the above grounds or on other factors which cannot lawfully be the basis for an employment decision.  The Technical College of the Lowcountry reaffirms its policy of administering all its educational programs and related supportive services and benefits in a manner which does not discriminate because of a current student's, or prospective student's, race, color, national origin, disability, religion, gender, age, or other characteristics which cannot lawfully be the basis for provision of services.  In addition, the Technical College of the Lowcountry endorses the principle of affirmative action designed to remove any disparate effects of past discrimination because of race, color, gender, religion, age, or national origin.

**Americans with Disabilities Act (ADA)**
The Technical College of the Lowcountry does not discriminate on the basis of disability in admission, access, or employment in any program or activity.  The College will comply with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disability Act of 1990.  The Vice President for Student Affairs or his/her designee will serve as the administrative officer responsible for meeting with students having disability concerns.  The Human Resource Director will serve as the administrative officer responsible for meeting with individuals with employment concerns.  The College's ADA Committee will serve as the appeals and oversight committee.  The ADA contact is Rodney Adams (843-525-8219).

**Disclaimer**
This handbook does not constitute an expressed or implied contract between the College and any employee.  Only the President of the College and/or designee is authorized to enter into contracts.  As a state entity, the College is governed by the rules and regulations of the State of South Carolina, by the policies and procedures of the State Board for Technical and Comprehensive Education, and by the policies adopted by the College's Commission.  The handbook contains the College's general philosophy and many of its policies, procedures, and rules as approved by the appropriate governing bodies.  However, this handbook is not intended to be all-inclusive.  It is also subject to updates and revisions as may be necessary when new or revised policies and procedures are approved by the State of South Carolina, the State Board for Technical and Comprehensive Education, and/or the TCL Commission.  Copies of these governing policies and procedures are available in the Offices of the President, Vice President for Academic Affairs, Vice President for Administrative Services, Vice President for Student Affairs, and the Human Resources Director, as well as in the Learning Resources Center. It is the policy of the Technical College of the Lowcountry to abide by the provisions of the Freedom of Information Act as stated in Chapter 4 of Title 30 Code of Laws of South Carolina 1976 and subsequent revisions.

# I. ORGANIZATION

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

The Technical College of the Lowcountry continues to re-examine its mission, clarified its vision for the future, and positioned itself to meet the ever-changing needs and the challenges of the Lowcountry. In support of this vision, the Commission of the Technical College of the Lowcountry adopted the mission, philosophy, goals, and underlying values presented here.

## Technical College of the Lowcountry Vision
*Elevate each student and every community we serve through transformative technology and exceptional teaching.*

## Technical College of the Lowcountry Mission
*One of sixteen colleges comprising the South Carolina Technical College System, the Technical College of the Lowcountry traces its origin to the Mather School founded in 1868. The college is a comprehensive, public, two-year college dedicated to serving the diverse educational needs of the rural counties of Beaufort, Colleton, Hampton, and Jasper. The college annually serves approximately 10,000 credit and continuing education students, a mix of traditional, non-traditional, full-time, and part-time.*

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

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

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

*Adopted by the TCL Commission, November 18, 2002*
*Approved by the Commission on Higher Education, January 9, 2003*
*Reaffirmed and Modified by the TCL Commission, October 8, 2009*
*Modifications Approved by the Commission on Higher Education, November 24, 2009*
*Reaffirmed by the TCL Commission, October 14, 2010; October 27, 2011; October 18, 2012;*
*October 18, 2013; October 22, 2014*
*Reaffirmed by the TCL Commission, September 8, 2015*
*Reaffirmed by the TCL Commission, November 17, 2016*
*Reaffirmed by the TCL Commission, October 19, 2017*
*Reaffirmed by the TCL Commission, October 18, 2018*

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

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

**Strategic Goals**

The Technical College of the Lowcountry has four major goals:

**Goal I:** Increase Enrollment

**Goal II:** Ensure Relevancy

**Goal III:** Increase Student Success

**Goal IV:** Increase Retention

## History of the College

| | |
|---|---|
| 1711 | The Town of Beaufort established. |
| 1861 | Union troops occupy Beaufort. |
| 1862 | Penn School founded to educate newly liberated slaves. |
| 1868 | The Mather School for daughters of former slaves established. |
| 1881 | Mrs. Mather deeds the property to the New England Baptist Missionary Association. |
| 1901 | First elementary class of three members graduates. |
| 1932 | Mather School high school program approved by the South Carolina State Department of Education as Mather Industrial School – 12 grades are now being taught. |
| 1954 | The Junior College Department organized to provide increased educational opportunities for high school graduates in the greater Beaufort area and allow male students to enroll. |
| 1955 | Mather School accredited by the Southern Association of Colleges and Schools. |
| 1956 | Mather Junior College graduates first class. |
| 1966 | Mather School one of three schools designated by the Office of Economic Opportunity for a pilot project designed to assist high school graduates in this section of South Carolina to overcome certain academic deficiencies before entering college. |
| 1967 | The Board of Trustees of the Mather School, in concurrence with the American Baptist Home Mission Societies vote to offer the campus and buildings to the South Carolina State Board of Education for use as a State Area Trade School and to effect a merger relationship with Benedict College, Columbia, South Carolina. |
| 1968 | Mather School concludes 100 years of unique educational service to the greater Beaufort area. The campus is given to the state of South Carolina as an area trade school. |
| 1969 | The South Carolina General Assembly transfers the administration of Beaufort Area Trade School from the Department of Education to the State Board for Technical and Comprehensive Education (SBTCE). |
| 1970 | The School becomes known as the Beaufort Regional Training Center. |
| 1972 | The Center becomes part of the State Technical College System under the State Board for Technical and Comprehensive Education and renamed the Beaufort Technical Education Center. |
| 1974 | State Board designates a four-county service area – Beaufort, Hampton, Jasper and Colleton counties. A branch campus is established in Hampton County. |
| 1978 | The Center is accredited by the Southern Association for Colleges and Schools. |
| 1979 | The Center's name is changed to Beaufort Technical College. Off-Campus military education programs at the Marine Corps Air Station in Beaufort and the Marine Corps Recruit Depot at Parris Island are begun. |
| 1981 | Student Support Services, a program offering counseling to high risk, first- generation college students is begun. Part of the federal government TRIO programs. |
| 1982 | College receives funding for the Upward Bound Program, part of the federal government TRIO programs. Area high school students selected for special counseling and tutoring. |
| 1983 | The College's Hilton Head Island Center is opened and the Beaufort Technical College Foundation is established. |
| 1984 | SACS Reaffirmation. |
| 1985 | College receives funding for Talent Search, a program providing career and college counseling in area high schools. Part of the federal government TRIO programs. College becomes one of only three colleges in the state to offer all three of the TRIO programs. |
| 1986 | Legislation is introduced to establish an area commission, a local government board for the College. |
| 1987 | Dr. Anne S. McNutt appointed President. |
| 1988 | College changes name to "Technical College of the Lowcountry" to reflect its four-county service area. The Foundation is also renamed. |
| 1990 | Associate of Arts and Associate of Science degrees are offered. |
| 1991 | The Hampton Center is renamed H. Mungin Center in honor of Halbert Mungin, who served as Hampton County's representative on the TCL Commission from 1987-1990. |
| 1992 | Converted from quarters to semesters. |
| 2005 | Groundbreaking for the New River Campus |
| 2006 | New River Campus opens doors for classes and dedicates campus |
| 2008 | Dr. Thomas C. Leitzel appointed President. |
| 2009 | College vision statement is implemented. |
| 2009 | TCL and The Mather School Coastal/Lowcountry Alumni & Associates dedicate the Wildy Memorial Garden. |
| 2010 | Five-year strategic planning process begins. |
| 2010 | Whale Branch Early College High School opens. |
| 2011 | Exterior renovations are completed to the historic Mather School building Moor Hall. |
| 2011 | College completes facility master plan. |
| 2011 | TCL and Colleton County open the Colleton Career Skills Center |
| 2011 | The New River Campus building is named for former commission chairman Angus Cotton |
| 2012 | $1.2 million Hampton Campus renovation completed. |
| 2014 | Dr. Richard J. Gough appointed President. |
| 2014 | TCL Accreditation is reaffirmed by SACSCOC (Southern Association of Colleges & School, Commission on Colleges). |

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

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

The SC Technical College System is not only preparing students of all ages for real work today, but also demonstrating a commitment to increasing the employability of all South Carolinians and ultimately enhancing the quality of life for all.

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

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

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

| | |
|---|---|
| **Representing Beaufort County:** | Gen. Arthur E. Brown, Jr. (U.S. Army Ret.), Chairman |
| | Mr. Charles W. "Bill" Bootle, Vice Chairman |
| | Mr. Gary Cassevah |
| | Mr. Heath Duncan |
| **Representing Colleton County:** | Mr. David Smalls |
| **Representing Hampton County:** | Mrs. Marjorie Thomas |
| **Representing Jasper County:** | Ms. Sheree Darien, Secretary/Treasurer |

**College Foundation**
Founded in 1983, the TCL Foundation is a separate 501(c)(3) nonprofit  organization dedicated to the support of the Technical College of the Lowcountry. The Foundation cultivates private support to help the college achieve its goals.  Gifts to the college through the TCL Foundation provide a

margin of excellence that enhances the college's teaching and service capacity. Donors may specify how their gift funds should be used. Contributions may support student scholarship, academic programs, faculty development, or emerging initiatives. The Foundation raises funds through events, donor meetings, direct mail and email solicitations, grant applications, and an employee giving campaign.  It relies on the generous contributions of individuals, businesses, industries, civic and professional groups, foundations, and alumni to accomplish Foundation goals and objectives. The Foundation is comprised of a volunteer Board of Directors made up of community members representing TCL service areas.

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

**Organizational Chart**
Administration of operational activities for the college is shared by four vice presidents who report directly to the college president.

The Vice President for Academic and Student Affairs is responsible for academic programs involving full-time and adjunct faculty.  The Vice President works directly with five academic division deans:  Arts & Sciences (including Developmental Education and College Preparatory Studies), Business & Industrial Technologies, Culinary and Hospitality, Health Sciences, Public and Human Resources, two non-academic division deans: Dean of Enrollment Services/Registrar and the Dean for Learning Resources and the Associate Vice President for Student Affairs.  The office is responsible for all the planning, development, coordination, review, accreditation, and administration of each program.  The Vice President has responsibility for the college's student support services in the areas of:  Student Records, Financial Aid, Campus Life, Student Support Services, Educational Talent Search, Disability Services, Retention, Probation & Suspension, and Judicial Affairs.  This office oversees Testing Services and Dual Enrollment/ECCO (Early College Credit Opportunities).

The Vice President for Administrative Services has responsibility for all business and financial matters and works directly with the following:  Human Resources, Accounting, Bookstore, Cashier, Purchasing, Facility Management Director, Campus Security, and Information Technology.  The office oversees all of these departments on the Beaufort, New River, and Hampton campuses.

The Vice President for Institutional Advancement and External Relations is several offices:  the Foundation, Marketing & Public Relations, Institutional Research & Planning, Institutional Effectiveness & Strategic Planning and Business & Workforce Solutions.  All of these offices work together as a whole and have developed a strategic, integrated method of managing relationships to increase understanding and support among the college's key constituents including alumni, faculty and staff, boards (foundation and commission), members of the community, businesses and government policy makers.

An Organizational chart is provided in Appendix A.

# Institutional Committees:

**Institutional Committees**                                    **TCL Procedure 2-1-201.1**
The Technical College of the Lowcountry is committed to employing a variety of institution-wide standing committees and councils to support effective decision-making within the college and provide an avenue for faculty and staff to be involved in the process of continuous improvement of programs and services. Institutional standing committees shall serve in an advisory capacity, providing recommendations to the appropriate Strategic Leadership Team member.

A Standing Committee or Council is a work group that is permanent, continuous, and ongoing. The committee or council is assigned to a defined and limited area of purpose.

The link to the listing of these college committees for the current academic year is found on the: Everyone server, Institutional Committees, Committee Reports and Memos, 2016-2017 folder


**Alcohol and Other Drug Program Review Committee**

                                                              **TCL Procedure 2-1-201.1.18**
The purpose of the Alcohol and Other Drug program Review Committee is to evaluate the effectiveness of the college's alcohol and other drug program, the consistency of the college's alcohol and other drug program enforcement, the distribution method of the alcohol and other drug policy, and the preparation of the college's biennial report.


**Curriculum Committee**                                        **TCL Procedure 2-1-201.1.2**
The purpose of the Curriculum Committee is to recommend to the Vice President for Academic Affairs changes to existing curricula and courses. The committee will also review proposals for new programs or courses. The overall purpose of the Curriculum Committee is to provide for broad based faculty input to the educational offerings of the college.


**Enrollment Management Committee**                            **TCL Procedure 2-1-201.1.5**
The Enrollment Management Committee will recommend strategies that increase the visibility of the college in the four-county service area, promote enrollment, and improve student retention. The committee will maintain an assertive approach toward enrollment to ensure a steady supply of qualified students for the college's programs and to retain students until they meet their educational goals. The committee will monitor market enrollment trends, evaluate recruitment, enrollment, and retention initiatives, as well as monitor the effectiveness of the enrollment plan and recommend changes. Strategies, in printed form, will be recommended to the Strategic Leadership Team.


**Financial Appeals Review Committee**                         **TCL Procedure 2-1-201.1.17**
The purpose of the Financial Appeals Review Committee is to review and rule on student financial appeals submitted per  Procedure 5-1- 515.2.  The membership of the Committee shall consist of a Chairperson appointed by the President. The term of membership shall be for one year. The committee will meet monthly, if new appeals have been received, and upon request of the Chair as the need arises.

**Information Resource Management Committee**   **TCL Procedure 2-1-201.1.4**

The purpose of the Information Resources Management Committee is to review and evaluate the status of the college's information technology and the integration of its management of data processing, telecommunications, and office systems; recommend and develop appropriate information management strategies in the area of data processing, telecommunications, and office systems; complete the annual technology plan; and serve as a resource to other standing committees. The Committee is also responsible for establishing priorities for computer resources and for the review of technology requests to ensure network compatibility. This committee reports to the Vice President for Administrative Services.

**Safety, Health & Business Continuity Committee**   **TCL Procedure 2-1-201.1.15**

The purpose of the Safety Committee is to review and make recommendations to the appropriate division on issues relating to security and safety of faculty, staff, and students at each campus location. The Committee is responsible for the review and updates to the Safety and Security Manual and for the provision of input to the college on the Emergency Response Plan. The Committee will assist the college with periodic evaluation of safety programs and in the evaluation of "safety drills" as well as the college's response to actual emergencies.

**Strategic Planning Council Committee**   **TCL Procedure 2-1-201.1.19**

The purpose of the Strategic Planning Council (SPC) is to establish and maintain a collaborative, comprehensive, and integrative approach to strategic planning. The SPC establishes the college's goals and strategic initiatives, and monitors progress on a regular basis. The SPC ensures that measures and expected outcomes are on track and relevant to college priorities.

# Professional Development

**Professional Development**                    **TCL Procedure 2-1-202.1**

The professional development procedure provides for professional development activities to enhance the competence of faculty and staff both professionally and personally.  Professional development activities must be relevant to the faculty member's teaching and programs.  Faculty wanting to attend conferences, workshops, and other activities must submit an *Activity Request Form* along with the program's agenda to the Vice President for Academic Affairs for approval.

**The Use of Human Subjects in Research**        **TCL Procedure 2-1-223.1**

The Technical College of the Lowcountry (TCL) has established the Institutional Review Board (IRB) to develop and implement procedures for the protection of human subjects in research. In order to protect the rights, well-being and personal privacy of individuals, to assure a favorable climate for the conduct of scientific inquiry, and to protect the interests of TCL and its faculty, staff, students and other persons acting under its auspices, policies have been established for the conduct of research involving human subjects.

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

# General Administration

**Requests for Information from Planning and Research**  **TCL Procedure 7-1-702.1**
The purpose of this procedure is to outline the method for requesting information from the Planning and Research Office.


**Institutional Effectiveness Program**                **TCL Procedure 7-1-702.2**
TCL's Institutional Effectiveness Program enables the college as a whole and its various programs and units to plan, implement, and utilize the results of institutional effectiveness activities to continuously improve the college.


**Surveys**                                          **TCL Procedure 7-1-702.3**
The purpose of this procedure is to coordinate the response to internal and external surveys.


**Use and Duplication of Computer Software**        **TCL Procedure 7-1-702.5**
The purpose of this procedure is to establish guidelines regarding the installation, duplication, and use of computer software on college computers.

# II.    ACADEMIC AFFAIRS

**Academic Advising**                                    **TCL POLICY 3-1-308**
It is the policy of the Technical College of the Lowcountry that all full-time faculty members are required to provide academic advisement to assigned students.  Exceptions must be approved by the Vice President for Academic Affairs.

The role of the academic advisor is to assist the student in making sound academic decisions related to program planning, course selection, course load, and academic performance.  The advisor will act as a liaison between the advisee and college faculty and administrators.  Faculty members, with their experiential background and communication skills, are ideal individuals to share the responsibility for quality academics with their individual academic advisees.  Assisting students as they move through their programs of study at the college is a vital role of full-time faculty.  All full-time faculty members are required to provide academic advisement to students.  Advising assignments are recommended by the division dean and exceptions are approved by the Vice President for Academic Affairs.  Advisor assignments are determined by two criteria:  the first letter of the students' last name and the students declared program of study.  Admissions counselors assign advisors at the time the student's application to the college is processed.

Advisors should make referrals in cases where personal counseling, financial aid, tutoring, or special help is needed.  Students and parents with financial aid questions should discuss this information with counselors in the Financial Aid Office.  Advisors should discuss academic matters with students and parents.

The Advisor/Program Contact Chart is available in the Faculty Resources section on the TCL website (under Academics on TCL's Home page).

**Academic Calendar**                    **2019 Fall, 2020 Spring, 2020 Summer Calendars**
The Academic Calendar for the current year is placed in the Faculty Resources section on the TCL website (under Academics on TCL's Home page).

**Academic Misconduct**
All forms of academic dishonesty including cheating on tests, plagiarism, collusion, and falsification of information will call for discipline.  Alleged violations will be handled according to the procedures presented in the Student Code

1.    Cheating on tests is defined to include the following:
   a.    Copying from another student's paper;
   b.    Using materials during a test not authorized by the person giving the test;
   c.    Collaborating with any other person during the test without permission;
   d.    Obtaining, using, buying, selling, transporting, or soliciting in whole or in part the content 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 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" – falsifying or inventing information in such academic exercises as reports, laboratory results, and citations to the sources of information.

Academic dishonesty at TCL will not be tolerated. The Student Code which is published in the Student Handbook section of the TCL online catalog details the procedures to be followed when academic dishonesty is alleged. Faculty should take every step possible to discourage academic dishonesty. Please contact your division dean to discuss any situation in which you believe academic dishonesty may be involved or for any additional information about this process. Suspected student code violations should then be referred to the Vice President for Academic Affairs designee, Rodney Adams, Dean of Students at radams@tcl.edu

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

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

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

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

**Advisory Committees**                                **TCL POLICY 3-1-311**
                                                       **TCL PROCEDURE 3-1-301.2**
To foster a close, cooperative relationship between the college and local industry, business, and government, TCL maintains an advisory committee for each of its degree and other appropriate curricula programs. Committees consist of at least six members representing business, industry, and related community organizations and agencies reflective of the service areas' major employers of college graduates. Recommendations for committee membership may be received by the division dean from committee members, faculty and staff, or any other respected community member. Appointments are made by the President for a one-year renewable term.

Advisory committee members assist the college by providing information concerning specific manpower needs and changing job requirements. They also make recommendations concerning the

content of the curriculum and the need for facilities and equipment to ensure that the programs remain abreast of technological advances.

The division dean of the curriculum area or the designee will coordinate advisory committee activity and will be the liaison between the college and the committee. Committees will schedule regular meetings at least semiannually. Minutes of all meetings will be distributed to committee members, ex-officio members, the President, the Vice President for Academic Affairs and area faculty members. The Administrative Assistant for each division, and the Administrative Assistant for Academic Affairs keeps electronic copies of the meeting minutes. The Advisory Committee Handbook is available for committee members to review on the TCL website (click on About TCL; click on Community; click on Advisory Committees). Advisory Committee information can be found in the Community section on the TCL website home page.

**Attendance - Students**                               **TCL POLICY 3-1-307**
The college's statement of policy indicates that students must attend ninety percent (90%) of total class hours or they will be in violation of the attendance policy.

- *Students not physically attending class during the first ten calendar days from the start of the semester must be dropped from the class for NOT ATTENDING.*

- *Students taking an online/internet class must sign in **and** complete an assignment designated by the instructor within the first ten calendar days from the start of the semester to indicate attendance in the class. Students not attending class during the first ten calendar days **from the start of the semester** must be dropped from the class for NOT ATTENDING.*

- *Reinstatement requires the signature of the division dean.*

In the event it becomes necessary for a student to withdraw from the course *OR if a student stops attending class*, **it is the student's responsibility to contact the instructor via email requesting to be withdrawn from the class.** Withdrawing from class may have consequences associated with financial aid and time to completion. Students are strongly encouraged to consult with Financial Aid prior to withdrawing from any class, particularly if the student is currently on a warning or probation status.

When a student exceeds the allowed absences, the student is in violation of the attendance policy. The instructor MUST withdraw the student with a grade of *W*, *WP*, or *WF* depending on the date the student exceeded the allowed absences and the student's progress up to the last date of attendance

*or*

Under extenuating circumstances, and at the discretion of the faculty member teaching the class, allow the student to continue in the class and make-up the work. This exception must be documented when the allowed absences are exceeded.

Absences are counted from the first day of class. There are no "excused" absences. All absences are counted, regardless of the reason for the absence.

A student must take the final exam or be excused from the final exam in order to earn a non-withdrawal grade.

**Attendance (Online) – Students**

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

Instructors will withdraw students from class when 90% attendance is not maintained.  Attendance in an online course is defined by regular course access and by timely completion of assignments as required by the instructor.  Each student will be expected to access the web class at least once a week and complete 90% of assignments on time.  Additional access is encouraged and may be necessary for successful completion of classes.

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

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

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

**Children on Campus**     **TCL POLICY 6-1-612**

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

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

**Classroom Assignments**

When the schedule of course offerings is submitted to the Academic Affairs Office each academic term, a classroom is assigned to each section.  An effort is made to assign rooms convenient to both

students and faculty. Faculty will teach their courses in the rooms assigned to them. Changes to classroom assignments should be recommended by the division dean to the Vice President for Academic Affairs. Appropriate notices on classroom changes should be posted following approval of the change.

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

For safety and security reasons, evening classes (at the Beaufort campus) are located in buildings on the west side of campus. No classes are scheduled in buildings on the east side of campus.

**Classroom Control**
Teaching faculty should not jeopardize the progress of a class by permitting the continued presence of any student whose behavior, in any way, adversely affects the class. While the responsibility for and the administration of classroom discipline ordinarily rests with the teaching faculty member, disciplinary problems should be referred to Rodney Adams (Dean of Students), the Vice President for Academic Affairs designee, to be resolved (radams@tcl.edu). Faculty should read and familiarize themselves with the Student Affairs Resources Guide document listed in the Faculty Resources section on the TCL website along with the Student Concern Form and the Student Early Alert Form and follow instructions on both forms.

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

**Class/Grade Rosters** **TCL PROCEDURE 4-1-404.9**
The official record of a student's course enrollment is maintained in the computer generated class roster through the Self-Service system. Individuals whose names do not appear on the class roster will not be considered TCL students.

Preliminary class rosters are available through Self-Service. Faculty are responsible for reporting inaccuracies to the Student Records Office **no later than ten (10) calendar days after the first day of class**.

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

**Conferences and Workshops**
Lodging, travel, a per diem for meals, and fees in accordance with approved and funded state travel regulations may be paid to a faculty member for attendance at seminars, conferences, workshops, and conventions. All travel and expenses must be approved in advance by the division dean and the Vice President for Academic Affairs using the Activity Request Form on the Everyone server in the Forms folder.

After travel, faculty members can complete and submit the Travel Reimbursement Form to receive reimbursement for your expenses on the Everyone server in the Forms folder.

**Confidentiality of Student Records**                    **FERPA Release Form (Fac Resource)**
It is the policy of the Technical College of the Lowcountry to ensure that confidentiality of student information is maintained.  Access to student records shall be in accordance with the Family Education Rights and Privacy Act of 1974 (FERPA) and other relevant laws and updated provisos. A student's cumulative record will not be released outside the jurisdiction of the Student Services Division to any person(s), corporation, or agency without the duly authorized consent of the student concerned.

The following data shall be documented within each cumulative record of any and all persons other than those designated who may have lawful and legitimate access to a given record(s):  (1) name of person requesting information, (2) title, (3) agency/school, (4) legitimate interest, and (5) date obtained.

Students wishing to share their academic/financial aid information with others including their parents, must complete TCL's FERPA Release forms (academic form and financial aid form) located in the Faculty Resources section on the TCL website.  The academic FERPA Release form will download.

**Copyright**                              **TCL PROCEDURE 3-1-301.20**
Faculty members are responsible for knowing and following the TCL Copyright Procedure.  A variety of copyright resources are available to faculty, which can be requested through the Library/Learning Resource Center, including books and electronic materials.  A copyright information guide is also available at Copyright - LibGuides at Technical College of the Lowcountry  Contact the Director for Learning Resources with copyright questions or concerns.

**Course Syllabi**                          **TCL PROCEDURE 3-1-301.10**
The college has adopted a common course syllabus format that is to be used for each course.  The division dean is responsible for reviewing all course syllabi to ensure they are in compliance with the standard requirements. Syllabi not meeting the criteria are returned to the faculty member for revision.  Course syllabi are available in the Current Students section on the TCL Homepage.
The course syllabus is to be distributed at the first class meeting or made available online via Blackboard.  Syllabi should be reviewed with students at the first class meeting.  Course syllabi must contain grading and evaluation methodologies which properly discern levels of student performance and which allow the instructor to determine whether a student has met the course objectives and required learning outcomes.  For assistance with syllabus development, see your division dean.

**Curriculum Development**                      **TCL PROCEDURE 3-1-301.3**
Curriculum changes are defined to include changes to program admission or graduation requirements, addition or deletion of courses in a curriculum, changes in course configuration, the introduction of new curricula to the college and cancellation of programs.  A faculty member may initiate changes to the curriculum offerings of his/her program by submitting a written proposal to his/her division dean.  If the division dean endorses the change, it will be presented to the Curriculum Committee Chair.  All proposals must have documented support from the faculty of the instructional area, the chairperson of the appropriate curriculum advisory committee, and the

appropriate division dean.  In the case of the addition of new courses, a course description and course objectives must be attached to the proposal.

Insofar as possible, curriculum development will be accomplished as part of a faculty member's normal workload.

The division dean will then forward the proposal to the Chairperson of the Curriculum Committee at least 7 days prior to the next meeting of the Curriculum Committee for consideration.  The Curriculum Committee will recommend a course of action to the Vice President for Academic Affairs.  The Vice President for Academic Affairs may take one of the following actions:  approve the proposal, return the proposal to the Curriculum Committee for clarification, or disapprove the proposal.  In the case of a recommendation for a new program or new curriculum to the college, the Vice President for Academic Affairs will proceed with the steps for approval at the Executive Leadership Team, College Commission, South Carolina Technical College System (SCTCS), Southern Association of Colleges and Schools Commission on Colleges (SACSCOC), Commission on Higher Education (CHE), Department of Education (DOE), and Veteran's Administration (VA), as appropriate.  Upon approval, the Vice President for Academic Affairs will provide notification of approval and the effective date for the change to all appropriate parties.

**Credit-by-Examination**                                                   **TCL PROCEDURE 3-1-301.13**
Students may be granted credit for a course if the student can present evidence of the completion of a course or present evidence of its equivalent.  The evidence must include the result of an appropriate examination, written report, or demonstration.  Credit by examination must be approved by the appropriate division dean and must have acceptable documentation.  A student will not receive credit by examination if they have been unsuccessful in a course.

Credit by exam may be earned through two methods:
    Standardized tests
    Challenge Examinations (local)

Standardized tests include:
    CLEP (College Level Examination Program)
    DSST/DANTES Subject Standardized Test

Other Standardized scoring accepted for appropriate exemption credits include the following:
    USAFI (United States Armed Forces Institute) coursework if a grade of "C" or better is
        earned and for which an equivalent is recommended by the American Council on
        Education

    Advanced Placement (AP) Tests with scores of 3 or higher
    International Baccalaureate (IB) Tests with scores of 4/5 or higher

Challenge Exams (local) are available only in selected circumstances, as approved by the division dean.

In all cases, credit by examination shall be limited to a maximum of 30-semester hour's credit.

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

**Directed Independent Study**                    **TCL PROCEDURE 3-1-301.9**
Under special circumstances, a student may be assigned to selected courses on a Directed Independent Study (DIS) basis so that progress toward successful program completion can be maintained.  Prior to the first day of class, a student must formally request and receive permission from the division dean for the DIS.  An instructor must agree to work with the student to develop a *Proposal for Independent Study*. The proposal will include a cover page, course objectives, a calendar of student activities and checkpoints, an explanation of the method of evaluation, and a copy of the current student transcript. The proposal must be approved by the Vice President for Academic Affairs and all student fees paid prior to the start of any learning activities.  Approval must be received and learning activities begun prior to the end of the Section Swap period.

**Distance Learning**                    **TCL POLICY 3-1-322**
**Technology-Based Instructional Delivery Systems**
It is the policy of the Technical College of the Lowcountry to encourage development and implementation of technology-based delivery systems to provide educational programs and services for students on and off campus.  These delivery systems must have explicit goals and purposes congruent with the college mission and demonstrate their quality and effectiveness through consistently planned evaluation.

TCL provides Adobe Connect licenses for faculty and staff use.  Adobe Connect is a video conferencing platform that allows instructors to create and host online meetings, record lectures/classroom sessions, and have online office hours.  If you are interested in getting an Adobe Connect account or receiving training, contact Rick Ernest at rernest@tcl.edu or 843-525-8317.

The school can also provide licenses for Camtasia, a video editing suite that enables faculty to create video lectures, feedback, and tutorials.  Camtasia also offers captioning tools that can make your course content accessible to your students.  Coordinate with your Division Dean to request a copy of the software.

**Dropping/Adding Courses**                    **TCL PROCEDURE 4-1-404.6**
**Student Initiated**
A student may change his/her course schedule during the scheduled Section Swap period of each academic term.  The Section Swap period allows students to drop a course or exchange course sections (swap a course).  The Section Swap period occurs during the first five days of classes for the fall and spring semesters and the first three days for the summer semester and mini-semesters.

This process should be initiated by the student with an email to the instructor and the advisor (using the official student email @my.tcl.edu).  The student should have the approval of his/her academic advisor.
If the student wants to drop a course, the instructor inputs the course drop in Self-Service.

If a student wants to swap  course sections, **only the Division Dean** can exchange course sections in the administrative software system.   The Division Deans should check for instructor/advisor approvals and section capacity before making the course section change in the administrative

software system.  The student's name will not appear on the official class roll, and the student will not be allowed to attend the new class until changes are entered into the administrative software system and applicable fees are paid.  See also Attendance, pages 18 & 19.

**Dual Enrollment**                                                **Dual Enrollment/ECCO**
**Early College Credit Opportunity (ECCO)**
South Carolina has enacted the Education and Economic Development Act (EEDA) to promote career planning and career success.  The Early College Credit Opportunities (ECCO) program provides high school students with college credit while still attending high school.  A junior or senior high school student may be an applicant for the ECCO program and be considered for enrollment at the college.  Early enrollment requires a special agreement between three parties; the college, the parent or guardian, and the principal or guidance counselor of the school or agency where the applicant is attending.

**Emergencies/ Safety on Campus**
With campus incidents on the rise, it is the responsibility of the campus community to safeguard the lives of our students, co-workers, and visitors.  Every room on campus has a bright red and white Emergency Response Guide booklet hanging on the wall.  Every instructor should read the booklet and know what to do in the event of an emergency on campus.  The booklet has instructions for an active shooter/hostage, bomb threat, fire, medical emergency, lockdown, fire, medical emergencies and hazardous weather situations.  There are important emergency phone numbers for campus, city, county, and state agencies.  The college has two fire drills each year, one in the fall semester and one in the spring semester.  At least once each year, there is a mock drill involving an active shooter/hostage situation to practice lockdown and recovery procedures.  There is also an Emergency Response Plan and Safety & Security Plan/Manual on the Everyone server.

**Employee Handbook**
This is the link to the TCL Employee Handbook

**English Fluency Requirements for Faculty Employment TCL PROCEDURE 6-1-601.11**
This procedure ensures that (1) all permanent and adjunct faculty, whose first language is other than English and who teach one or more credit courses, possess adequate proficiency in both the written and spoken English language and (2) appropriate response is given to student complaints about an instructor's English fluency.  Contact the division dean or the Vice President for Academic Affairs for further information.

**Exam Schedule**                                                **TCL PROCEDURE 3-1-301.15**

**2019-2020 Exam Schedules** can be found in the Faculty Resources section of the TCL website:
**2019 Fall Exam Schedule     2020 Spring Exam Schedule          2020 Summer Exam Schedule**

The purpose of this procedure is to insure that methods of scheduling and the administration of final exams will be consistent throughout the institution:
1. The schedule of final exams is developed and distributed by the Vice President for Academic Affairs at the start of each academic term.
2. Exams must be administered according to published exam schedules in the course schedule each semester.

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

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

The purpose of this procedure is to provide a process for canceling classes when illness or emergency situations make it impossible for a faculty member to meet a regularly scheduled class:
1. The faculty member should notify the division dean, site coordinator, or Vice President for Academic Affairs as soon as possible.
2. The faculty member, division dean, site coordinator or Vice President for Academic Affairs will make every effort to arrange class coverage by another faculty or staff member.
3. When this type of coverage is unavailable or unsuitable, the division dean, site coordinator or Vice President for Academic Affairs will approve cancellation of the class and will be responsible for notifying students.  This notification will be done by telecommunications, if time permits, and/or by posting a notice of class cancellation on the classroom door.
4. The division dean will be responsible for ensuring course standards are maintained for student completion of course requirements.

**Faculty Forum**                                                  **TCL POLICY 3-1-305**

The purpose of the Faculty Forum is to provide an opportunity for faculty to be updated and informed about college-wide initiatives and policies that may/may not impact instructional matters and faculty.  All full-time faculty are members of the Faculty Forum.  The Faculty Forum meets twice a year.

**Faculty Orientation and Development/Scheduled Activities**

Faculty development activities are generally scheduled at the beginning of each semester for all full-time and adjunct faculty members.  Professional development activities are planned for each of these scheduled days.  Full-time faculty members are required to attend scheduled activities with exceptions only with written permission of the Vice President for Academic Affairs.  Other professional development activities are scheduled during the year, including orientation and specialized training for new faculty, or development activities, i.e., attendance at specialized conferences or workshops, may be requested through the division.

The division dean will acquaint faculty with the college, the division, and teaching assignments and provide faculty with the following documents and will emphasize essential information:
- Faculty Handbook
- TCL Website:  College Catalog, Faculty Resources, Course Search, etc.
- Course Syllabi
- Textbooks and other course materials

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

**Faculty Governance**                                         **TCL POLICY 3-1-323**
The Technical College of the Lowcountry recognizes the role of faculty in the governance of the institution. Faculty members are provided the opportunity for leadership through membership in Institutional Committees and for self-governance and direction through participation in division meetings and through the Faculty Forum.  Faculty interests are represented on the college's Strategic Leadership Team by the Vice President for Academic Affairs.

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

**Faculty Door Cards**                           **Instructor Office Hours/Door Card**
One week after the last day of the Section Swap period, each division dean is responsible for providing the Vice President for Academic Affairs with an Instructor Office Hours/Door Card for each full-time faculty member teaching in the division.  This card should display clearly all instructional management hours, the minimum of eight (8) office hours, overload teaching/course hours and release time initiative/project hours.  The faculty door/office hour cards are available on the TCL website in the Faculty Resources section.

**Faculty Office Hours**                                       **TCL POLICY 3-1-315**
In addition to teaching a normal load, each full-time faculty member must maintain a minimum of eight (8) on-campus office hours per week.  These hours should be at times convenient to the majority of the students enrolled in his/her classes and are not to be used for college service.  It is the responsibility of the faculty member to be available to students during these times.  Office hours and all appropriate means of contact and communication must be included in the course syllabus and posted on the office door, and provided electronically when applicable.

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

**Faculty Overloads**                                 **TCL PROCEDURE 3-1-301.1**
It may occasionally be necessary to schedule a faculty member to teach more than the maximum credit or contact hours normally assigned.  For complete information, see the faculty loading procedure, TCL Procedure 3-1-301.1 described previously.

**Faculty Performance Management System (FPMS)**     **TCL PROCEDURE 6-1-601.13**
The FPMS is the college's full time faculty evaluation model required by the South Carolina Technical College System (SCTCS).  It was developed through participation with seven other community colleges with the assistance of the University of Florida and has been nationally recognized as an outstanding and comprehensive system.

The purpose of the FPMS is for each faculty member to improve his/her own teaching performance.

The FPMS consists of six major faculty roles/responsibilities: instructional development, teaching performance, student advisement, college and/or community service, professional development, and instructional management. Assessment and evaluation are accomplished through a variety of means.

**Faculty Rank**
The faculty at TCL is not organized by faculty rank.

**Faculty Teaching Reassignment**              **TCL PROCEDURE 3-1-301.1**
It is sometimes necessary to reassign faculty members to accomplish other tasks at the college. The basis of all faculty reassignments in the normal teaching load calculations is preparation time for each course; therefore, reassignments of faculty represent a percent of total effort based on a normal workweek. Reassignments normally require the faculty member to be on campus during the adjustment period.

As a part of the development of the schedule of classes each academic term, the division deans are responsible for identifying the faculty reassignments that will be requested in his or her division. All reassignment requests are to be approved by the Vice President for Academic Affairs prior to the beginning of the semester.

**Faculty Teaching/Work Loads**              **TCL PROCEDURE 3-1-301.1**
The faculty teaching load for full-time faculty has been determined in accord with South Carolina Technical College System, Policy 8-2-103 and Procedure 8-2-103.1. The complete procedure outlines the number of credit/contact hours per work week, the number of work weeks per semester/year, and the number of credit/contact hours assigned to other teaching assignments.

**Faculty Tenure**
As is the case with the other colleges in the South Carolina Technical College System, there is no formal tenure process. A faculty member's continued employment hinges upon the availability of funds, student enrollment, and satisfactory performance. No employee shall be terminated for unsatisfactory performance before a reasonable effort is made by the staff to correct identified deficiencies.

**Faculty Travel**
    **Travel Regulations**                              **TCL PROCEDURE 5-1-501.18**
    **Travel Authorization-Outside of Service Area**     **TCL PROCEDURE 5-1-501.19**
    **Travel Authorization-Within Service Area**         **TCL PROCEDURE 5-1-501.20**
The purpose of these procedures is to establish guidelines for travel reimbursements consistent with the travel procedures promulgated by the State Budget and Control Board. These procedures address some issues that are subject to local control, define reimbursement for college-related travel outside of the service area (outside the four-county service area) and reimbursement for travel within the college's service area (the four-county service area). They include reimbursement guidelines for mileage, meals, gratuities, telephone calls, parking, and airline travel. The Travel Reimbursement form and the process for requesting approval for travel by completing the Activity Request Form are explained in the Procedures. Travel will not be approved unless the Activity Request Form is submitted prior to travel and approved by the appropriate Vice President and the Business Office.

**Field Trips**

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

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

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

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

- *Itinerary/Participant Permission Form*
- *Voluntary Assumption of Risk, Waiver and Release Agreement*
- *Medical Coverage*

Other considerations for student field trips include, but are not limited to:  1) modes of travel/transportation, 2) unapproved expenses, 3) special requirements for travel involving minors, 4) trip contingencies and emergencies, and 5) in-area field trips/travel with TCL students.

**Grading System:  Recording of Grades/Final Grades**     **TCL PROCEDURE 3-1-301.7**
The purpose of this procedure is to define the grading system and to outline methods of recording and reporting of grades.  Instructors complete a grade roster through the Self-Service system on or before the published deadline for each class they instruct.  Both full-time and adjunct instructors enter grades directly into the Self-Service system.

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

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

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

**Grade Book**

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

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

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

**Grade Reports – Posting Grades**                        **TCL PROCEDURE 3-1-301.7**
                                                          **TCL PROCEDURE 3-1-301.16**

Student final grade reports are completed at the end of each academic term and available electronically for the student to view through Self-Service as recorded in the official student records file. Posting grades is the prerogative of the teaching faculty, ***provided*** student names or student ID numbers (or portion of ID numbers) are ***not posted*** for identification and students are provided with an opportunity to have their grades withheld from the public posting. Faculty members are **not** required or encouraged to post student grades. Posting may occur only when unique codes are used for each individual course and course section.

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

The college uses a grading and grade point system in which the calculation of the student's grade point average (GPA) is based on a 0 to 4 point numerical value scale. GPA is established for curriculum courses only. The only grades and numerical values used in the calculation of GPA are:

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

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

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

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

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

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

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

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

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

I   The grade "I" represents incomplete work. "I" does not affect GPA calculation; however, an "I" defaults to "F" automatically after one semester (See "F") if course requirements are not satisfactorily completed. It is the responsibility of the student to make arrangements to complete the course requirements before the midpoint of the next regular semester. The instructor must submit a Grade Change form to Student Records. The instructor must provide documentation including record of attendance, current grades, and record of any communication with the student about the assignment of the incomplete grade. The dean must approve the assignment of an incomplete grade.

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

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

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

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

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

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

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

U     The grade "U" represents unsatisfactory progress or withdrawal prior to completion and applies to specialized courses and seminars. A "U" does not affect GPA calculations, carries a value of 0 grade points, generates no quality points and earns no credit hours.

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

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

**Grade Review**                                    **TCL PROCEDURE 3-1-301.16**
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 the student appeal and grievance process refer to TCL Student Code in the TCL Catalog and Student Handbook.

**Graduation Exercises**
Graduation exercises for the college are held in May (following the spring semester) with a Commencement Ceremony. Students eligible for graduation in August are permitted to participate in the May ceremony. All full-time faculty members are required to attend. Exceptions should be requested in writing through the division dean to the Vice President for Academic Affairs.

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

**Instructional Materials**
Each academic building houses current instructional equipment. There is an Audio Visual Instruction Guide in each multimedia classroom. In addition, computing labs, campus-to-campus broadcast classrooms, an auditorium, teleconference sites, and other specialized facilities are available for scheduled use. Faculty should work with each academic division for most routine uses of instructional or multimedia equipment. For specialized uses, or if malfunctions occur, or if scheduling of equipment proves difficult, contact the Beaufort campus distance learning technician by phone at 843-470-8406, ext. 8406, 843-(812-2427 cell), or email at dltech@tcl.edu
On the TCL-Hampton, H. Mungin Center campus, faculty can contact administrative support at 803-943-4262. At the New River Campus, contact distance learning technician's office at 843-470-6009, ext. 6009, or cell at 843-812-2427, or email at dltech@tcl.edu.

Additional equipment such as the swivel recording robot, Turning Point Student Response System (clickers), laptops, projectors, Kindles, and iPads are available for checkout from the LRC. Three days' notice is generally required, and loan periods are usually negotiable. Call the LRC at ext. 8304 to request a loan or complete this Request Form. The New River campus has a copy machine available for faculty to use for duplication of class material located in Room 109. The access codes are available from your division office.

Subject to copyright requirements, instructional support services staff may be available to assist faculty in producing a variety of instructional materials for class use. Call the LRC at ext. 8304 for more information or consult your division dean. Allow at least one week's notice. Copyright policies and information are available in the LRC and on the LRC website at: http://libguides.tcl.edu/copyright and division offices.

All TCL instructors have access to Blackboard, The Learning Management System. When logging into Bb, an instructor's username follows the Datatel format, using the first initial of the first name and the full last name (Jane Brown would be **User Name**: jbrown). The **Password** is the first letter of the instructor's last name and the last three numbers of his/her social security number (b123). Contact your division office for training. There is 24/7 tech support available for faculty and students. To access the TCL Online Support Center, you can call 1-877-736-2586 or access on-line support by going to the TCL website at and clicking on the Blackboard link. Training is also provided through the LRC. Contact Rick Ernest, Online Course Coordinator, at rernest@tcl.edu or 843-525-8317 for more information about Blackboard training.

**Instruction - Technology**
Instruction on current and emerging technology is offered throughout the semester and upon request. Contact Rick Ernest, Online Course Coordinator, at rernest@tcl.edu or Sasha Bishop at sbishop@tcl.edu or 843-525-8317 for more information.

**Intellectual Property Rights**                         **TCL POLICY 2-1-228**
It is the policy of the Technical College of the Lowcountry that copyrights, patents and all other forms of intellectual property developed by any employee of the Technical College of the Lowcountry using institutional resources is the exclusive property of the college. No transfer of ownership rights in copyrights, patents, or other forms of intellectual property shall occur unless the college expressly and specifically transfer(s) the ownership rights, in whole or in part, to the employee or other party or parties.

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

**Learning Resources Center (LRC) 525-8304**          **Library Home Page**

As part of the Learning Resources Center (LRC), the library is located in Building 12 on the Beaufort campus and serves as a central location for the books, periodicals, and non-print materials owned by Technical College of the Lowcountry.  The LRC also provides access to ebook collections and online databases to all TCL students, faculty and staff via its website.  Off-campus users will be prompted for TCL authentication:

UN:  Datatel ID # (available from division administrative assistant)
PW:  First initial of first name (lowercase letter) + last 3 of SSN
Example:  0123456
          j789

LRC hours and contact information is posted on the library's home page.  The Beaufort campus library is staffed all hours the library is open and a librarian is scheduled 20 hours a week at the New River campus.  At the TCL-Hampton, H. Mungin Center, the LRC provides access to the online catalog and to electronic resources.  Materials can be sent to Mungin or to the New River Campus by courier.

**Library:  Reference and Instruction**

In addition to meeting with an LRC staff member in person, students or faculty members may contact the library via phone, chat, email, or text (843-256-2247) for reference/library questions, tutoring services, or technology assistance.

The LRC serves the needs of students, faculty, and staff, by providing one-on-one assistance in the use of the library resources as well as information literacy instruction for any TCL course. Librarians work with teaching faculty to develop general or assignment-focused sessions, which may encompass library resources available to students, search strategies, plagiarism and citation. All sections of English 101, regardless of course delivery method, must schedule a library instruction session on library and information literacy skills from the TCL librarians.  Librarians also create research guides and video tutorials to support student work.  Please contact the LRC to request an information literacy session, video tutorial or research guide for your class.

**Library Borrowing**

There is no limit on the number of books or materials a faculty member may check out.  Books are loaned to faculty for 90 days, but are subject to recall upon request at any time after the standard three week loan period.  This extended loan privilege is based upon recognition of the special needs of faculty members for library materials over longer periods. Circulating materials or personal materials may also be placed on reserve by faculty members, and will be identified as reserves on the online catalog.  Faculty and staff are not charged overdue fines, but borrowing privileges may be suspended for failure to comply with established policies.  Current periodicals and reference

materials are intended for use within the LRC, but may be borrowed by faculty if circumstances warrant.

For materials not available in the TCL library, faculty, staff and students can request books from any academic library in South Carolina via PASCAL Delivers, a rapid book delivery service provided by our state academic library consortium. Requested books are delivered in 3-5 days to the Beaufort campus library. Requestors are notified when materials are received, and can be routed to any TCL campus upon request. For materials not available from PASCAL, the library can request materials from other libraries via interlibrary loan; please contact the library to request these materials.

**LRC Acquisitions**                                    **TCL PROCEDURE 3-1-302.1**
Any faculty member may request that the LRC order periodicals, books, or media materials to support his or her courses. In initiating such requests, the faculty member is asked to provide information sufficient to purchase the requested material. Faculty may request "Rush" status on extremely high priority materials. Faculty members are notified when materials they have requested are ready for use.

To recommend a title for purchase, visit our Faculty Resources page/
TCL Acquisitions Policy:  TCL PROCEDURES 3-1-302.1

**LRC Reserve Materials**
Materials may be placed on reserve in Beaufort, New River, or the Mungin Center to make them readily available to students when special assignments create a heavy demand. Reserve materials are listed in the online catalog under the course name and number and under the faculty member's name. Reserve materials may be restricted to LRC use only, to overnight checkout, or to three-day checkout, as specified by the faculty member. In order to ensure that Reserve materials are available at the time they are needed for class use, please make reserve arrangements at least one week prior to the assignment date. Materials are removed from Reserve and returned to circulation on the dates specified by the faculty member or at the end of each term, unless faculty specifically request that it be retained for the following term.

Faculty may check out reserve materials subject to the restrictions placed by the original requestor. An exception is made when the faculty member who placed a title on Reserve issues specific permission for its release.

For more information, please see the TCL Faculty Services page:  http://libguides.tcl.edu/newsletter

**Periodical Subscriptions**
Faculty members may recommend that the Library subscribe to periodicals not currently included on the subscription list or available through subscriber databases. Such requests should be submitted to the Library by email or in writing, with enough information to facilitate ordering. Pending availability of funds, new subscription orders are generally placed during the summer and fall terms to begin in January, but requests will be considered for purchase at any time. Periodicals may be placed on reserve when a class assignment is made for a certain article or, subject to copyright provisions, the Library may make copies of the article assigned in order to protect and preserve the periodicals in which the article appears. Alternately, links to online articles can be added to Blackboard courses.

## Preview and "Approval" Orders for Instructional Materials

Requests for previews or so-called "approval" orders for media materials or other items intended for library purchase <u>must</u> be coordinated with the LRC, or cleared with the respective division dean. A faculty member should <u>not</u> initiate an "approval" order or a preview request without specific authorization from the LRC or the division dean, and may be subject to disciplinary action for doing so. Preview or approval materials received by a faculty member without authorization will not be purchased by the college, and the faculty member may be held accountable for the cost of such materials.

## Professional Memberships

TCL encourages all full-time employees to actively participate in professional organizations related to their responsibilities at the college. Dues and other costs are the responsibility of the faculty member.

## Public Relations

All public relations activities are handled through the Public Relations Office. If you are contacted by an outside agency, please refer them to the Assistant Vice President for Marketing and Public Relations, Leigh Copeland, at 843-525-8231 or lcopeland@tcl.edu.

## Schedule of Classes

It is the responsibility of each division dean to recommend a schedule of courses to be taught within his/her division for each academic term, on an annual schedule. As part of the scheduling, the division dean will also recommend faculty teaching assignments. It is the division dean's responsibility to coordinate those offerings with other divisions in order to facilitate the student's scheduling of courses for timely program completion. Conflicts between divisions should be resolved by the division deans and/or the Vice President for Academic Affairs.

## Secretarial/Administrative Assistance for Faculty

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

## Speakers or Consultants Not Affiliated with the College

When a faculty member wishes to have a speaker who is not a member of the faculty/staff when no cost is involved, he/she must obtain approval from the division dean in advance of the proposed appearance date. When cost is involved, prior budget approval must be obtained from the division dean.

## Student Examinations and Quizzes

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

## Student Assessment and Course Placement     TCL PROCEDURE 4-1-401.3

( see page 41)

**Textbook Selection**                              **TCL PROCEDURE 3-1-301.8**
It is the responsibility of the division dean, in consultation with the faculty, to select required textbooks for each course offered by the division.  In selecting texts, the division dean should consider the cost of the book, as well as the contribution that the text will make in meeting course objectives.  Required texts should be the same regardless of the location.  The process to select or change a textbook is outlined in the Procedure.

**Textbook Changes**                              **TCL PROCEDURE 3-1-301.8**
An instructor who wishes to change a required textbook should submit a request to his/her division dean.  The division dean will evaluate the request to see that the proposed textbook adequately contributes to achieving the course objectives, that the changes will not add unnecessary textbook costs to continuing students, and that the change will not cause undue difficulty to the bookstore.  All changes must be approved by the division dean before forwarding it to the Vice President for Academic Affairs.  The division dean will notify the Bookstore staff of the changes and submit the required order forms promptly.  Final approval for change or exception rests with the Vice President for Academic Affairs.  After final approval, the division dean is notified and coordinates with the Bookstore Manager, who orders the books.

**Tutoring Center**
**Reading & Writing Lab (843-525-8221)**
**Math Lab (843-470-6051)**
Tutoring services are offered through the Learning Resources Center. The Math Lab and tutors are located in 9/101 and the Writing/Reading Lab in 9/127. Tutoring is also available at the New River campus as well as online (campus to campus or campus to home via Adobe Connect) by appointment. In addition, the LRC provides access to Smarthinking, 24/7, an online tutoring link when logged into Blackboard. The Tutoring Center and Labs are equipped with computers, reference materials, selected college textbooks and other multimedia technology. See our webpages below for more information:

*Tutoring:  Math Lab & Writing/Reading Lab*
        **http://www.tcl.edu/student-resources/tutoring**

**Tutoring by Faculty**
Instructors may not receive compensation for tutoring students enrolled in their classes.  Instructors may not tutor students during assigned office hours of service to the college.  Instructors tutoring non-TCL students may not use the college facilities.

**The Use of Human Subjects in Research**             **TCL POLICY 2-1-223**
 The Technical College of the Lowcountry (TCL) has established the Institutional Review Board (IRB) to develop and implement procedures for the protection of human subjects in research.  In order to protect the right, well-being and personal privacy of individual, to assure a favorable climate for the conduct of scientific inquiry, and to protect the interests of TCL and its faculty, staff, students and other persons acting under its auspices, policies have been established for the conduct of research involving human subjects.

All procedural steps and forms to promote the protection of human subjects in research through the oversight of the IRB and approved researchers are detailed in the Institutional Review Board Manual at:  https://www.hhs.gov/ohrp/regulations-and-policy/regulations/45-cfr-46/index.html

**TCL Self-Service**

The Self-Service system is a web-based interface to Datatel.  Students can use Self-Service to register for classes, pay their bill, view their grades and transcripts, receive announcements about emergency college closings, and a variety of other functions.  Faculty can use Self-Service to view their course schedules, update rosters, enter final grades, keep attendance, and a variety of other functions.  Self-Service is available from any computer with an internet connection, on or off campus.  Initial log-in and other instructions are available on the main Self-Service page.  For assistance accessing or resetting your id and password, contact the Help Desk at 843-525-8344.  All new faculty should have a Self-Service account established when they begin work.  For assistance setting-up your account, email Support@tcl.edu to have your account activated.

**Student & Administrative Withdrawal              TCL PROCEDURE 4-1-404.7**
**Withdrawal from College**
The purpose of this procedure is to establish guidelines for student withdrawal from credit courses.

Attendance:  Academic Regulations & Information

Withdrawal:   Academic Regulations & Information
                    Withdrawing from a Course – Student Initiated
                    Withdrawing from a Course – Instructor Initiated
                    Withdrawal from College

This procedure notifies instructors about two types of withdrawals:

1.  Student Withdrawal from Courses – Student Initiated
**After the Academic Term's Section Swap**
 a.  Students may withdraw from classes at any time prior to the first day of the final exam
     period of an academic term.
 b.  Students requesting to withdraw from a course(s) after the academic term's Section Swap
     period must notify their instructor and advisor via their official @my.tcl.edu student
     email address.
 c.  Students must save a copy of the email request for their records.
 d.  The instructor will assign the student a grade of **W up to, and including, the established
     midterm date**.  The instructor will assign the student a grade of **W**, **WP or WF after
     the established midterm date**, in accordance with TCL Procedure 3-1-301.7 Recording of
     Grades.
 e.  The instructor inputs the student's withdrawal onto the student's academic record through
     Self-Service.
 f.  The grade will be recorded in Self-Service, on the final grade roster, and on the student's
     academic record.
 g.  The Office of Student Records pulls the report of dropped/withdrawn students and forwards the
     list to the Financial Aid Office and to the Business Office.
 h.  The student is responsible for any remaining fees, tuition, etc. as a result of the withdrawal.
**During the Section Swap Period**
 a.  Students requesting to withdraw from a course(s) during the Section Swap period must email
     their instructor and advisor via their official @my.tcl.edu student email address.  The student's
     name will not appear on the official class roster of the new section, and the student will not be
     allowed to attend class until the course section changes have been entered into Self-Service by

the instructor.
b. Students must save a copy of the email request for their records.
c. The instructor will assign the student a grade of *W*.
d. The instructor inputs the student's withdrawal through Self-Service.
e. A grade of *W* will be recorded in Self-Service, on the final grade roster, and on the student's academic record.
f. The Office of Student Records pulls the report of dropped/withdrawn students and forwards the list to both the Financial Aid Office and Business Office.
g. The student is responsible for any remaining fees, tuition, etc. which result from the withdrawal.

2.  Administrative Withdrawal from Courses – Faculty Initiated
a. For students who have never attended a class, the instructor will assign a "**Never Attend**" code in Self-Service, **no later than ten (10) days after the first day of class**.  If a student is withdrawn by mistake, the instructor may add the student back in the course.
b. The instructor inputs the student's withdrawal through Self-Service.
c. The grade will be recorded in Self-Service, on the final grade roster, and on the student's academic record.
d. The Office of Student Records pulls the report of dropped/withdrawn students and forwards the list to the Financial Aid Office and to the Business Office.
e. The student is responsible for any remaining fees, tuition, etc. as a result of the withdrawal.

3.  Withdrawal from College
a. A student who is planning to withdraw from the college must settle all financial obligations to the college.
b. To withdraw from the college, the student must withdraw from all courses for which he or she is registered.
c. The withdrawal from the college is complete when the student has withdrawn from the last course.

## III.  STUDENT SERVICES

**Accidents/Reporting an Accident**                    **TCL PROCEDURE 4-1-403.5**
Accidents involving students, on campus or while off campus, engaged in any college approved program or activity, should be reported promptly to the nearest instructor or college person in charge of the event.  Report immediately all accidents requiring emergency assistance to **911** and promptly notify the Vice President for Student Affairs (843-525-8215) and the appropriate division dean. If medical care is required, the student should seek care at any hospital or with a physician.  In case of an emergency, Emergency Medical Services (EMS) at **911** should be called immediately. *Remember to dial 9 first to reach an outside line if dialing from campus.*

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

**Audit Students**                                         **TCL PROCEDURE 4-1-404.5**
Applicants who wish to take a course and do not want to receive credit for it may do so on an audit basis with the approval of the instructor of the course and the Division Dean. Audit students are expected to attend all classes. Audit students may not be held responsible for tests and other class assignments. Applicants must meet admission requirements, complete an admission application, and pay associated fees. Audit students are charged the same tuition rate as credit students.

Audit status must be declared at the time of registration with the Student Records Office and no later than the end of the schedule change (Section Swap) period for the semester. A student cannot change to audit status after the add/drop period has ended. Financial Aid programs and the Veterans Administration **do not provide funds for auditing classes**.  (as stated in College Catalog)

**Career Services/Student Development Coordinator:**
TCL's Student Development Coordinator provides students and alumni with opportunities to examine their personal and career development opportunities for today's job market. The focus is on career assessment and exploration that fosters positive, self-directed life planning, and includes but is not limited to: employability skills, résumé development, job-search strategies, interviewing skills and networking techniques.  Through its partnership with the local Chambers of Commerce, the Career Services office also provides information about job opportunities and resume posting for employers to review.  Job postings are listed at https://www.lowcountryjobsnow.org/ and are also placed on students' TCL e-mail account for review.

For more information, please contact James Rivers at 843-525-8353 or email jnrivers@tcl.edu.

**Campus Counselor**                                         **Counseling**

Many resources are listed as hyperlinks on TCL's Counseling Center webpage.

Counseling Center services are available free to all currently enrolled students age 18 and older.

The college provides short-term personal counseling for ANY persistent concern, such as, but not limited to:

- **Personal Issues**: anxiety, depression, substance misuse/abuse, grief, family/living issues, crisis, panic attacks, illness/injury, sexual assault, etc.
- **School-Related Issues:** test anxiety, academic worries, public speaking anxiety, graduation fears, difficulties with faculty, staff or other students.
- **Referral Assistance:** to community resources for emergent and non-emergent services to assist with finances, housing, food shortages, long-term mental health treatment, etc.

The Counseling Center is located in Coleman Hall on the Beaufort Campus.

When appropriate, the Campus Counselor:

- Intervenes *in academic concerns by contacting or writing letters to faculty and/or advisors to facilitate communication or advocate for student needs.*
- Educates *student with understanding the rights and responsibilities afforded to them by ADA.*
- *Directly* assists *students in pursuing ADA accommodations.*
- Works alongside *students withdrawing due to personal circumstances, to make re-enrollment plans and coordinate the necessary community referrals to support struggling student.*
- Advises *faculty and staff directly regarding student needs.*

**Change of Academic Major**                    **TCL PROCEDURE 3-1-301.14**

The student will meet with the new academic advisor to discuss program planning, make certain that admissions requirements for the new major have been met, complete the form, and submit to Student Records.  When the change of major is approved, the original copy of the Change of Academic Major Form will be filed in the student's permanent academic record in the Student Records Office.  The Student Records Office will update the student's permanent record, and copies of the form will be sent to the Financial Aid Office.  Reductions to student's financial aid may occur for courses outside the student's new program.  Students receiving Veterans Administration benefits should check with the Financial Aid Office to determine their financial aid.

**Associate Vice President for Student Services/Dean of Students**

The Office of the Associate Vice President for Student Services/Dean of Students is responsible for the TRIO Federal Programs sponsored and administered by the college.  These programs include Educational Talent Search and Student Support Services.  This office also provides services to accommodate TCL students with disabilities (Rodney Adams also serves as the Americans with Disabilities Act Coordinator) and assists with the probation/suspension advisement of students who are currently not in good academic standing at the college.  Students who are at-risk of dropping a course or leaving the college, should be referred to Rodney Adams for probation/suspension using either the Student Concern Form or the Student Early Alert Form located in the Faculty Resources section on the TCL website.

**Dropping/Adding Courses**                    **TCL PROCEDURE 4-1-404.6**
**Student Initiated**

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

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

If the student wants to drop a course, the instructor inputs the course drop in Self-Service.

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

**Federal College Work-Study Students**            **TCL PROCEDURE 4-1-402.2**
Federal College Work-Study students are required to meet program guidelines in order to become eligible for the program. Students must maintain satisfactory academic progress and perform the appropriate skills required by the campus job. Students are placed through an application/interview process coordinated by the Dean of Enrollment/Registrar's office. The student's performance is evaluated regularly to ensure job success. Should performance be unsatisfactory, the supervisor and Office of Career and Transfer Services will follow the process outlined in the procedure.

**Food and Beverages on Campus**
Eating and drinking are not permitted in the MacLean Auditorium, the LRC, or any classrooms, labs, lecture areas, or shops except as approved by the Vice President for Academic Affairs.

**Graduation Requirements**            **TCL PROCEDURE 4-1-404.13**
Each term, the Student Records Office will publish the graduation application deadline. Students must meet with his/her academic advisor to complete a degree audit and complete an Application for Graduation Form available at the Student Records Office. Debts to the college, including library fines, must be cleared prior to the completion of the Application for Graduation. Students must submit the completed application to the academic advisor or division dean for processing prior to the established deadline.

Academic advisors will review the graduation requirements with the student. If a student is able to complete all course requirements during the subsequent term, the academic advisor may approve the application and forward it to the division dean. If the student cannot be scheduled to complete all requirements for graduation during the subsequent term, the academic advisor will not approve the application and will work with the student to correct any deficiencies. Students must receive a grade of C or better in all courses within their curriculum, with a minimum cumulative grade point average of 2.0, to qualify for any degree, diploma, or certificate of completion award from the Technical College of the Lowcountry.

**Graduation with Academic Honors**            **TCL PROCEDURE 4-1-404.14**
Students are eligible for the following academic honors at graduation:

| | |
|---|---|
| Summa Cum Laude | 4.0 cumulative GPA |
| Magna Cum Laude | 3.75 -3.99 cumulative GPA |
| Cum Laude | 3.50 - 3.74 cumulative GPA |

Honors are calculated on cumulative grade averages received while enrolled in a specific curriculum 30 (thirty) hours or more in length.  To be eligible for graduation with honors, transfer students must successfully complete a minimum of 25% of the semester credit hours through instruction offered at TCL.  The semester credit hours must be in the student's major and printed on their official award.  Credit awarded by transfer, exemption, and substitution will not be calculated into the student's GPA for their specific curriculum.  The Student Records Office is responsible for identifying students who qualify for academic honors.

**Open Admission Policy**                                   **TCL POLICY 3-1-301**
                                                            **TCL PROCEDURE 4-1-401.1**

The general admissions policy for the college is established by South Carolina legislation, which mandates an open door admissions policy to the college.  The State Board for Technical and Comprehensive Education policy defines open admission as a practice which (1) admits to the college all citizens who can benefit from available learning opportunities and (2) places into specific programs of study those students whose potential for success is commensurate with expected standards of performance.  This definition of open admissions implies the college's commitment to provide a program to assess student potential and to provide appropriate developmental and remedial programs of study to meet those needs. Admission to the college is a separate process from the placement of a student into an academic curriculum and individual classes.

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

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

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

**Smoking Policy**
Dedicated to providing a healthy, comfortable, and educationally productive environment for students, employees, and visitors, The Technical College of the Lowcountry will serve as a total smoke free and tobacco free environment, effective August 1, 2017. Smoking (including the use of "e-cigs") and all uses of tobacco shall be prohibited from all Technical College of the Lowcountry owned and leased property and facilities, including but not limited to parking lots, rooftops, courtyards, plazas, entrance and exit ways, sidewalks, common areas, grounds, and libraries.

**Standards for Academic Progress**                        **TCL PROCEDURE 4-1-404.10**
The purpose of this procedure is to establish the minimum standard for academic progress

for students enrolled in curriculum courses at TCL as follows:
1. A semester/term and cumulative grade point average (GPA) of 2.0 shall be used to determine satisfactory academic standing. Students who fall below this standard will be subject to institutional intervention strategies.
2. The Student Records Office reviews student's academic files and identifies students not making academic progress. Students who fail to earn the required GPA as indicated will be placed on probation during the next term in which they enroll in the college.
3. Developmental Education courses and courses numbered 100 do not generate quality points and will not be used in determining academic progress.

**Student Assessment and Course Placement**          **TCL PROCEDURE 4-1-401.3**
Applicants at the Technical College of the Lowcountry must be assessed on basic academic skills in order to meet course placement criteria, to assess need for supplemental instruction, or qualify for an exemption. Picture identification is required for assessment at the Testing Center.

Applicants enrolling in the Associate of Applied Science with a major in General Technology must take either the assessment for placement to meet course prerequisites or take the ACT WorkKeys assessment to determine work readiness level. Students may submit their WorkKeys scores from high school to meet this requirement.

Exemptions are granted for students who:
1. Have earned a bachelor's degree or an associate's degree from an approved college or university.
2. Have an official transcript documenting successful completion with a "C" or better in MAT 110, College Algebra, or equivalent and in English 101, English Composition I, or their equivalents.
3. Have qualifying ACT or SAT scores for Placement into appropriate college level mathematics and English courses.
   a. The writing and reading components of the placement test may be exempted with SAT scores of at least 480. The writing component of the placement test may be exempted with an ACT English component score of 18. The reading component of the placement test may be exempted with a Reading score of 21 or greater.
   b. The mathematics component of the placement test may be exempted with SAT mathematics scores of 440 or ACT math component score of 22.
   c. An ACT or SAT test must have been taken no more than five (5) years prior to the request for their use as an exemption from the ACCUPLACER test.
4. Have enrolled as a career development applicant not pursuing a degree, diploma or certificate and who meet the prerequisites of the courses in which they plan to enroll.
5. Have enrolled in a certificate program that does not require placement testing.
6. Have a military transcript with at least 6 semester hours of American Council of Education (ACE) approved credit.

Accommodations will be made for assessing students with documented disabilities.

Applicants may retake the assessment tests. Applicants should check with the Testing Center for possible waiting periods between taking tests, number of testing times, and fees (if any). Students currently enrolled in developmental courses may not retest in the particular content area in which the student is enrolled.

Once the student is enrolled in the correct placement level; the student may not retest trying to place into a higher level.

The most recent scores are to be the official scores.

ACCUPLACER scores are valid for a period of three (3) years from the date of administration. ACCUPLACER scores may be transferred from an approved institution if they are no more than three (3) years old.

Students who take the ACCUPLACER test for the express purpose of transferring the score to another institution will not be charged a testing fee.

An applicant appealing the electronic grading of an ASSET test score may request the ASSET test be hand scored by the Testing Center Coordinator within five (5) days of the test session.

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

As alternative assessments, the college recognizes College Level Examination Program (CLEP) and DANTES Subject Standardized Examinations. Each provides an opportunity for students with knowledge and experience in a subject to obtain course credit without actually attending classes. CLEP and DANTES exams are not available through TCL. The Student Services Admissions Counselor, Testing Center Coordinator or designee can provide additional information about these exams. TCL Procedures 4-1-401.5 Experiential Credit and 3-1-301.13 Credit by Exam provides guidelines for awarding credits based on work experience and exams.

Course prerequisites are established by the academic division, the curriculum committee, and approved by the Vice President for Academic Affairs.  Current course prerequisites are published in the college's online catalog.
**Course Descriptions** (online catalog)

**Entrance into a course requires that all prerequisites have been successfully completed. Based on an individual assessment of the student's prior educational experiences, course prerequisites may be waived by the Division Dean of the academic discipline in which the course is housed.  The TCL Course Placement Guide in the Faculty Resources section on the TCL website offers specific course placement information.**

Please Note:  Placement in Developmental Education and college preparatory studies are explained in detail in these procedures.  Please review the procedures for this additional information.

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

*First Time Freshman* - a student enrolling at a post-secondary institution for the first time.

*Readmit Student -* a student previously enrolled at TCL and has been out of school for more than two (2) academic semesters or probation/suspension.

*Transfer Student -* a student who has attended one or more colleges and is admitted to another and been awarded transfer credit from another institution.

*Foreign Student -* a non-immigrant student having an F-1 visa or other than an F1 visa approved by local immigration officials.

*Audit Student -* a student enrolled in credit courses who does not desire to earn credit.

*Full-Time Student -* a student who registers for 12 or more credit hours during the fall or spring semester (full-time load is 15 credit hours) or 9 or more credit hours during the summer term.

*Part-Time Student -* a student who registers for fewer than 12 credit hours during the fall and spring semester or fewer than 9 credit hours during the summer term.

**Student Code and Grievance Procedure**          **TCL PROCEDURE 4-1-403.1**
                                                 **SCTCS POLICY 3-2-106**
                                                 **SCTCS PROCEDURE 3-2-106.1 (Code)**
                                                 **SCTCS PROCEDURE 3-2-106.3 (Grvnc)**

It is the policy of the State Board for Technical and Comprehensive Education that The Student Code and The Student Grievance Procedure shall govern conduct and guarantee due process for students at the technical colleges.

The college's Student Code and Grievance Procedure are published in the Student Handbook section of the college online catalog and on the SC State Technical College System website in the Policies and Procedures section.

**Student Disability Services**

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

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

1. Gather documents establishing the existence of a disability.
2. Make an appointment to see the Disability Services representative who is located at the TCL-Beaufort campus. **Students that attend classes solely at the New River or Hampton campus will also be able to obtain information from the Student Services Manager.** This can be done by calling the office at 843-525-8219. Office hours are 8:00 am-5:30 pm Monday thru Thursday and 8:00 am-11:30 pm on Friday. Appointments may be scheduled by phoning the representative from another TCL campus site; however, meetings and paperwork/forms are in the representative's office at the TCL-Beaufort campus.
3. Complete the TCL Student Disability Services Intake Form. These forms are available from the Office of Disability Services representative: Beaufort Campus, Building 2, Office 203 and can be completed during the initial intake appointment.

Each semester returning students at TCL who have registered with the student disability services representatives should either email, call or come by the office to arrange for accommodations as needed.  **The student is required to request accommodations each semester; however, the student's paperwork does not need to be renewed each semester.**  Any enrolled student at TCL who has a documented disability that has an impact upon the educational environment is eligible for services from Student Disability Services.  Students must provide this documentation at their own cost and effort. The Disability Services Representative reserves the right to deny services or accommodations until such time as the appropriate documentation is provided.  The actual services that will be provided are determined based on the nature and severity of the disability, the course requirements in consultation with the student, the disability representative, and academic faculty.

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

Documentation suggested for some specific disability areas includes the following:

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

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

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

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

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

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

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

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

**Student Discipline**                                    **SCTCS PROCEDURE 3-2-106.1**

TCL adheres to the standards of behavior as stated in The Student Code for South Carolina Technical Colleges, published by the State Board for Technical and Comprehensive Education, in addition to policies set forth in the TCL Catalog and Student Handbook.  The Dean of Students (who is a direct report to the Vice President for Student Affairs) is the college's administrative officer responsible for student discipline.  Students causing discipline problems should be referred to the Student Affairs Division using either the Student Concern Form or the Student Early Alert Form.  Faculty should become familiar with the Student Affairs Resources Guide.  All of the documents are listed in the Faculty Resources section on the TCL website.

# IV.    BUSINESS  AFFAIRS

**Bookstore**                                                    Bookstore

The Bookstore function is one of service and convenience rendered to students, faculty, and staff.  The bookstore carries required textbooks, optional reference books, office supplies, and a variety of novelty products including cards, gifts, clothing, tote bags, backpacks and various other TCL logo merchandise.  (TCL website; home page; Current Students; Bookstore)

**Budget**                                          **TCL PROCEDURE 5-1-501.1**
                                                    **TCL PROCEDURE 5-1-501.2**

Budget planning is an ongoing process that involves members of all divisions and the Budget Planning Committee of the College.  During the year, each division accumulates a listing of equipment and other items needed for its operation in the succeeding year.  On an annual basis, revisions are made to the campus-wide technology plan that documents changing equipment and technology needs.  During March and April, a tentative budget is drafted.  In June, after approval by the President, the final budget is presented to the Commission for approval.  The new budget becomes effective July 1.

**Building Maintenance**

The college has its own maintenance division that has the responsibility for maintaining all buildings and grounds.  Requests for emergency repairs should be reported to the division dean, security, or the Vice President for Administrative Services.  Requests for routine work must be submitted by the division dean through email at support@tcl.edu.  Non-routine work requests should be routed through the appropriate Vice President.

**College I.D. Cards**                              **TCL PROCEDURE 4-1-404.4**

All students and employees of the college are required to have identification cards. Students and employees must produce their cards on request to designated college officials and must adhere to regulations regarding the use of the cards outlined in the Procedure.  Cards can be printed in the Student Records Office at the Beaufort campus and in the Library at the New River campus.  Students should obtain their cards during the registration period.

**College Keys**                                    **TCL PROCEDURE 5-1-502.7**

Keys to classrooms, labs, and offices are issued to faculty on a need-basis.  A request for keys is processed with an email to support@tcl.edu through the division dean.  When an employee leaves college employment, all keys must be returned before clearance can be completed.  Keys may not be reproduced.

**College Vehicles**                                **TCL PROCEDURE 5-1-502.5**

College vehicles are available for college business and used instead of private automobiles, when available.  Any driver of a college vehicle must possess a valid South Carolina Driver's License and submit within 30 days of employment a copy of their Motor Vehicle Record (MVR), which can be obtained at the S.C. Highway Department at a nominal cost.  When possible, trips should be scheduled around the availability of the college vehicles.  For reimbursement for use of a personal vehicle when a state vehicle is available, approval of the appropriate Vice President is required.  To make arrangements for the use of a vehicle, contact the Business Office at:  843-525-8249.

Keys may be picked up at the Business Office from 8:00 a.m. to 5:30 p.m. Monday – Thursday and 8:00 a.m. to 11:30 a.m. on Fridays.   Keys should be returned immediately after using the vehicle to the Business Office. Keys may be returned to the Security Office if return is outside of college work hours.

***In keeping with South Carolina law, all college employees and their passengers must use seatbelts while on college business or while operating college vehicles.***

*Drivers may not use handheld electronic devices (cell phone, PDA, MP3 player, GPS, or other electronic communication devices) while operating college vehicles. If a call must be made or received, the driver must pull over to a safe place and put the vehicle in "park".*

**Criminal Background Investigations**                    **TCL POLICY 2-1-225**

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

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

**Duplication and Printing**

The printing of all flyers, posters, brochures, etc. must go through the Public Relations Office which supervises and coordinates the college-wide printing contract. The Public Relations Office will provide detailed, step-by-step instructions on the printing process when you contact them. If enough lead-time is given, the Public Relations Office will also help you with the design of your printed materials, making sure that the design follows the TCL Style Guide. For additional information, consult with the Public Relations Office.

**Emergency Text Message Alert**

Students, faculty and staff are highly encouraged to opt in to the Emergency Text Message Alert System Participants receive immediate notification of emergency events and weather cancelations via text messaging on their cell phones. Participants can also choose to receive non-emergency news and announcements simply by filling out the text alert form.

**Equipment Control**                    **TCL PROCEDURE 5-1-501.10**

The Equipment/Inventory Department is responsible for inventory control of all non-expendable and expendable equipment. The inventory manager is responsible for receipt, delivery, relocation and disposing of all equipment as well as related record keeping. All equipment received with a use of one year or more will be identified with a Property of Technical College System identification decal and added to the equipment inventory. The division dean will designate one person to maintain the inventory records for their division. Once equipment is assigned to a division, it is the responsibility of each division dean to maintain the service of the equipment and complete an annual equipment inventory. Repairs, relocation, or other changes to equipment must be arranged through the inventory control manager using established procedures. For loaning equipment between departments at the college, each department will maintain a sign out log for items that are loaned to other departments or for equipment checked out to individuals for use off campus for school projects. Submit an email request to support@tcl.edu for all equipment moved between departments or campuses. Move requests should include a description, identification decal number of each item, and present and future locations.

The Information Technology department is responsible for moving computers, printers, monitors and all equipment relating to their department. Notify the inventory manager when equipment is stolen, to be traded, destroyed, returned to vendor, unserviceable, excess, out for repairs or obsolete. Submit requests for disposal of equipment to the inventory manager.

The inventory manager will schedule the college's annual audit of inventory. Audits of inventory accounts will be conducted annually by internal and external auditors and also by the State Technical College System.

**Facilities Use by Outside Agencies**  **TCL PROCEDURE 5-1-502.2**
**TCL PROCEDURE 5-1-502.3**

Occasionally, requests come to the college for the use of classrooms or other facilities by groups outside the college. Any outside agency requesting to use college facilities will be referred to the Vice President for Administrative Services. Each request will be reviewed to ensure that the use is in accordance with college POLICY 2-1-205, and the appropriate fees will be assessed. If space is available to accommodate the request without interfering with instructional programs, the appropriate room will be assigned upon approval.

**Hazardous Weather**

If hazardous weather conditions make it impossible for an employee to get to work, the employee shall be allowed to:

> Make up time lost from work at a time scheduled by the division dean.
> Use accrued annual leave or personal leave.
> Take leave without pay.

When they are unable to report to work due to weather conditions, faculty should notify their division dean.

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

**Information Technology (IT) Support**

All faculty, experiencing difficulty with IT equipment in their classroom or office, can email support@tcl.edu and a service ticket will be automatically generated, provided they have signed on to the website at least one time to establish their account. All permanent faculty will have a login, TCL email and Datatel account created by the IT department once HR issues notification of the new hire. All adjunct faculty will have a TCL email account created by the IT department once the Division Dean requests one for the new hire.

**Mail Service**

The college has an inter-office mail service for official college mail only. The college's mailing address and service should not be used for personal or unauthorized use. The mailroom is located in the Business Office. The mail is processed at 2:00 p.m. Monday through Thursday, 11:00 a.m. Friday. Outgoing mail should be delivered to the Business Office Monday through Thursday prior to 2:00 p.m. and 11:00 a.m. on Friday. If you are planning on having a large mailing, please notify Kelly Taylor in the Business Office (x8249) in advance so that she has adequate time to prepare for the cost and the handling of your mailing.

TCL has daily UPS service for packages. Packages must be brought to Building 3 to complete the online tracking/label process by 3:00 p.m. for a mail/package pick-up that day.

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

**Parking Permits**

Parking decals are required. Permanent staff and faculty are issued parking decals through the Human Resources Office. Supervisors are responsible for obtaining parking decals for their part-time staff and adjunct faculty.

Students may obtain decals during Registration or during the semester at Student Services in Coleman Hall at the Beaufort campus and the Learning Resources Center (LRC) at the New River campus.

**Purchasing**                                                      **TCL PROCEDURE 5-1-501.13**

Purchasing of goods or services for the college requires an approved Purchase Order form. Purchase Order forms are to be completed, signed by the division dean or Vice President for Academic Affairs, and forwarded to the Business Office or entered into the Datatel system. Carol Mack in the Procurement department processes purchase orders (x8250).

**Receiving**

The Equipment/Inventory department is responsible for receiving and inspecting all shipments of equipment and supplies for the college. After receipt of the items, they will be delivered to the requestor who will verify content and compliance before assuming custody. The Equipment Control section details the process for receiving items for the college.

**Safeguarding Property**

Each individual employed by the college is responsible for the security of all college property in his/her custody.

**Soliciting**

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

**Stolen/Missing Equipment**                                        **TCL PROCEDURE 5-1-502.6**

In the event that equipment is stolen/missing from a division, immediately notify Security and the Equipment/Inventory manager or the Vice President for Administrative Services.

**Telephone Calls**

Each employee is assigned a unique telephone code for long distance business calls. All long distance calls should be placed in accordance with the college's published telephone guide. Personal calls should be kept to a minimum to leave the lines free for business. Personal long distance calls should never be placed from the college, unless it is an emergency, and under no circumstances should these be charged to the college.

If it is necessary for you to make a personal long distance call, your call should be placed by dialing 9-0-AREA CODE-XXX-XXXX. You will be prompted on the method of charge, i.e. calling card number, collect, bill to home telephone, etc.

You will need to contact the Procurement office in writing to obtain a long distance access code. Long distance calls should be placed by dialing 9-1-AREA CODE-XXX-XXXX and at the flat tone, enter your access code. Calls to Southern Beaufort County are dialed as local calls.

**Travel**                                                         **TCL PROCEDURE 5-1-501.18**
                                                                   **TCL PROCEDURE 5-1-501.19**
                                                                   **TCL PROCEDURE 5-1-501.20**

When traveling for business purposes, all personnel of the college are subject to travel, transportation, and allowance regulations as set forth by the State Budget and Control Board of South Carolina, the South Carolina State Board for Technical and Comprehensive Education, and the President of the Technical College of the

Lowcountry. Such regulations apply to both in-state and out-of-state travel. The following terms are used in the travel regulations:

*Travel* includes all activities involving expenses for transportation, subsistence, or registration, which is authorized to be paid from federal, state, or local funds or which involve state vehicles for transportation.

*Transportation* is the mode of travel authorized for use and includes state and private vehicles, common carriers (commercial air travel, rail, or bus), non-commercial air travel, taxis, limousines, and rental cars.

*Subsistence* includes lodging and meals during periods of authorized travel subject to South Carolina law. Faculty and staff shall be allowed reimbursement for actual cost of their hotel/motel charges. When possible, hotels and motels should be selected from the S.C. State contract list. Actual cost of lodging will be reimbursed including one brief personal long distance telephone call per day. If the hotel/motel charges a fixed cost to have a telephone in the room, the cost will be paid.

TCL employees are reimbursed for meals on official overnight travel at the rate of $25.00 per day (in state) $6.00 for breakfast, $7.00 for lunch and $12.00 for dinner. The out-of-state overnight travel allowance at the rate of $32.00 per day is $7.00 for breakfast, $9.00 for lunch and $16.00 for dinner. Reimbursement will not be permitted for meals included in the registration fee. TCL PROCEDURE 5-1-501.18 (noted above and noted Faculty Travel p.28)

A state vehicle should be requested when travel is by motor vehicle. If a state vehicle is not available, an employee may be reimbursed for personal vehicle use at the prevailing State rate. If the state vehicle is available but not used (or requested) or if the employee chooses to use his/her own vehicle for travel, the rate is at a lower rate. Prior approval by the appropriate Vice President must be obtained for reimbursement for use of a personal vehicle when a state car is available, and a memo should be attached to the Travel Reimbursement form.

Travel Reimbursement forms must be filled out completely and include date of, departure and return times of travel. Rules are listed on the back of the travel form. If a spouse or dependent accompanies an employee on an authorized business trip, only those expenses which may directly attribute to the employee can be reimbursed. The Business Office will purchase tickets for air, train, and bus travel and pay registration fees when sufficient notice is given.

Budgets for routine travel and per diem to maintain programs are administered and approved by the division dean. This includes travel required to maintain the day-to-day operation of a specific program, travel to attend statewide curriculum meetings, and local travel required to maintain off-campus programs. Travel required for routine maintenance of programs will require verbal approval from the division dean before incurring the travel expense. The division dean will approve the Travel Reimbursement form. All requests for authorization for travel out-of-the-service-area must be made on an Activity Request form and approved by the division dean prior to travel. The Activity Request form must be attached to the Travel Reimbursement form along with a copy of the agenda of the meeting, the original hotel bill and other required receipts.

***In keeping with South Carolina law, all college employees and their passengers must use seatbelts while on college business or while operating college vehicles.***

***Drivers may not use handheld electronic devices (cell phone, PDA, MP3 player, GPS, or other electronic communication devices) while operating college vehicles. If a call must be made or received, the driver must pull over to a safe place and put the vehicle in "park".***

**Vending Machines/Food on Campus**
Vending Machines are located in Buildings 2, 4, 12, 14, 15 and 24. Sandwiches and microwave services are available in Building 12. Vending machines and microwave services are also available at the New River Campus

in the Student Lounge area.  Vending machines not working properly should be reported to the Bookstore.  The Bookstore will refund money.

**Work Orders**                                       **TCL PROCEDURE 5-1-502.8**
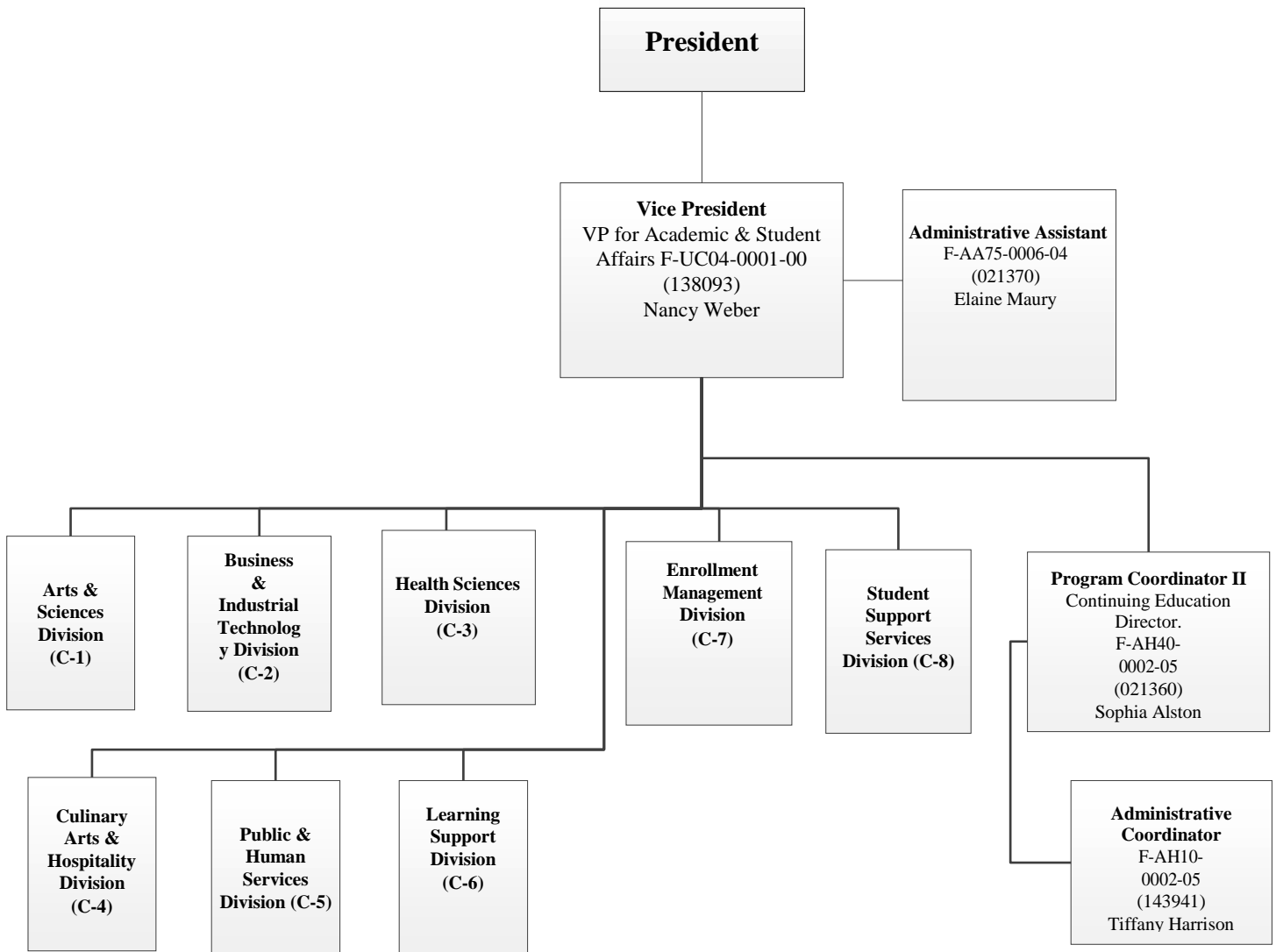If it is necessary to have routine maintenance work performed on equipment or facilities, service can be expedited by emailing your request to support@tcl.edu through the division dean or administrative assistant. For routine requests, at least seven (7) business days should be allowed.  The types of work requests should be simple repairs, removal of items, installation, relocation, replacement, reworking, and inspecting.  Work orders need not be submitted for major items such as painting a room since these are included on the college's deferred maintenance plan and will be addressed as funding is available.  The Business Office will assign a ticket number and forward the work order to the supervisor responsible for accomplishing the request.  Emergency work needing immediate attention should be communicated directly to the Business Office (843-525-8249) with approval of the Vice President for Administrative Services.

# APPENDIX A

# TCL ORGANIZATIONAL CHART

# Technical College of the Lowcountry
# Organization Chart

## Academic and Student Affairs Division
## (B-1)

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                        ┌─────────────┐
                        │  President  │
                        └──────┬──────┘
                               │
            ┌──────────────────┴────────────────┐
            │                                    │
  ┌─────────────────────┐          ┌──────────────────────────┐
  │   Vice President     │          │ Administrative Assistant │
  │ VP for Academic &    │          │    F-AA75-0006-04        │
  │ Student Affairs      │          │      (021370)            │
  │ F-UC04-0001-00       │          │     Elaine Maury         │
  │   (138093)           │          └──────────────────────────┘
  │   Nancy Weber        │
  └─────────────────────┘
```

**President**

**Vice President**
VP for Academic & Student Affairs F-UC04-0001-00
(138093)
Nancy Weber

**Administrative Assistant**
F-AA75-0006-04
(021370)
Elaine Maury

**Arts & Sciences Division (C-1)**

**Business & Industrial Technology Division (C-2)**

**Health Sciences Division (C-3)**

**Enrollment Management Division (C-7)**

**Student Support Services Division (C-8)**

**Program Coordinator II**
Continuing Education Director.
F-AH40-0002-05
(021360)
Sophia Alston

**Culinary Arts & Hospitality Division (C-4)**

**Public & Human Services Division (C-5)**

**Learning Support Division (C-6)**

**Administrative Coordinator**
F-AH10-0002-05
(143941)
Tiffany Harrison

# APPENDIX B

# COURSE SYLLABI LIST/COURSE SYLLABI FORMAT
Location:  TCL website; Home Page; Current Students

## **https://www.tcl.edu/course-syllabi/**

# APPENDIX C

# TCL COURSE PLACEMENT GUIDE
Location:  TCL Website; Home Page; Faculty Resources

https://www.tcl.edu/wp-content/uploads/2019/01/Accuplacer-Next-Generation-Jan-2019-Conversion_NG-Recommended-Cut-Scores.pdf
(revised scores Jan. 2019)

# APPENDIX D

# FACULTY PERFORMANCE MANAGEMENT SYSTEM (FPMS)

## TCL FPMS PROCEDURE 6-1-601.13

Location:  TCL Website; Home Page; Consumer Information; Policies & Procedures

http://www.tcl.edu/wp-content/uploads/2012/09/6-1-601.13-FPMS.pdf

## SC TECHNICAL COLLEGE SYSTEM PERFORMANCE APPRAISAL DOCUMENT (one page)

Location:  Everyone server; Personnel; Planning & Performance Evaluations; Faculty and Employee Evaluation Form

Y:\Human Resources\Planning & Performance Evaluations

## THE PLANNING STAGE DOCUMENT (Pages 1 - 3)

Location:  Everyone server; Personnel; Planning & Performance Evaluations; Faculty and Employee Planning Stage Document

Y:\Human Resources\Planning & Performance Evaluations

# APPENDIX E

# FERPA FAQs

## Family Educational Rights and Privacy Act
Location:  TCL Website; Home Page; Faculty Resources
(form will download from Faculty Resources section)

## FERPA Release Form

# APPENDIX F

# Student Affairs Resource Guide

# Student Affairs Resources Guide
## August 2014

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

## TCL Security

Beaufort Campus: 843-525-8301; 843-986-6971 (cell)

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

## Student Affairs Staff

| | | | |
|---|---|---|---|
| **Nancy Weber** | VP for Academic & Student Affairs, (Deputy Title IX Coordinator) | 843-525-8226 Building 2/209 | nweber@tcl.edu |
| **Elaine Maury** | Assistant to the Vice President | 843-525-8215 Building 2/210 | emaury@tcl.edu |
| **Rodney Adams** | Assoc. VP/Dean of Students (Title IX Coordinator) | 843-525-8219 Building 2/203 | radams@tcl.edu |
| **Angel Gray** | College Counselor | 843-525-8288 Building 2/204 | agray@tcl.edu |
| **James Rivers** | Student Development Coordinator (retention) | 843-525-8353 Building 2/205 | jnrivers@tcl.edu |

## Retention – Early Alert
TCL's Early Alert System is designed to aid struggling students who need assistance. Faculty or staff can refer a student to the Student Development Coordinator (843-525-8319, retention@tcl.edu, Building 2, Room 208).  The key is early referral; research shows that the first four weeks are critical for student retention. Early detection and intervention can help guide a student to the various resources available at TCL.

For the instructor:
If a student is struggling in class, first take time to meet with the student and determine the issue.  The student may benefit from being referred to a resource (tutoring, LRC, etc.); or to the Student Development Coordinator.  The student must be notified if a referral is submitted to the Student Development Coordinator.

> Reasons to Refer:
> Academic and personal difficulties interfering with learning
> - Attendance/Tardiness
> - Participating/Motivation
> - Quality of work
> - Late/missing assignments
> - Low exam/quiz scores

- Keeping pace with class
- Poor/underdeveloped study skills or time management
- Reading, writing, math

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

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

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

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


**Disuptive Students/Behavior Issues**

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

### Levels of Concern and Response

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

- Possible alcohol or drug abuse as evidence by scent on clothing or breath, red or swollen dilated eyes, disorientation
- Overly emotional
- Inability to concentrate or indication of memory problems
- Falling asleep in classes

How to refer a student to counseling:

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

# APPENDIX G

# Emergency Situations,

# Non-Emergency Situations,

# and

# Emergency Phone Numbers

# EMERGENCY SITUATIONS

**REMEMBER TO DIAL 9 FIRST (for an outside line):**

# DIAL 9-911

# NON-EMERGENCY SITUATIONS

**REMEMBER TO DIAL 9 FIRST (for an outside line):**

# DIAL:

**Beaufort Campus Security:  x 8301 (office) or 9-843-986-6971 (cell) or 9-843-525-8301 (office)**

**New River Campus Security:  x 6006 (office) or 9-843-812-4115 (cell) or 9-843-470-6006 (off)**

**Mungin Center Office:  9-1-803-943-4262 (Administrative Support)**

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

Please contact Mark Rand in the PR Office to have one printed at:

mrand@tcl.edu or 843-525-8232.

# APPENDIX H

# *Campus Maps*

# **Beaufort Campus Map**

# **&**

# **All Campus Locations**

http://www.tcl.edu/campuses-maps

# Beaufort Campus Map

### TECHNICAL COLLEGE
OF THE LOWCOUNTRY

## MAIN CAMPUS BEAUFORT

Bldg 1 Owen Hall - Assessment and Placement Center

Bldg 2 Coleman Hall - Admissions
Career Planning/Job Placement Center
Criminal Justice Technology
Financial Assistance • Front Desk
General Business Program • Paralegal Program
Research & Planning • Cashier
PILAU Program
Student Records • Student Success Center • TRiO Programs
Vice President for Student Affairs

Bldg 3 Anderson Hall - Business Office • Conference Room • Personnel
Purchasing • Vice President for Administrative Services

Bldg 4 Health Sciences

Bldg 6 Distance Learning • Early College Credit Opportunity • President
TCL Foundation • Vice President for Academic Affairs

Bldg 8 Moor Hall - Future Administrative Offices
Building scheduled for renovation

Bldg 9 Academic Support Center • Arts & Sciences

Bldg 10 Biology • Chemistry • Cosmetology
Early Childhood Development Program • Physical Therapist Assistant Program

Bldg 11 Security

Bldg 12 Maclean Hall - Auditorium • Boardroom • Bookstore
Learning Resources Center/Open Lab • Grants Administration • Public Relations • Student Center

Bldg 13 Storage

Bldg 14 Computer Technology • Electronics Technology

Bldg 15 Business Technologies • Heating, Ventilation & Air Conditioning • Office Systems Technology • ReadySC • TCL Campus Counselor

Bldg 16 Building Construction Technology • Civil Engineering Technology • Computer Assisted Design (CAD)

Bldg 19, 26 Physical Plant/Maintenance Office • Receiving

Bldg 20, 21 Greenhouses

Bldg 22, 23, 24 Continuing Education & Workforce Development • Institutional Advancement

# Campus Locations



**Hampton Campus**
H. Mungin Center
54 Tech Circle
Varnville, SC 29944

Tel: 803.943.4262
Fax: 803.943.5684

Colleton

Hampton

Jasper

Beaufort

**Whale Branch Early College High School**
169 State Highway S 7-549
Seabrook, SC 29940

Tel: 843.466.2700
Fax: 843.846.6827

**Beaufort Campus**
921 Ribaut Road
Beaufort, SC 29902

Tel: 843.525.8211
Fax: 843.525.8285

**New River Campus**
100 Community College Drive
Bluffton, SC 29909

Tel: 843.470.6000
Fax: 843.470.6027