

TECHNICAL COLLEGE OF THE LOWCOUNTRY
ADJUNCT FACULTY
HANDBOOK

2021–2022



DISCLAIMER

PURSUANT TO SECTION 41-1-110 OF THE CODE OF LAWS OF SC, AS AMENDED, THE LANGUAGE USED IN THE TECHNICAL COLLEGE OF THE LOWCOUNTRY'S ADJUNCT FACULTY HANDBOOK DOES NOT CREATE AN EMPLOYMENT CONTRACT BETWEEN THE EMPLOYEE AND THE COLLEGE. THE ADJUNCT FACULTY HANDBOOK DOES NOT CREATE ANY CONTRACTUAL RIGHTS OR ENTITLEMENTS. THE COLLEGE RESERVES THE RIGHT TO REVISE THE CONTENT OF THE ADJUNCT FACULTY HANDBOOK IN WHOLE OR IN PART. NO PROMISES OR ASSURANCES, WHETHER WRITTEN OR ORAL, WHICH ARE CONTRARY TO OR INCONSISTENT WITH THE TERMS OF THIS PARAGRAPH CREATE ANY CONTRACT OF EMPLOYMENT.

TABLE OF CONTENTS

Accreditation.....	4
--------------------	---

SECTION I: ORGANIZATION - THE TECHNICAL COLLEGE OF THE LOWCOUNTRY

Technical College of the Lowcountry Mission & Vision	5
Technical College of the Lowcountry Philosophy, Strategic Goals, Values ...	6
History of the College	7
South Carolina Technical College System (SCTCS)	8
The College Commission	8
College Foundation	8
Organizational Chart	9
Administration & Contact Information	10

SECTION II: ACADEMIC AFFAIRS

Academic Advising	11
Academic Calendar	11
Academic Misconduct.....	11
Academic Freedom	11
Adjunct Faculty Orientation & Development/Scheduled Activities.....	12
Attendance - Students.....	12
Attendance (Online) – Students.....	13
Cancellation of Classes/Changes to Class Schedule	13
Children on Campus	13
Classroom Assignments	14
Classroom Control	14
Class Length	14
Class/Grade Rosters.....	14
Confidentiality of Student Records.....	14
Copyright	15
Course Syllabi	15
Curriculum Development.....	15
Desk Copies of Books	15
Distance Learning/Technology-Based Instructional Delivery Systems.....	15
Dropping/Adding Courses	16
Dual Enrollment/Early College Credit Opportunity (ECCO).....	16
Emergencies/Safety on Campus.....	16
English Fluency Requirements for Faculty Employment	16
Evaluation of Adjunct Faculty	16
Evaluation Form.....	18
Exam Schedule	19
Faculty Attendance (Illness).....	19
Field Trips.....	19
Grading System: Recording of Grades/Final Grades	20
Grade Book	20
Incomplete Grade Changes	20
Grade Reports – Posting Grades.....	21
Grading System.....	21
Grade Review.....	23
Institutional Effectiveness.....	23
Instructional Materials	23
Instruction – Technology.....	23
Intellectual Property Rights	23
Learning Resources Center (LRC).....	24

Library: Reference and Instruction.....	24
Library Borrowing Privileges	24
LRC Acquisitions.....	25
LRC Reserve Materials.....	25
Office Hours	25
Periodical Subscriptions.....	25
Preview and "Approval" Orders for Instructional Materials	25
Public Relations	26
Secretarial/Administrative Assistance for Faculty.....	26
Speakers or Consultants Not Affiliated with the College	26
Student Examinations and Quizzes	26
Student Assessment and Course Placement (see page 34).....	26
Textbook Selection.....	26
Tutoring Center/Reading & Writing Lab/Math Lab.....	26
Tutoring by Faculty.....	26
The Use of Human Subjects in Research.....	27
TCL Self-Service.....	27
Student & Administrative Withdrawal.....	27

SECTION III: STUDENT SERVICES

Accidents/Reporting an Accident.....	29
Audit Students	29
Career Services/Student Development Coordinator.....	29
Campus Counselor.....	29
Associate VP for Student Services/Dean of Students	30
Food and Beverages on Campus	30
Open Admission Policy.....	30
Registration	30
Service Animals.....	31
Smoking Policy.....	30
Student Assessment and Course Placement.....	31
Student Classifications.....	32
Student Code and Grievance	32
Student Disability.....	33
Student Discipline	34

SECTION IV: BUSINESS AFFAIRS

TCL College Store.....	35
Building Maintenance	35
College I.D. Cards.....	35
College Vehicles	35
Criminal Background Investigations.....	35
Emergency Text Message Alert.....	36
Hazardous Weather	36
Information Technology (IT) Support	36
Mail Service.....	36
Parking Permits.....	36
Safeguarding Property	37
Soliciting.....	37
Stolen/Missing Equipment.....	37
Vending Machines/Food on Campus.....	37
Work Orders	37

APPENDICES

A	TCL Organizational Charts.....	38
	TCL Organizational Chart.....	39
B	Campus Maps and Locations	40
	Beaufort Mather campus Map.....	41
	Campus Locations.....	42
C	A Quick Guide for Adjunct Faculty	43/44
	Table of Contents.....	45
	Adjunct Faculty “To Do” List.....	46
	Required Forms.....	48
	Use of Technology.....	50
	Student Academic Misconduct 101.....	52
	Instructor Checklist for Due Process.....	56
	Sample Email Request to Report Plagiarism.....	57
	Americans with Disability Act (ADA) Accommodation.....	58
	Student Disability Services.....	60
	Student Affairs Resources Guide.....	62
	Emergency and Non-Emergency Phone Numbers.....	66

PLEASE NOTE:

The South Carolina Technical College System re-numbered, re-named, and re-ordered state Policies and Procedures.

TCL changed the number, title, and re-ordered the college’s Policies and Procedures.

Best Practices per the State Technical College System are to provide links to the SCTCS Policies and Procedures on the state technical college website and TCL’s Policies and Procedures on the college website:

[SC Technical College System \(sctechsystem.edu\)](http://sctechsystem.edu)

[Policies & Procedures - Technical College of the LowCountry \(tcl.edu\)](http://tcl.edu)

When this document was updated (8/13/2021), several departments had processes in various stages of implementation and information in this handbook may/may not be current.

THE TECHNICAL COLLEGE OF THE LOWCOUNTRY

Member of:

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

Accredited by:

Southern Association of Colleges and Schools Commission on Colleges (SACSCOC)

1866 Southern Lane, Decatur Georgia 30033-4097, 404-679-4500

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 60610-7598, 800-285-2221

Licensed by:

SC Department of Labor, Licensing & Regulation Board of Nursing (SCLLR)

SC State Board of Cosmetology

PO Box 11329, Columbia, SC 29211 803-896-0226

Equal Opportunity Employment/Affirmative Action

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

Americans with Disabilities Act (ADA)

The Technical College of the Lowcountry does not discriminate on the basis of disability in admission, access, or employment in any program or activity. The College will comply with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disability Act of 1990. The Vice President for Student Affairs or his/her designee will serve as the administrative officer responsible for meeting with 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, clarify its vision for the future, and position itself to meet the ever-changing needs and the challenges of the Lowcountry. In support of this vision, the Commission of 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

Reaffirmed by the TCL Commission, October 17, 2019

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: Enhance and sustain student success from application to completion

Goal II: Advance academic quality

Goal III: Improve operational effectiveness and promote resources stewardship

Goal IV: Cultivate an environment of accountability, communication and teamwork

Values

- **Excellence**
 - We value continuous quality improvement leading to true excellence in all areas of the college.
- **Innovation**
 - We value expansion and enhancement of the college's services and educational offerings to meet the increasing and changing needs of students, employers and the communities we serve.
- **Integrity**
 - We value responsibility, accountability, ethical behavior in an atmosphere of honesty, open communication, and with mutual respect.
- **Respect**
 - We value an education environment that attracts and supports a diverse student and staff community, and fosters awareness.
- **Stewardship**
 - We value the responsible use of resources to achieve balance among social, economic, and environmental practices.

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).
2018	TCL celebrates 50 years of community college and 150 years of The Mather School.

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 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:	Mr. James Boozer Mr. Randy Dolyzniuk, Vice Chairman, Acting Chair Mr. Heath Duncan Dr. Rick Toomey
Representing Colleton County:	Mr. David M. Smalls
Representing Hampton County:	Dr. William Small, Jr.
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 Affairs (currently Interim) is responsible for academic programs involving full-time and adjunct faculty. The Interim Vice President works directly with four academic division deans: Arts & Sciences (including Developmental Education and College Preparatory Studies), Business & Industrial Technologies, Culinary and Hospitality, Health Sciences and one non-academic division dean, Dean of Learning Support. The office is responsible for all the planning, development, coordination, review, accreditation, and administration of each program.

The Associate Vice President of Enrollment Services/Registrar and the Associate Vice President for Student Affairs are direct reports to the Vice President for Student Affairs. 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, 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.

TCL Administration & Contact Information - Unless otherwise stated, Area Code is: 843

College Administration	Location/Contact –	
Dr. Richard J. Gough President	Building 6-101 rgough@tcl.edu	525-8247
Dr. Frederick Cooper Interim Vice President for Academic Affairs	Building 9-105 fcooper@tcl.edu	525-8343
Nancy Weber Vice President for Student Affairs	Building 2-209 nweber@tcl.edu	525-8244
Janis Hoffman Vice President for Administrative Services	Building 2-122 jhoffman@tcl.edu	525-8333
Larry Beckler New River Campus Administrator	Building 50-109 lbeckler@tcl.edu	470-6001
Academic Affairs/Division Deans		
Shunda Ware Dean, Business & Industrial Technologies	Building 14-118 sware@tcl.edu	525-8241
Heather Weiss Interim Dean, Arts & Sciences	Building 9-119 hweiss@tcl.edu	525-8281
Joey Swearingen Interim Dean, Health Sciences	Building 4-113 jswearingen@tcl.edu	525-8378
Sasha Bishop Dean, Learning Support	Building 12-203 sbishop@tcl.edu	525-8236
Chef Miles Huff, CCE Dean, Culinary & Hospitality	Building 50-208 mhuff@tcl.edu	470-6042
Key Instructional Area Contacts		
Vacant, Administrative Support TCL-Hampton Campus, H. Mungin Center	Building 32-105 ??@tcl.edu	(803) 943-4262 or x2003
Hayes Wisner Chief Information Officer IT Support	Building 2-122 hwisner@tcl.edu support@tcl.edu	525-8333 521-7315 (cell)
Jody Cummins Assoc. Dir. Tutoring/Academic Open Lab Resources	Building 9-129 jcummins@tcl.edu	470-5969
Rhonda Cole-Green Director, Testing Center	Building 2-223 rcole@tcl.edu	525-8229
Dual Enrollment Coordinators/ECCO Dyneise Conner-Johnson, Whale Branch Taylor Wellborn, Beaufort/New River/Hampton	Building 2-141 dconner-johnson@tcl.edu	525-8240
Elaine Maury Administrative Assistant, VP Academic Affairs	Building 2-210 emaury@tcl.edu	525-8244
Rick Ernest IT, Online Course Coord. Blackboard	Building 12/205 rernest@tcl.edu http://www.tcl.edu/current-students/blackboard	525-8317 Blackboard Support 24/7 1-877-736-2586 (toll-free)
Help Desk (to reset passwords, email, Blackboard)	Building 2-115 helpdesk@tcl.edu	525-8344
James Rivers Student Development Coord. (career assessmt/retention)	Building 12-118 jnrivers@tcl.edu	525-8353
Rodney Adams Associate VP Student Affairs (probation/suspension)	Building 2-203 radams@tcl.edu	525-8219
Allison Canning Associate VP Enrollment Services	Building 2-206 acanning@tcl.edu	525-8210

ACADEMIC AFFAIRS

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

The role of the academic advisor is to assist the student in making sound academic decisions related to program planning, course selection, course load, and academic performance and to act as a liaison between the advisee and college faculty and administrators. Advisors are assigned according to the first letter in the last name of students who have declared a particular program of study, as shown by the curriculum code on the student's application. Admissions will assign both Navigator and full-time faculty advisors at the time the student application is processed, but will give First-Year students the Navigator contact information initially.

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

[2021 Fall](#), [2022 Spring](#), [2022 Summer](#) Calendars

The Academic Calendar for the current year is placed under the [Faculty Resources](#) section on the TCL's 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 test or answer sheet;
 - b. Using materials or equipment during a test not authorized by the person giving the test;
 - c. Collaborating with any other person during the test without permission;
 - d. Knowingly obtaining, using, buying, selling, transporting, or soliciting in whole or in part the contents of a test prior to its administration;
 - e. Bribing or coercing 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 knowingly assisting another person in an act of academic misconduct.
4. "Fabrication" is defined as falsifying or inventing information in such academic exercises as reports, laboratory results, and citations to the sources of information.

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

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

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

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

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

Adjunct Faculty Orientation and Development/Scheduled Activities

The division dean will acquaint adjunct faculty with the college, the division, teaching assignments and provide adjunct faculty with the following documents emphasizing essential information:

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

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

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

Attendance - Students

The College's statement of policy indicates that students must attend ninety percent 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 e-mail 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)

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

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 Mather 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). Adjunct faculty should read and familiarize themselves with the [Student Affairs Resources Guide](#) document listed in the [Faculty Resources](#) section on the TCL website.

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

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 and entered into the [Self-Service](#) system by the established deadline. The Student Records Office verifies the grade rosters.

Confidentiality of Student Records

[FERPA Release Form \(Fac Resources\)](#)

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

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 Dean of Learning Support with copyright questions or concerns.

Course Syllabi

The college uses a common course syllabus template for each course. The common course syllabus template may be edited within the Blackboard course shell or the Simple Syllabus platform. Division deans are responsible for reviewing all course syllabi to ensure content compliance. Faculty will be asked to revise syllabi not in compliance. Course syllabi are available on the [TCL website](#). Syllabus distribution and review occurs in the first-class meeting or via Blackboard. Course syllabi contains grading and evaluation methodologies. These methodologies should discern levels of student performance in a manner which allows instructors to determine if students have met course objectives and required learning outcomes. For assistance with syllabus development, see your division dean.

Curriculum Development

Curriculum and course development, changes, and evaluation are responsibilities of every teaching faculty member. Insofar as possible, curriculum development will be accomplished as part of a faculty member's normal workload. Any addition, deletion, or change in any college curriculum must be approved by the Curriculum Committee and the Vice President for Academic Affairs prior to implementation. Certain curricula change also require approval from the TCL Commission, State Technical College System (SCTCS), the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC), South Carolina Commission on Higher Education (CHE), and the Veterans Administration (VA).

Desk Copies of Books

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

Distance Learning

Technology-Based Instructional Delivery Systems

It is the policy of the Technical College of the Lowcountry to encourage development and implementation of technology-based delivery systems to provide educational programs and services for students on and off campus. These delivery systems must have explicit goals and purposes congruent with the college mission and demonstrate their quality and effectiveness through consistently planned evaluation.

TCL provides Zoom licenses for faculty and staff use. Zoom 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 a Zoom account or receiving training, contact Rick Ernest at rernest@tcl.edu or 843-525-8317. Faculty also have access to Microsoft Teams via their TCL email account. MS Teams also provides similar capabilities for conferencing with students, staff, and other faculty.

Dropping/Adding Courses Student Initiated

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

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 12 & 13.

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 the following emergency situations: an active shooter/hostage, bomb threat, 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.

English Fluency Requirements & Faculty Employment

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

Evaluation of Adjunct Faculty

The purpose of this procedure is to outline the process for evaluating and documenting the performance of adjunct faculty. Full-time and adjunct faculty at the Technical College of the Lowcountry are evaluated by students and supervisors on a regular basis. These evaluations are intended to provide feedback for faculty on the effectiveness of their classroom instruction, aid in their professional growth and development, and facilitate the improvement of instruction.

Student evaluations are conducted fall and spring semesters. Optional evaluations are available in the summer semester or upon request. Any supervisor may request an evaluation of any faculty member in their area of responsibility.

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

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

This procedure ensures that:

1. The division dean or designee monitors adjunct faculty activities and performance related to teaching. Adjunct faculty members have students in each class evaluate instruction using the student evaluation forms. Packets for traditional and live-broadcast courses are provided through the division office to the adjunct faculty in accordance with the calendar set by the Academic Affairs Office each semester. Web-based forms are utilized for on-line and/or web-based courses.
2. Student evaluation results are reviewed by the division dean and shared with the adjunct faculty member. The division dean or designee may also observe the adjunct faculty member's instruction and make recommendations.
3. Within 30 days of receipt of the results, the *Administrative Response to the Evaluation of Adjunct Faculty* is forwarded by the division dean to the Human Resources Office to be filed in the adjunct faculty member's personnel record. A copy of the adjunct faculty member's *Class Summary Sheet* from the student evaluations is retained by the division dean in division files for at least five (5) years.
4. Copies of all evaluation materials are available in the division offices and/or the Human Resources Office.

**TECHNICAL COLLEGE OF THE LOWCOUNTRY
TEMPORARY STAFF EMPLOYEE PERFORMANCE APPRAISAL DOCUMENT**

TEMPORARY EMPLOYEE NAME	JOB TITLE	EMPLOYMENT PERIOD <small>(dates to match temp. agreement)</small>
DEPARTMENT/DIVISION	SUPERVISOR	

Job Purpose:

--

<u>Job Functions:</u>	%	(U) UNSUCCESSFUL PERFORMANCE REQUIREMENTS (S) SUCCESSFUL PERFORMANCE REQUIREMENTS

Overall job performance: Successful Unsuccessful (circle one)

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

Supervisor's Signature

Employee's Signature

Supervisor (please print name)

Employee (please print name)

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

--

Forward this original evaluation to the Human Resources Office.

2021-2022 Exam Schedules

2021-2022 Exam Schedules can be found in the [Faculty Resources](#) section of the TCL website:

[2021 Fall Exam Schedule](#) [2022 Spring Exam Schedule](#) [2022 Summer Exam Schedule](#)

The purpose of this procedure is to ensure 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 off-site 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)

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

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

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

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, 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

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 Colleague grade roster. Division deans will retain file copies of all printed Colleague 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 grade change must be reported on the fillable [Grade Change Form](#) and submitted to the Registrar through their internal records system.

Incomplete Grade Changes

The purpose of this procedure is to define the process for changing grades. New this year, a fillable [Incomplete Grade Contract Form](#) will be submitted to the Registrar through their internal records system prior to the student beginning studies to change the Incomplete grade. Both the student and the instructor must sign the contract so that both individuals know what is required to change the grade from an Incomplete to a letter grade. 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 Incomplete grade changes must be entered into the student management system. 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

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

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

- A The grade "A" represents excellent achievement in mastering the requirements of a subject. "A" is used in GPA (Grade Point Average) calculations, carries a value of four (4) grade points, generates quality points (i.e., grade points times credit hours) and earns credit. (No grade points are earned for developmental or continuing education courses.)
- B The grade "B" represents above average achievement in mastering the requirements of a subject. "B" is used in GPA calculations, carries a value of three (3) grade points, generates quality points and earns credit hours. (No grade points are earned for developmental or continuing education courses.)
- C The grade "C" represents average achievement in mastering the requirements of a subject. "C" is used in GPA calculations, carries a value of two (2) grade points, generates quality points and earns credit hours. A grade of "C" or higher is required in all courses in the student's program of study. (No grade points are earned for developmental or continuing education courses.)
- D The grade "D" represents below average achievement in mastering the requirements of a subject. "D" is used in GPA calculations, carries a value of one (1) grade point, generates quality points and earns credit hours, but cannot serve to fulfill course requirements for program completion. (No grade points are earned for developmental or continuing education courses.)
- F The grade "F" represents failure in mastering the requirements of a subject. "F" is used in GPA calculations and earns no credit hours. When a student repeats a course and earns a passing grade, only the most recent grade is used in calculating the student's GPA for graduation. However, the original grade will remain on the student's transcript. (No grade points are earned for developmental or continuing education courses.)
- WF The grade "WF" represents withdrawal with unsatisfactory progress after the end of the Drop/Add period. "WF" is used in GPA calculations, earns no credit hours, and generates no quality points.

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

- W The grade "W" represents official withdrawal from a course. "W" is not used in GPA calculations, generates no quality points and earns no credit hours.
- WP The grade "WP" represents official withdrawal from a course with satisfactory progress after the end of the Drop/Add period. "WP" is not used in GPA calculations, generates no quality points and earns no credit hours.
- I The grade "I" represents incomplete work. "I" does not affect GPA calculation; however, an "I" defaults to "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 complete a fillable [Grade Change Form](#) and submitted to the Registrar through their internal records system. 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. New this year, a fillable [Incomplete Grade Contract Form](#) will be submitted to the Registrar through their internal records system prior to the student beginning studies on the Incomplete grade. Both the student and the instructor must sign the contract so that both individuals know what is required to change the grade from an Incomplete to a letter 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 not cause credit hours to be earned but no quality points to be generated.
- TR "TR" (transfer) is given for allowable equivalent credits earned at other colleges and universities. A "TR" is not used in GPA calculations, earns credit hours, and generates no grade points. (All "TR" grades must be supported by an official transcript from the post-secondary institution where the credit was awarded.)
- AU The grade "AU" represents any course taken as an audit course. "AU" is not used in GPA calculations, carries a value of 0 points, generates no quality points, and earns no credit hours.
- NC The grade "NC" (No Credit) is awarded in the case of developmental education courses in which there is insufficient demonstration of mastery of the subject matter. A "NC" is a non-punitive grade that does not affect GPA calculations, carries a value of 0 grade points, generates no quality points and earns no credit hours.
- NR The grade "NR" (No Report) is issued only when instructor does not submit grade reports. A "NR" is a non-punitive grade that does not affect GPA calculations, carries a value of 0 grade points, generates no quality points and earns no credit hours. A "NR" grade must be replaced by a final grade as soon as received from instructor.
- S The grade "S" represents satisfactory work and applies to specialized courses and seminars. "S" does not affect GPA calculations, earns no quality points but does cause credit hours or CEU's to be earned as specified for that particular course.
- 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

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 fillable [Grade Change Form](#) and submitted to the Registrar through their internal records system.

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

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. 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 Mather campus distance learning technician by phone at 843-470-8406, ext. 8406, 843-(812-2427 cell), or email at support@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 support@tcl.edu.

Additional equipment such as the Swivl recording robot and webcams are available from IT. To request equipment, email support@tcl.edu 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.

All TCL instructors have access to [Blackboard, The Learning Management System](#). When logging into Bb, an instructor's email credentials are used to access the system. Contact your division office for training. There is tech support available for faculty and students. To access the TCL support website, click "Help" from the Quicklinks menu or visit www.tcl.edu/help. Training is also provided by the Online Course Coordinator. For assistance, email support@tcl.edu

Instruction - Technology

Instruction on current and emerging technology is offered throughout the semester and upon request. Contact the Online Course Coordinator for more information by emailing support@tcl.edu.

Intellectual Property Rights

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

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

Learning Resources Center (LRC) 525-8304

[Library Home Page](#)

As part of the Learning Resources Center (LRC), the library is located in Building 12 on the Beaufort Mather 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: Colleague ID # (available from division administrative assistant or in Self Service under User options/User profile)

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 Mather campus library is staffed all hours the library is open and a librarian is scheduled 24 hours a week at the New River campus. At all TCL locations, the LRC provides access to the online [catalog](#) and to electronic resources. Materials can be sent to the Mungin Center 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 Mather 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

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](#)

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 Resources page: <https://libguides.tcl.edu/faculty>

Office Hours

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

It is especially important that students at off-campus locations are provided with structured access to their instructors aside from designated instructional time. Students living outside the local (Beaufort) telephone exchange should be reminded about the college's toll-free number (**1.800.768.8252**) which 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.

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 must be coordinated with the LRC, or cleared with the respective division dean. A faculty member should not initiate an “approval” order or a preview request without specific authorization from the LRC or the

division dean, and may be subject to disciplinary action for doing so. Preview or approval materials received by a faculty member without authorization will not be purchased by the college, and the faculty member may be held accountable for the cost of such materials.

Public Relations

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

Secretarial/Administrative Assistance for Faculty

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

Speakers or Consultants Not Affiliated with the College

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

Student Examinations and Quizzes

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

Student Assessment and Course Placement

(see page 36)

Textbook Selection

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

Tutoring Center

Reading & Writing Lab (843-525-8221)

Math Lab (843-470-6051)

Tutoring services are offered through the Learning Resources Center. At the Beaufort Mather Campus, 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 Zoom) by appointment. In addition, the LRC provides 24/7 access to TutorMe, an online tutoring service 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, Writing/Reading Labs:

<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

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](https://www.hhs.gov/ohrp/regulations-and-policy/regulations/45-cfr-46/index.html) 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 Colleague. 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 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**.
- 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 must 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 onto the student's academic record 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 both the Financial Aid Office and Business Office.
- e. The student is responsible for any remaining fees, tuition, etc. which result from 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

Accidents involving students, on-campus or 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

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.

For more information, please contact Jamie 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 Mather 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.*

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 concerns, students should be referred to their Navigator.

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.

Open Admission Policy

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

At TCL, students may register for classes during the registration period that begins several months prior to the first day of scheduled classes. New this year is the [TCL Self-Service](#) Student Planner allowing students to review their progress, plan their schedule and register for classes.

Returning students should schedule an appointment with their advisor several weeks prior to registration. Registration dates are published on the TCL website under Academics and then under [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 Section Swap 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](#) instructions on the TCL website to register for classes.

Service Animals

[Procedure 3-2-107.1](#)

Service animals are allowed to accompany their handlers at all times and in all facilities and programs on campus, except in areas where specifically prohibited due to health, environmental or safety hazards (e.g. laboratories, mechanical rooms, machine shops, custodial closets, and areas where there is a danger to the animal.) The College may not permit service animals when the animal poses a substantial and/or direct threat to health or safety or when the presence of the animal constitutes a fundamental alteration to the nature of the program or service. The College will make those determinations on a case-by-case basis in alignment with current state and federal laws.

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.

Student Assessment and Course Placement

Applicants at the Technical College of the Lowcountry must be assessed on basic academic skills in order to meet course placement criteria, 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 ACCIPLACER 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 Experiential Credit and 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 [Course Descriptions](#) section in the college's 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

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 must do the following to receive services:

1. Complete the [TCL Student Disability Services Intake Form](#). These forms are available from the Office of Disability Services representative: Beaufort Mather campus, Building 2, Office 226 and can be completed during the initial intake appointment.
2. Gather documents establishing the existence of a disability.
3. Make an appointment to see the disability services representative who is located at the TCL-Beaufort Mather campus. **Students that attend classes solely at the New River campus will also be able to obtain information from the Student Services Manager.**
4. This can be done by calling the TCL-Beaufort office at 843-525-8219 or 843-525-8242 or contact the TCL- New River office at 843-470-6019. Office hours are 8:00 am-5:30 pm Monday thru Thursday and 8:00 am-11:30 pm on Friday. Appointments can be scheduled by phoning the representative from another TCL campus site; however, meetings and paperwork/forms are in the representative's office at the TCL-Beaufort Mather campus.

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

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 Associate Vice President Rodney Adams radams@tcl.edu in the Student Affairs Division.

VII. BUSINESS AFFAIRS

TCL College Store

[TCL College Store](#)

The bookstore provides service and convenience 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. Coffee, cold drinks and snacks are also available in the TCL Bookstore.

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

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

College Vehicles

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

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

All criminal background investigations will be conducted through the South Carolina Law Enforcement Division (SLED). Results will be disseminated in accordance with regulations through this law enforcement agency.

Emergency Text Message Alert

Students, faculty and staff are highly encouraged to register their cell phones with the [Emergency Text Message Alert System](#). Participants receive immediate notification of emergency events and weather cancellations 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.

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 supervisor;
- Use accrued annual leave or personal leave; or
- 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 Colleague 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 interoffice 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 – Thursday, 11:00 a.m., Friday. Outgoing mail should be delivered to the Business Office Monday – Thursday prior to 2:00 p.m., and prior to 11:00 a.m. on Friday. If you are planning on having a large mailing, please notify Kelly Taylor in the Business Office (x8249) in advance so that she can review bulk mail procedures for 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 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. Adjunct faculty can obtain a vehicle parking registration form from the Security Office on the Beaufort Mather campus and the Learning Resources Center at the New River campus. Students may obtain decals during Registration or during the semester from the Student Records Office at the Beaufort Mather campus and the Learning Resources Center at the New River campus.

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

In order to ensure that proper action is taken in the case of stolen college property, it is necessary that the incident be reported to the Vice President for Administrative Services and to a Security Officer as soon as the theft is discovered.

Vending Machines/Food on Campus

Vending Machines are located in Buildings 2, 4, 10, 12, 14, and 15. Frozen foods and microwave services are available in Building 12. Fresh coffee, cold drinks and snacks are available in the TCL Bookstore 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

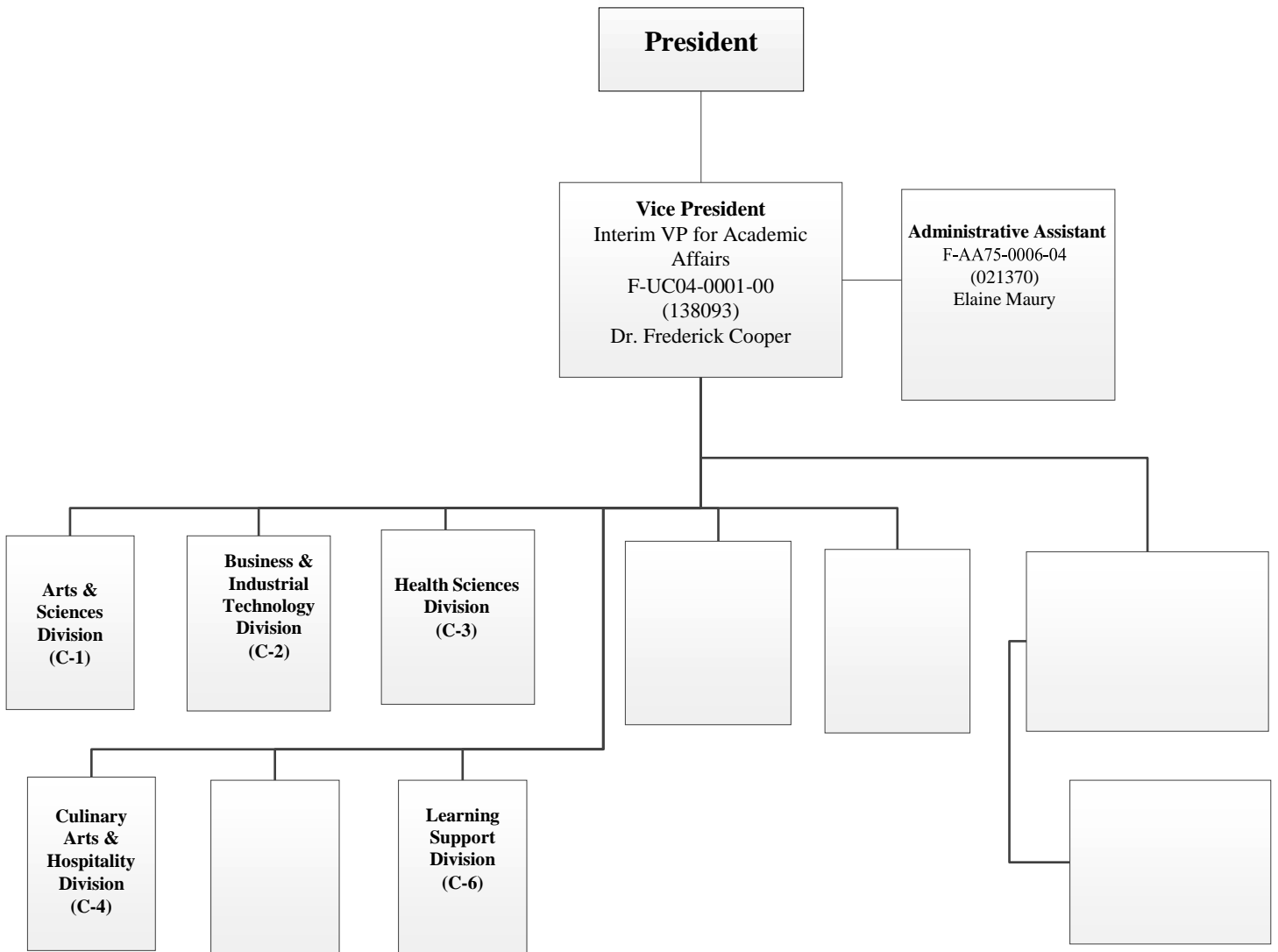
If it is necessary to have routine maintenance work performed on equipment or facilities, service can be expedited by emailing your request to support@tcl.edu through the division dean or administrative assistant. For routine requests, at least seven (7) business days should be allowed. The types of 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)



APPENDIX B

Campus Maps

Beaufort Mather campus Map

&

All Campus Locations

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

Beaufort Mather campus Map



MAIN CAMPUS BEAUFORT

Buildg 1 Owen Hall - Assessment and Placement Center

Buildg 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

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

Buildg 4 Health Sciences

Buildg 6 Distance Learning - Early College Credit Opportunity - President
TCL Foundations - Vice President for Academic Affairs

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

Buildg 9 Academic Support Center - Arts & Sciences

Buildg 10 Biology - Chemistry - Cosmology
Early Childhood Development Program - Physical Therapist Assistant Program

Buildg 11 Security

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

Buildg 13 Storage

Buildg 14 Computer Technology - Electronics Technology

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

Buildg 16 Building Construction Technology - Civil Engineering Technology - Computer Assisted Design (CAD)

Buildg 19, 26 Physical Plant/Maintenance Office - Receiving

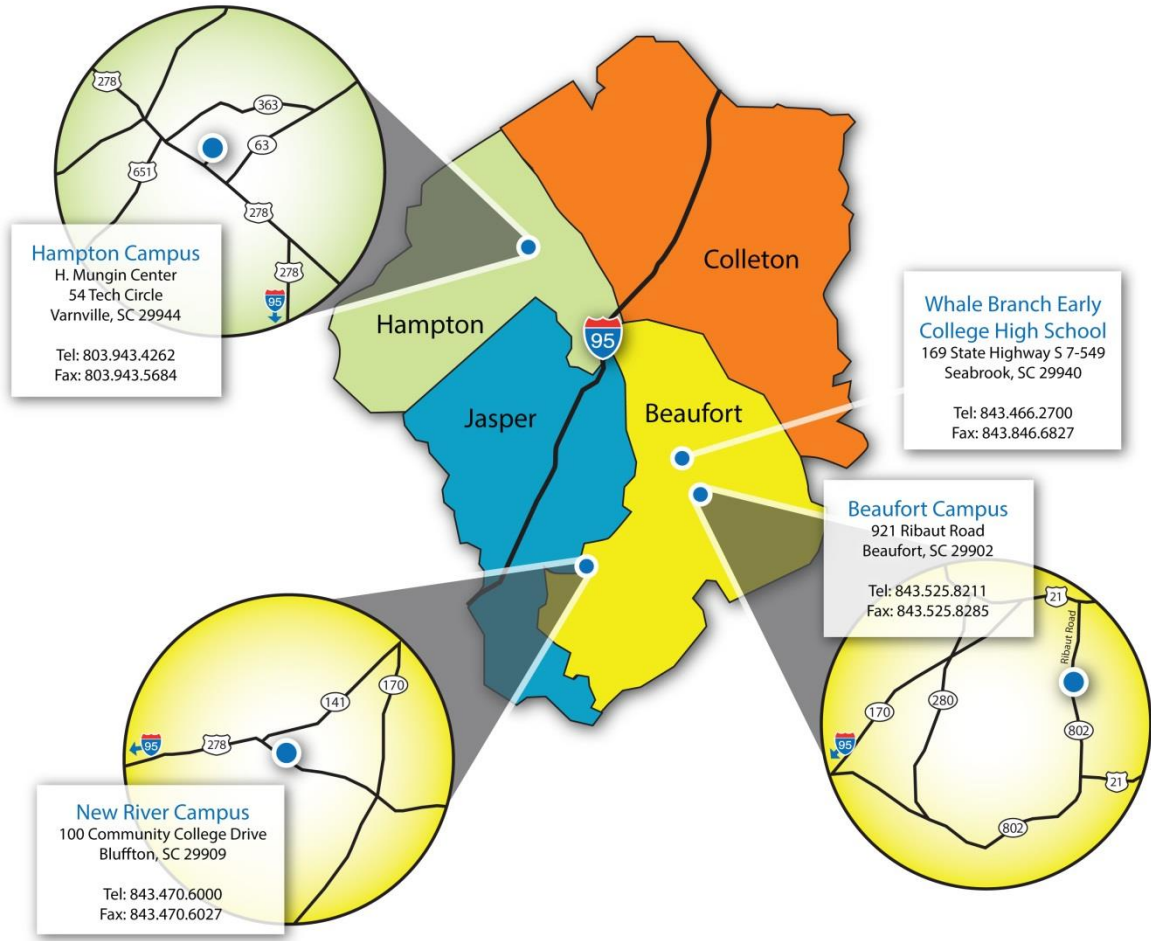
Buildg 20, 21 Greenhouses

Buildg 22, 23, 24 Continuing Education & Workforce Development - Institutional Advancement



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.

Campus Locations



Other Offices

MCAS Beaufort Merritt Field

BLD 596 (Library/Education), Room 107A
Tuesday & Thursday, 8 a.m. to 5:00 p.m. / Phone: 843-228-7494

MCRD Parris Island

BLD 923 (IPAC/Education), Room 30
Monday & Wednesday, 8a.m. to 5:00 p.m. / Phone: 843-228-2659

APPENDIX C

A Quick Guide for Adjunct Faculty

TECHNICAL COLLEGE OF THE
LOWCOUNTRY

**A QUICK
GUIDE FOR
ADJUNCT
FACULTY**

2021 - 2022



TABLE OF CONTENTS

ADJUNCT FACULTY “TO DO” CHECKLIST.....	46
REQUIRED FORMS.....	48
USE OF TECHNOLOGY.....	50
STUDENT ACADEMIC MISCONDUCT 101.....	52
INSTRUCTOR CHECKLIST FOR DUE PROCESS.....	56
SAMPLE EMAIL REQUEST TO REPORT PLAGIARISM.....	57
AMERICANS WITH DISABILITY ACT (ADA).....	58
ACCOMMODATION ADDENDUMS	
STUDENT DISABILITY SERVICES.....	60
STUDENT AFFAIRS RESOURCES GUIDE.....	62
EMERGENCY AND NON-EMERGENCY PHONE NUMBERS.....	66

ADJUNCT FACULTY “TO DO” LIST

Before the semester begins:

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

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

- After the section Swap period, check rosters for accuracy. Refer to Registrar any students attending but not on official roll.
- All Drops where students attended at least one class must be reported with the Last Date of Attendance (LDA).**
- All **never attends** must be reported in your [Self-Service](#) by the 10th calendar day of the semester.
- Turn in a printed copy of your roster to your division administrative assistant after submitting your never attends through [Self-Service](#).

After the semester starts:

- If a student attends class after you dropped the student for never attends*
 - *Determine whether or not the student can complete the course successfully.*
 - *If you wish to re-enroll the student back into class, complete and submit documentation to the dean.*
- If a student requests to withdraw from the class*
 - *You may withdraw them through [Self-Service](#).*
 - ***You must submit the student's last date of attendance.***
- If a student has excessive absences, you must withdraw the student or provide written documentation concurrent to support not withdrawing the student*
 - *Withdraw the student through [Self-Service](#).*
 - ***You must submit the student's last date of attendance.***
 - *"W" is given before midterm.*
 - *"W", "WF", "WP" can be given after midterm.*

End of the semester:

- Submit grades online through [Self-Service](#).*
- Print out grades and make copies and turn in to division administrative assistant.*
- Keep copies and supporting documentation for at least three years.*

REQUIRED FORMS

SAMPLE

TECHNICAL COLLEGE OF THE LOWCOUNTRY

Identification Card For Temporary Employees (Staff & Adjunct Faculty)

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

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

TAKE THIS COMPLETED FORM TO STUDENT RECORDS

Supervisor must complete this form. Print clearly.

Name of Temporary Employee: _____

Title: _____

Date of Hire: _____

Supervisor: _____ Division/Dept: _____

Supervisor's Phone Extension: _____

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

Signature of Supervisor

Date

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

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



VEHICLE PARKING REGISTRATION

PARKING PERMIT #
EXPIRATION DATE

NAME OF PRIMARY DRIVER _____
 HOME ADDRESS _____
 BUSINESS ADDRESS _____ DEPT. _____
 TELEPHONE _____ SOCIAL SECURITY OR STUDENT ID # _____

MAKE OF VEHICLE _____ MODEL _____
 YEAR OF VEHICLE _____ COLOR(s) _____
 CURRENT TAG # _____ YEAR _____ STATE _____
 DRIVER'S SIGNATURE _____ DATE REGISTERED _____

NOTICE TO DRIVER

NOTIFY TCL Security (Bldg. 11 525.8301 or 525.8249) IF THIS VEHICLE IS SOLD. A SEPARATE REGISTRATION IS REQUIRED FOR EACH VEHICLE.

USE OF TECHNOLOGY

Activating Your TCL Email Account

Arrangements have been made for you to have a TCL e-mail account. Your email follows this pattern – [firstinitiallastname@tcl.edu](mailto:firstname.lastname@tcl.edu) for example, Carolyn Howell’s e-mail address is chowell@tcl.edu. Please set up a time with the division’s assistant to do the initial set-up. Once this is done, you will be able to access your account from any computer.

Accessing Your Email Account Remotely

After you have activated your tcl.edu email address, you may access your TCL email remotely.

1. Open web-browser.
2. In the address line type: **portal.office.com** (do not put www before the word mail)
3. For User, type your TCL email address; and type your password.
4. If you need help, please send a message to the Help Desk at support@tcl.edu

Activating Your Self-Service Account

Your division’s administrative assistant can also help you to activate your [Self-Service](#) account.

Logging onto Self-Service:

1. Go to www.tcl.edu
2. Click on the [Self-Service](#) Icon in the center of the webpage.
3. Click “Continue to [Self-Service](#)”
4. Click “I agree to these terms and wish to continue to [Self-Service](#)”
5. Click on the “Log In” tab on the top right side of the webpage.
6. Enter your first and last name with no spaces and in lowercase letters.

Do not forget your password!

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

View Your Class Roster

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

Print Your Class Roster

1. Log into [Self-Service](#)
2. Click on the Faculty icon
3. Click on Class Roster
4. Print

Submit Your 10-Day Roster:

1. Log into [Self-Service](#)
2. Click on the Faculty icon
3. Click on Final Grading
4. Select the correct term and then choose your class.
5. 10 Day Roster options:
 - a. Never Attended
 - i. Check the box for Never Attended
 - ii. DO NOT put an entry in Last Date of Attendance

Student Drop/Withdrawal Paperless Process

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

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

Student “Academic” Misconduct 101

- *Follow all steps in this section.*
- *Copy division dean and division administrative assistant on email and send to Rod Adams, Dean of Students at radams@tcl.edu.*

What counts as “academic misconduct”?

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

Academic Dishonesty Definitions

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

- *Copying from another student’s test or assignment.*
- *Using materials during a test not authorized by the person giving the test.*
- *Collaborating with any other person during a test without permission.*
- *Obtaining, using, buying, selling, transporting or soliciting in whole, or in part, the contents of an assignment or un-administered test.*
- *Bribing any other person to obtain copies of or information about tests.*
- *Substituting for another student, or permitting any other person to substitute for oneself.*
- *Cooperating or aiding in any of the above.*

“**PLAGIARISM**” is defined as:

*“**PLAGIARISM**” in an instructional setting occurs when a writer deliberately uses someone else’s language, ideas, or other original (non-common knowledge) material without acknowledging its source.*

In instructional settings, plagiarism is a multifaceted and ethically complex problem. However, if any definition of plagiarism is to be helpful to administrators, faculty, and

students, it needs to be as simple and direct as possible within the context for which it is intended.

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

Most current discussions of plagiarism fail to distinguish between:

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

Such discussions conflate plagiarism with the misuse of sources.

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

“COLLUSION” is defined as:

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

“FABRICATION” is defined as:

falsifying or inventing information in such academic exercises as reports, laboratory results, and citations to the sources of information.

Due Process Steps for Student Academic Misconduct

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

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

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

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

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

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

Note: Rodney Adams, Associate Vice President for Student Services/Dean of Students, will be designated to address all student misconduct cases that are academic in nature.

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

An instructor may impose one of the following academic sanctions:

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

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

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

Step #5 The Vice President for Academic Affairs designee (Associate Vice President for Student Services/Dean of Students, Rodney Adams) will mail a certified letter **to the student's last known address (from the current/updated contact information and student ID provided in your summary)**. That letter to the student will include the following:

- *A summary of the incident*
- *The instructor's finding*
- *The terms of the imposed sanction*
- *Inform the student that he or she may appeal the decision and/or the sanction by submitting a written request to the Associate Vice President for Student Services/Dean of Students*
- *Instructions governing the appeal process*

Step #6: If the student decides to appeal the instructor's decision and/or the instructor's sanction, or both, the college will follow the established process for formal student appeals as outlined in [TCL Catalog/Student Handbook](#).

Instructor Checklist for Due Process



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

- 1st Step:** *I met with the student to advise him/her that I suspect an alleged act of academic misconduct.*
- 2nd Step:** *I gave the student an opportunity to meet with the dean (or his or her designee), Mr. Adams, and me to refute my allegation, and we held that meeting.*
- 3rd Step:** *I determined that the student is either innocent or guilty. I stop here if I determined that the student is innocent.*
- 4th Step:** *If I determined that the student is guilty, I informed the student about my decision and described the sanction that I will impose.*
- 5th Step:** *Within five instructional days, I submitted a written report to the Vice President of Academic Affairs designee, Associate Vice President for Student Services/Dean of Students, Rodney Adams (**with current contact information for the student including student ID**). At this point, my steps as an instructor end here.*

Additional Steps . . .

- I understand that the Vice President for Academic Affairs designee, Mr. Adams, Associate Vice President for Student Services/Dean of Students, will send a certified letter to the student outlining the situation and advising the student of his/her right to appeal my decision and/or my sanction.*
- I understand that the student might disagree with my decision and/or sanction and might submit a formal appeal to the Vice President for Academic Affairs, designee, Associate Vice President for Student Services/Dean of Students, Rodney Adams. If that happens, I will be involved in that formal process.*

SAMPLE EMAIL REQUEST FOR PLAGIARISM

Dear Mr. Adams:

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

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

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

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

Thank you,

Instructor Signature Block

ADA Accommodations

- *Only provide what is checked or marked on the accommodations form. If you, as an instructor, provide something that is not listed, then by law we have to continue to provide it. So please only provide what is marked and if there are any questions please contact Rodney Adams at (843) 525-8219 or radams@tcl.edu.*
- *If you have not received an original accommodation form with Rodney Adams or his designee's signature and a student is adamant that he/she was provided with accommodations, please double check your email or speak to the administrative assistant of your division to see if they received the accommodation letter. If not have the students show you a copy of his/her accommodation letters. All students who receive accommodations can obtain copies of their letters to show instructors in case the originals are lost in the mail.*
- *VERY IMPORTANT- If you must discuss accommodations with a student please ensure that it is done privately with no chance of anyone else overhearing the discussion. These papers are **EXTREMELY** confidential and **should not be discussed outside of your classroom with anyone else other than the ADA representatives or the student receiving the accommodations.***
- *Extended Time for Classes and Tests- Extended time means time and a half is given to the student for assignments and tests. However, extended time for class work is provided for "in class work" only (i.e. labs, special assignments) this does not refer to internet classes that may only meet once a week. Internet classes allow ample time for students to complete work. Tests however are a different story. If you are utilizing the internet and a test is timed, then accommodations must be made to ensure that the student get his/her time and a half allotment for the test. Tests provided in the classroom are also given time and a half.*
- *Isolation- If a student needs alternative (solitary) test locations, please remind students that they are to remind you that they want to utilize this option and then instructors have to notify our offices and the testing center within 5 business days so that we can ensure that someone in the testing center is able to provide the test.*

- *Readers- If a student needs a reader, please remind students that they are to remind you that they want to utilize this option and then instructors have to notify our offices within 5 business days so that we can ensure that a reading device or that someone will be available to read the test.*
- *It usually takes up to 30 days to get all paperwork up and running for students who need accommodations, so we attempt to inform students that they need to provide this information within their first week. Usually by week four of a semester, students will not receive the accommodations until the next semester (unless it is a new diagnosis).*
- *Also, students have to ask for accommodations every semester as it is not automatically carried forward. They will not have to provide the paperwork again, but our office needs something in writing (preferably from their @my.tcl.edu account) which gives us permission to send the accommodations forms to their instructors for the current term.*

Student Disability Services

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

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

1. 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 Mather 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 Mather campus.
3. Complete the TCL Student Disability Services Intake Form. These forms are available from the Office of Disability Services representative: Beaufort Mather 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 or call 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 Affairs Resources Guide August 2020

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 Mather 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,	843-525-8244	nweber@tcl.edu
		Building 2/209	
Elaine Maury	Assistant to the Vice President	843-525-8244	emaury@tcl.edu
		Building 2/210	
Rodney Adams	Dean of Students (Title IX Coordinator)	843-525-8219	radams@tcl.edu
		Building 2/203	
Candida Wiltshire	College Counselor	843-525-8288	cwiltshire@tcl.edu
		Building 2/204	
Jamie Rivers	Student Development Coordinator	843-525-8353	jnrivers@tcl.edu
		Building 2/118	

Disruptive Students/Behavior Issues

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

Levels of Concern and Response

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

Student Code/Student Handbook

- Institutional Complaint: TCL Procedure [2-1-234.1](#)
- Student Grievance Procedures for the SCTCS 3-2-106.3
- Student Code Procedures for Addressing Alleged Acts of Sexual Violence and Sexual Harassment 3-2-106.1
- Student Code for the South Carolina Technical College System 3-2-106.1 (student misconduct and academic misconduct)

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

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

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

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

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

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

Counseling Services

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

When to refer:

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

- Overly emotional
- Inability to concentrate or indication of memory problems
- Falling asleep in classes

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.

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 Mather campus Security: x 8301 (office)

9-843-986-6971 (cell)

9-843-525-8301 (office)

New River Campus Security: x 6006 (office)

9-843-812-4115 (cell)

9-843-470-6006 (office)

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 the PR Office, Mark Rand, to have one printed at:

mrاند@tcl.edu or 843-525-8231.