

# Technical College of the Lowcountry

## Commercial Driver's License

### Student Manual & Catalog



## Forward

History: The Technical College of the Lowcountry (TCI.) has offered a CDL course in the past through a private third party. TCI- has acquired two Commercial Motor Vehicles (CMV) and is now offering the CDL course through TCL's Continuing Education & Workforce Development Division.

## Administration

Dr. Richard J. Gough — President  
Mr. Andrew Smith — Vice President for Administrative Services  
Mrs. Nancy Weber Vice President for Student Affairs  
Mrs. Mary Lee Carns — Vice President for Institutional Advancement

### TCI. Campus Addresses:

Main Campus  
921 Ribaut Road  
Beaufort, SC 29902  
843 525 8211

New River Campus 100  
Community College Drive  
Bluffton, SC 29909  
843 470 6000

Hampton Campus  
54 Tech Circle  
Varnville, SC 29944  
803 943 4262

Office Hours — All Campuses 8am-5:30pm

## Accredited by

Technical College of the Lowcountry is accredited by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) to award Associate Degrees, Diplomas and Certificates. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404-679-4500 for questions about the accreditation of Technical College of the Lowcountry.

## 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.

## CDL Student Information

Each Applicant must have an interview with a Continuing Education Admissions Representative and fully understand the curriculum, course hours and cost of tuition prior to admittance to the program, Applicants must complete all required paperwork prior to beginning training.

Applicants that are between the ages of 18 to 20 can only operate a commercial vehicle in the state in which they hold a CDL license. Applicants 21 years or older can operate a commercial vehicle in all 50 states with a CDC license.

Applicants must possess a valid driver's license, have a good driving record, have an acceptable criminal record and have a good work history. Each applicant must also be able to converse in the English language and pass a DOT Physical and drug screen.

Before registering, the applicant must be approved by Continuing Education Admissions Office.

The 180 hour CDL course is offered at various times. Please check with the Continuing Education Department for upcoming classes. The duration of the course is twelve weeks. Dates vary depending on holidays. Classes are held at the Hampton Campus.

### To get started the applicant must have:

DOT Questionnaire Application

Ten Year Motor Vehicle Report (Driving Record) — Must be dated within 30 days of start date.

Social Security Card — Mandatory by State & Federal DOT

Driver's License— Mandatory by State & Federal DOT

National Background Check — TCI- will obtain at no charge.

10 Year work history or resume completed on the DOT application, Interview

Students must pass a DOT Physical Examination for drivers. This can be obtained at Doctor's Care or similar facility. A Drug/Alcohol screen will be completed on your first day of training.

In order to operate TCL's CMV's, South Carolina law requires you to have a CDL Class "A" Learners Permit. Students are responsible for payment of permit fee to the Highway Department at time of testing.

### Standards of Satisfactory Progress

Student must maintain satisfactory progress in the course. Satisfactory progress is determined by written and oral examinations given at predetermined intervals to measure each students progress as well as attendance by the student.

Grades:

Above 70% = S (Satisfactory)

Below 70% U (Unsatisfactory)

Students are required to maintain at least a 70% average or they will be placed on academic probation. Examinations that the student has failed may be retaken and the higher grade will be used to determine the grade point average.

Upon successful course completion, the student will be given a Certificate of Completion. This will be needed for job placement with the company the student chooses. TCI- will arrange testing for your Class A CDL license at the DMV. South Carolina requires you to present your social security card, licenses and any permits before a license is issued. The student is responsible for payment of Class A COL test fee to the Highway Department at the time of testing.

# Technical College of the Lowcountry

921 Ribaut Road  
Beaufort, SC 29902

843-525-8205

## Qualification Chart- DOT Qualification Questionnaire

Name: \_\_\_\_\_ Telephone \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Email: \_\_\_\_\_

Date of Birth: \_\_\_/\_\_\_/\_\_\_ Age \_\_\_ Social Security Number \_\_\_\_\_ Sex M \_\_\_ F \_\_\_

Driver's License No. \_\_\_\_\_ State \_\_\_\_\_ Employed Y \_\_\_ N \_\_\_

Marital Status: Single \_\_\_ Married \_\_\_ Divorced \_\_\_ Separated \_\_\_ Widowed \_\_\_

US Citizen: Yes \_\_\_\_\_ Non-Citizen Alien registration No \_\_\_\_\_

Military: Yes \_\_\_ No Branch: \_\_\_\_\_ Entry Date: \_\_\_\_\_

Exit Date: \_\_\_\_\_ Honorable \_\_\_\_\_ Dishonorable \_\_\_\_\_ General \_\_\_\_\_ Other \_\_\_\_\_

How did hear about TCL? TV \_\_\_ Radio \_\_\_ News Paper \_\_\_ Referred \_\_\_ Graduate \_\_\_  
Referred by Trucking Co. \_\_\_ Other \_\_\_

Do you have any problem/problems with going over the road (OTR)? Yes \_\_\_ No \_\_\_

DRIVING RECORD

List all States in which you have held a driver's license \_\_\_\_\_

Has your license ever been: Suspended\_\_\_\_\_ Revoked\_\_\_\_\_

If yes, reinstatement date\_\_\_\_\_

Reason for suspension or revocation\_\_\_\_\_

List all traffic tickets and/or accidents you have had in the past five years.

Date	State	Description	At Fault Yes or No
_____	_____	_____	Yes or No
_____	_____	_____	Yes or No
_____	_____	_____	Yes or No
_____	_____	_____	Yes or No
_____	_____	_____	Yes or No

Have you ever been convicted of careless or reckless driving? Yes\_\_\_\_\_ When?\_\_\_\_\_

Have you ever been convicted of DUI and/or DWI? Yes\_\_\_\_\_ When?\_\_\_\_\_

CRIMINAL RECORD

Have you ever been arrested or convicted of a felony? Yes\_\_\_\_\_ No\_\_\_\_\_ If you answered yes, please explain

Charge(s)\_\_\_\_\_

Date(s) of Conviction\_\_\_\_\_ What State(s)\_\_\_\_\_

Have you ever been arrested or convicted of a misdemeanor? Yes\_\_\_\_\_ No\_\_\_\_\_ If you answered yes, please explain

Charge(s)\_\_\_\_\_

Date(s) of Conviction\_\_\_\_\_ What State(s)\_\_\_\_\_

Are you currently on parole or probation? Yes\_\_\_\_\_ No\_\_\_\_\_ When will you be released? \_\_\_\_\_

EDUCATION HISTORY

Did you graduate from high school or do you have a GED? Yes\_\_\_\_\_ No\_\_\_\_\_

Circle the highest grade completed 6 7 8 9 10 11 12 13 14 15 16

Have you ever attended a Truck Driving School? Yes\_\_\_\_\_ No\_\_\_\_\_ When?\_\_\_\_\_

WORK HISTORY

List a complete and continuous employment/unemployment history for the last 10 years. (Attached additional paper if needed)

From	Company Name	Reason for Leaving
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Health History

Have you ever been treated for or diagnosed with any of the following:

Yes	No		Yes	No	
_____	_____	Diabetes	_____	_____	Kidney Disease
_____	_____	Heart	_____	_____	Hearing Disorder
_____	_____	Arthritis/Muscular	_____	_____	Vision Disorder
_____	_____	High Blood Pressure	_____	_____	Head/Back
_____	_____	Epilepsy or Nervous	_____	_____	Drugs
_____	_____	Asthma			

Do you have any other medical conditions that may prevent you from driving a tractor-trailer?\_\_\_\_\_

I certify that all information supplied above is complete and correct.

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Representative Signature

\_\_\_\_\_  
Date

Technical College of the Lowcountry

921 Ribaut Road  
Beaufort. SC 29902  
843 525 8205

CONSUMER REPORT DISCLOSURE & RELEASE (EMPLOYMENT)

DISCLOSURE

In connection with your employment or application for employment (including contract for services), consumer reports may be requested from TCL. These reports may include the following types of information: names and dates of previous employers, reason for termination of employment, work experience, accidents, academic history, professional credentials and drugs/alcohol use. Such reports may contain public record information concerning your driving record, criminal records, etc., from federal, state and other agencies which maintain such records.

RELEASE

I AUTHORIZE, WITHOUT RESERVATION TCL AND ANY PARTY OR AGENCY CONTACTED BY TO FINISH THE ABOVE MENTIONED INFORM ATION.

TCL is authorized to disclose all information obtained to the requesting entity for the purpose of making a determination to my eligibility for employment, promotion or any other lawful purpose. I agree that such information which TCL has or obtains, and my employment history if I am hired, may be supplied by TCL to other companies. If hired or contracted, this authorization shall remain on file and shall serve as ongoing authorization for the procurement or consumer reports at any time during my employment or contract period.

By signing below, I certify that I have read and fully understand this release, that prior to signing I was given an opportunity to ask questions and to have those questions answered to my satisfaction, and that I executed this release voluntarily and with the knowledge that the information being released could affect my being hired, employment, or my eligibility for promotion.

\_\_\_\_\_  
PRINT APPLICANT SIGNATURE

\_\_\_\_\_  
APPLICANT SIGNATURE

\_\_\_\_\_  
APPLICANT SOCIAL SECURITY NUMBER

\_\_\_\_\_  
DATE

# Commercial Driver's License Student Contract

THIS AGREEMENT CONSTITUTES THE ENTIRE CONTRACT BETWEEN THE TECHNICAL COLLEGE OF THE LOWCOUNTRY AND THE STUDENT, AND ANY VERBAL ASSURANCES OR PROMISES NOT CONTAINED HEREIN SHALL BIND NEITHER THE SCHOOL NOR THE STUDENT IF YOU, AS A STUDENT, ARE UNABLE TO SETTLE A DISPUTE WITH THE TECHNICAL COLLEGE OF THE LOWCOUNTRY, PLEASE DIRECT YOUR GRIEVANCES TO THE SOUTH CAROLINA DEPARTMENT OF MOTOR VEHICLES.

## CDL Course Cost

Tuition \$4100.00 — Includes training, books, background check and drug test.

Fees Student is responsible for obtaining D.O.T Physical and Class "A" Learners Permit (\$23.50)

Included in the tuition is use of TCL's motor vehicle for 3 commercial driver's license road tests. If a fourth attempt or more is necessary, an extra charge of \$600 each is made payable to TCL prior to the road test.

Truck Driver Training Course of Instruction for Class A Instruction includes:

- (1) Licensed persons eighteen (18) or older must complete a course consisting of
- (2) 50 hours of classroom instruction,
- (3) 50 hours of field instruction,
- (4) 16 hours of behind-the-wheel driver training on the highway, and
- (5) 32 hours of behind-the-wheel observation on the highway. This is calculated on a 3:1 ratio. Of the hours for BTW and observation, if the student has less observation and more BTW, this will be allowable provided the total stills adds to forty-eight (48) hours. Three (3) hours of the 16 hours of behind-the-wheel highway training must be completed by each student between dusk and dawn.

The classroom and behind-the-wheel instruction consist of:

- (1) Laws relating to either interstate and/or intrastate commercial motor vehicle operations.
- (2) Pre-trip inspection of commercial motor vehicles including both safety and operational equipment.
- (3) Coupling and uncoupling of combination units.
- (4) Placing the commercial motor vehicle in operation.
- (5) Use of the commercial motor vehicle's controls and emergency equipment.
- (6) Operation in the inner-city and interstate highway traffic.
- (7) Passing; turning, backing, and parking the commercial motor vehicle.
- (8) Braking and slowing the vehicle by means other than application of the brakes.
- (9) Completing driver's daily log books. Any changes made to logs must be made by the student and initialed.



## Cancellation and Refund Policy.

- A. A student is entitled to a full tuition refund (fees are not refundable) if one (1) or more of the following criteria are met:
- (1) The student cancels the enrollment agreement or application within three (3) days after signing. In the event the cancellation notice is mailed, the postmark date on the envelope is evidence of the date of cancellation.
  - (2) The student does not meet the College's minimum admissions requirements, accreditation requirements, or federal program requirements.
  - (3) The student's enrollment was procured as a result of misrepresentation in the written material utilized by the school.
  - (4) If the student has not visited the school prior to enrollment, and upon touring the school, or attending the first class, the student withdraws from the program within one (1) hour of the end of the first class.
- B. A student withdrawing from the school's published program, after starting the instructional program is entitled to a pro-rata refund based upon the number of days, minus the application/enrollment/physical/drug testing fees. Any student completing more than fifty percent (50%) of the course curriculum is not entitled to a refund.
- C. For extenuating circumstances, a pro-rata refund will be based upon the last day of attendance.

**GUARANTEES:** Successful completion of TCL's CDL course does not guarantee the issuance of a CDL license by the SCDMV.

All student records, including contracts, shall be maintained for at least three (3) years at TCL.

\_\_\_\_\_  
Student Name (Print)

\_\_\_\_\_  
Signature

Date \_\_\_\_\_

**ACKNOWLEDGEMENT AND AUTHORIZATION**

I acknowledge receipt of the DISCLOSURE REGARDING BACKGROUND INVESTIGATION and the SUMMARY OF YOUR RIGHTS UNDER THE FAIR CREDIT REPORTING ACT and certify that I have read and understand both. I hereby authorize the obtaining of "consumer reports" and "investigative consumer reports" at any time after receipt of this authorization and, if I am contracted for employment, throughout the term of my contract. I hereby authorize, without reservation any law enforcement agency, administrator, state or federal agency. institution, school or university (public or private), information service bureau, employer or insurance company to furnish any and all background information requested by any consumer reporting agency acting on behalf of the Company, I certify that the information provided is true and complete to the best of my knowledge and agree that a facsimile ("fax") or photocopy copy of this Authorization shall be as valid as the original.

I agree to receive all communications regarding any consumer report or investigative consumer report as may be required by the Fair Credit Reporting Act or such other state or local laws via email at your designated email address.

Oklahoma, Maine, Minnesota and California applicants may obtain a copy of this consumer report by checking this box. This report will be sent to California applicants within three (3) days of the employer receiving the report

California applicants only: For consumer reports which were not obtained by a consumer reporting agency. By checking this box you waive the right to obtain a copy of the report. If unchecked, you will receive this report within seven (7) days of the employer receiving it.

California only For reports obtained by TeamScreen Solutions LLC, California applicants also may review the file TeamScreen Solutions LLC maintains on you during normal business hours, upon submitting proper I D. and by paying fees associated with making copies of those files In the State of California, a new Disclosure and Authorization/Release of Information form is required each time a subsequent Consumer Report/Investigative Consumer Report is going to be requested. The nature and scope of the consumer report or investigative consumer report is the procurement of reports such as consumer credit, criminal records, civil records, driving records. Employment verification, education verification, professional license verification and others.

<b>APPLICANT</b>					
Signature_____			Date_____		
Printed Name_____			Email_____		
Social Security Number_____			Date of Birth_____		
Driver's License Number_____			State of Issuance_____		
Alias/Maiden Name(s)_____					
(List all addresses during the past 7 years)					
Current Residence Address					
_____					
(Street)	(Apt#)	(City)	(State)	(Zip)	(Dates)
Precious Addresses					
_____					
(Street0)	(Apt#)	(City)	(State)	(Zip)	(Dates)
_____					
(Street)	(Apt#)	(City)	(State)	(Zip)	(Dates)
_____					
(Street)	(Apt#)	(City)	(State)	(Zip)	(Dates)

**DISCLOSURE REGARDING BACKGROUND INVESTIGATION**  
**PLEASE READ CAREFULLY BEFORE SIGNING ACKNOWLEDGEMENT**

In connection with your application for employment. The Company may obtain information about you from TeamScen Solutions LLC a Consumer Reporting Agency (CRA). Thus, you may be the subject of "consumer reports" and "investigative consumer reports" which may include information about your character, general reputation, personal characteristics and mode of living, and which can involve personal interviews with sources such as your neighbors, friends, or associates Reports may also contain public records (including criminal records), eviction records, driving history information, consumer credit, employment and education verifications. etc. These reports may be obtained at any time after receipt of your authorization and throughout the term of any employment. You have the right, upon written request made after receipt of this notice to request disclosure of the nature and scope of an investigative consumer report

APPLICANT/EMPLOYEE:
Signature _____ Date _____
Printed Name _____
Email _____

April 12, 2017

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## PART 1: GENERAL INFORMATION

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

### Academic Freedom

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 faculty members speak or write as citizen, they will be free from institutional censorship or discipline, but their special position in the community imposes special obligations. As professional educators, they must remember that the public may judge their profession and their institution by their utterances. Hence, they should at all times be accurate, exercise appropriate restraint, show respect for the opinions of others, and make efforts to indicate that they are not speaking for the institution. At no time shall the principles of academic freedom prevent the institution from making proper efforts to assure the best possible instruction for all students in accordance with the objectives of the institution.

### Academic Grievance Procedure

See Part II: Student Code

### Academic Policies and Procedures

See the Academic Regulations section or this catalog.

### Academic Rights

See Part II: Student Code

### Admissions/Student Records

The Admissions/Student Records Office at TCL maintains the official permanent academic record for every TCL student.

Any student who wishes to examine his or her file may do so in the Admissions/Student Records Office. The Admissions/Student Records Office must have the student's written permission to release or discuss the student's record with anyone other than the student (Privacy Act of 1974)

### Advisors

Non-degree-seeking students (Career Development) must see a Continuing Education counselor for registration assistance.

### Address/Name Change

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

### Attendance Policy

TCL expects that students will participate in all scheduled instructional classes and field work regardless of the mode or delivery. Students are expected to be in class on time and to attend a minimum of 90% of the total class hours or field work to be eligible to receive a passing grade. Students are responsible for making up the work missed during any absence. If a student exceeds the 10% limit on absences, the instructor will issue a grade of U or examine the extenuating circumstances and allow the student to continue in the class and make up the work.

### Bookstore

The TCL Bookstore is located on the first floor in MacLean Hall, Building 12. The TCL Bookstore stocks required textbooks, reference books, school supplies and novelty products including clothing, tote bags, backpacks, and various other TCL logo items. The TCL Bookstore is open Monday through Thursday from 8:00 am to 5:30 pm and Friday from 8:00 to 4:30 pm.

### Career Counseling and Job Placement

This office offers assistance to TCL students and alumni in obtaining information related to careers and employment. The office maintains a file of companies and job openings. Job openings are posted in the office and on the web at [www.tcljobboard.com](http://www.tcljobboard.com). The office utilizes a computerized system, South Carolina Occupational Information System (SCOIS), which provides access to job information in South Carolina. The office also provides career information and placement services for enrolled students and individuals throughout the College's four-county service area. Career counseling sessions and group workshops and seminars on career planning, resume writing, job search techniques, interviewing skills, and other relevant topics are offered. An extensive collection of career-oriented audio/visual and printed materials such as films, videotapes, magazines, books, career files, college catalogs, handouts on career fields, and other related materials is available to assist with career planning and job placement needs.

### Children on Campus

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

### Closing of the College (Hazardous Weather)

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

### Computer Use on Campus

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

### Conduct

Administrative withdrawal and dismissals from an academic program based on Student Code of Conduct violations are subject to the appeal process as outlined in the Student Code of Conduct (College Catalog).

Grades and evaluations tending to an administrative withdrawal and/or dismissal from an academic program are not subject to an appeal. Students may request a review of their unsuccessful progress in a class by contacting the instructor and asking for such a review within five working days after the grade or evaluation was received. In addition, the student may ask the Program Director and the Vice President for Continuing Education to review the assigned grade and/or evaluation.

### Copy Machines

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

### Dress Code

Students are encouraged to dress in a manner that represents the College in a positive fashion. Some academic programs and curriculums require specific dress or uniform. This information will be provided by the program's Program Coordinator, program guidelines, or in class recommendations for proper dress for job interviews.

### Drug and Alcohol Policy

See Part 111

### Electronic Devices in the Classrooms

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

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

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

### Fire Drills

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

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

### Food and Beverages in TCL Classrooms and Buildings

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

### Grade Change/Correction

- Any student who believes that an error has been made in the assignment of a grade should contact the faculty member involved as soon as he or she receives the grade report. Failure to act within the first 10 working days disqualifies the student from further consideration of a grade change.
- Grade Review (Appeals): The assignment of grades should be based on information provided in the course syllabus. Therefore grades are given at the discretion of the faculty member and course grades are not subject to an appeal through the Vice President or Student Services. Students must seek a review of their assigned grade through the faculty member assigning the grade, Program Director, and Vice President for Continuing Education.

### Health Services and First Aid -See Safety and Security

### Identification Cards (IDs) and Passwords

Students must acquire a student identification card, vehicle parking pass, and WebCT ID. In addition, students must register through WebAdvisor to create an account for access to online registration, grades, transcripts and other important information.

### Library and Learning Resources Center

The Learning Resources Center (LRC), or Library, is located in Building 12 on the Beaufort campus. The LRC maintains an extensive collection of circulating and reference materials for use by students, faculty, and staff, as well as residents or the service area. The LRC houses about 21,000 print volumes, 200 periodical subscriptions, 3000 audiovisual titles, and audiovisual equipment. The LRC employs modern information technologies to provide access to electronic resources, such as a variety of databases, online journals and periodicals, and over 50,000 e-books. Students working from remote locations or from TCL-New River or TCL-Hampton Mungin Center may contact the LRC directly to request shipment of materials. Students may also ask staff members at these locations to arrange for shipment of materials.

### Lost and Found

Report lost or found items to Security, located in Building 11.

### Parking Regulations

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

### Pedestrian Tunnel

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

### Personal Check Policy

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

### Pets

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

### Physical Access to Buildings for Students with Disabilities

Services for students with disabilities are available to assist students who request such services and have a documented disability. TCL offers direct services as well as referrals to the Commission of the Blind, Vocational Rehabilitation and other community resources. To ensure the quality and availability of services, the College requests students with disabilities notify the counselor in the Student Support Center of any necessary accommodations at least 30 working days prior to the first day of class, if possible. For further information, contact 843 525-8219 or 8229. The hearing impaired number is 843 470-8387.

### Registration and Advisement

All students are encouraged to meet with their Continuing Education advisors prior to registration for classes to insure all requirements have been met. Registration is on a space-available basis so early registration is recommended. Students will be dropped from their classes due to failure to pay fees prior to the beginning of class. Registration is not complete until all fees are paid.

### Safety and Security/Sexual Assault Policy

The College maintains a security staff during all normal business hours, evening hours, and weekend hours when classes are in session. Security may be contacted by cellular telephone at 843 986-6971 or, if no answer, at 843 8124115. The City of Beaufort Police Department is also available for emergency response by dialing 911. During regular business hours, accidents, crimes or other incidents may be reported directly to the Vice President for Finance at 843 525-8249. The Vice President for Finance maintains communication with security, local police and other emergency personnel and will contact them as needed. However, if an incident involves personal injury, fire or other threat of injury or personal safety, it should be reported immediately to local emergency personnel. If the available telephone is a pay phone, dial 911. If it is a College telephone, dial 9, then 911. Report also to campus security, the business office or the nearest college official or instructor as soon as possible. The College reserves the right to exclude persons exhibiting disruptive or inappropriate behavior from the campus. In situations where a person that has been asked to leave by college officials or security personnel refuses to do so, the local police will be called. The College Safety and Security Plan contains additional information on security and other emergency procedures. The Plan is available at the Business Office and the Learning Resources Center (library).

- **Campus Security Report** - The Technical College of the Lowcountry's Annual Campus Security Report required by the Crime Awareness and Security Act of 1990 is available upon request in the Business Office. Applicants can also access the report through the College's Website.
- **Security and Access to Facilities** - College facilities are normally in use during both full day and evening programs Monday through Saturday and Sundays during LRC operational hours. College security and employees are on duty evenings, weekends, and holidays. Faculty members and students with evening classes should be aware that after 10:00



p.m., exit doors are secured in all buildings. **Also, most outdoor and parking lot lighting is extinguished by automatic timer at approximately 10p.m.**

- Campus Law Enforcement - College security staffs do not have power of arrest except as private citizens. The security staff is directed to request local police assistance as necessary and a follow-up contact with either the Vice President for Finance, the Vice President for Student Affairs or the Office of the President, in that order.
- Accidents involving students, on campus or off campus, engaged in any college approved program or activity, should be promptly reported to the Vice President for Student Affairs and the appropriate Division Deans. If medical care is required, the student should seek care at any hospital or with a physician. In case of emergency, Emergency Medical Services (EMS) at 911 should be called immediately. Following the accident the student must submit an accident report and complete an insurance claim form. Insurance claim forms are available in the Vice President for Student Affairs Office. Any medical bills should be submitted with the claim form at the time. The administrative assistant for the Vice President for Student Affairs will submit all claim forms and bills to the insurance company. It is important for the student to complete the necessary forms as soon as possible following the accident (claims must be filed within 90 days of the accident).
- Reporting an Accident - Accidents should be reported to the nearest instructor or person in charge. Depending on the nature of the injury, EMS personnel should be contacted. Report immediately all accidents requiring emergency assistance to 911 or the Vice President for Finance at (843) 525-8249. Remember to dial 9 first to reach an outside line if dialing from campus.
- Insurance Coverage - Every precaution possible is taken to ensure the safety of students. All curriculum students are automatically provided with accident insurance coverage. Students are covered to and from classes on campus only and while engaged in any regular school program. Claims must be filed within 90 days of the accident. Accident insurance information may be obtained from the Vice President for Student Affairs at 843 525-8215. Students enrolled in health science programs must obtain personal health/medical insurance and provide evidence of such coverage to participate in clinical experiences in selected health care facilities. Contact the Health Sciences Division Dean for specific program requirements at 843 525-8267.

#### Smoking Policy

Smoking is prohibited on the campus.

#### Student Responsibilities

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

#### Suspension/Expulsion for Disciplinary Reasons

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

#### Telephone (Student Emergency)

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

#### Transportation

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

#### Veterans Affairs

TCL is approved for training veterans and dependents, children, and widows of deceased veterans or those totally disabled as a result of service-related conditions, as well as members of the Selected Reserve. For more information, see the Admissions/Student Records/Assessment/Registration and/or Financial Aid sections of the catalog. The Veterans Affairs Office is located in Building 12.

## Withdrawal and Schedule Change (Add/drop)

- Withdrawal - If a student must withdraw from a class, the student must complete a Withdrawal Form, obtain the instructor's signature, last day of attendance, sign the form, and submit the signed form to the Continuing Education

## PART 11: STUDENT CODE

### General Provision

#### I. Principles

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

However, when a student in violation of the law also adversely affects the College's pursuit of its recognized educational objectives, the College may enforce its own regulations. When students violate college regulations, they are subject to disciplinary action by the College whether or not their conduct violates the law. If a student's behavior simultaneously violates both college regulations and the law, the College may take disciplinary action independent of that taken by legal authorities. The Student Code for the South Carolina Technical College System sets forth the rights and responsibilities of the individual students.

#### II. Internal Problem Solutions

The College will seek to solve problems by internal procedures of due process. When necessary, off-campus law enforcement and judicial authorities may be involved. In situations where South Carolina Technical Colleges have shared programs, the Vice President of Student Affairs where the alleged violation or the Student Code for the South Carolina Technical College System occurred will handle the charges. A change of venue to the other college may be granted, based on the nature of the offense, provided it is agreed to by the Chief Student Services Officers of both colleges. Any sanctions imposed will apply across both colleges. In situations where a student is dually enrolled in two or more South Carolina Technical Colleges and is charged with a violation of the Student Code for the South Carolina Technical College System, the Vice President of Student Affairs of the College where the alleged infraction occurred will handle the charges and the sanctions will apply only at the College where the infraction occurred.

#### III. Definitions

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

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

occurs. L. "Suspension" - a temporary separation of the College and student under specified conditions.

M. "Expulsion" - permanent separation of the College and student.

## Student Code

### (Situations Involving Student Conduct)

#### I. General Rights of Students

##### A. Nondiscrimination

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

##### B. Freedom of Speech and Assembly

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

##### C. Freedom of the Press

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

##### D. Protection against Unreasonable Searches and Seizures

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

##### E. Student Representation in College Governance

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

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

##### F. Classroom Behavior

Discussion and expression of all views relevant to the subject matter are recognized as necessary to the educational process, but students have no right to interfere with the freedom of instructors to teach or the rights of other students to learn. The instructor sets the standards of behavior acceptable in the classroom by announcing these standards early in the term. If a student behaves disruptively in class after the instructor has explained the unacceptability of such conduct, the instructor may dismiss the student for the remainder of that class period. The instructor shall initiate a discussion with the student to resolve the issue prior to the next class meeting. A further disruption by the student may result in a second dismissal and referral in writing by the faculty member to the Chief Student Services Officer. These procedures for classroom behavior do not limit the action that may be taken for proscribed conduct under III herein and instructors may dismiss students from class for the remainder of the class period for such conduct. Students remain subject to other sanctions hereunder for such conduct.

##### G. Evaluation and Grading

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

##### H. Privacy

Information about individual student views, beliefs, and political associations acquired by instructors, counselors, or administrators in the course of their work is confidential. It can be

disclosed to others only with prior written consent of the student involved or under legal compulsion.

## I. Records

### 1. General

The Admissions/Student Records Office will maintain and safeguard student records. All official student and former student records are private and confidential and shall be preserved by the College. Separate record files may be maintained for the following categories: (1) academic, (2) medical, psychiatric and counseling, (3) placement, (4) financial assistance, (5) disciplinary, (6) financial, and (7) veterans' affairs.

### 2. Disciplinary Records

Records of disciplinary action shall be maintained in the office of the Vice President of Student Services. No record of disciplinary action shall be entered or made on the student's academic records.

### 3. Confidentiality of Records

Before information in any student file may be released to anyone, the student must give prior written consent except in those instances stated below:

- a) To instructors and administrators for legitimate educational purposes.
- b) To accrediting organizations to carry out their functions.
- c) To appropriate parties to protect the health and safety of students or other individuals in emergencies with the understanding that only information essential to the emergency situation will be released.
- d) The Vice President of Student Affairs may authorize release of directory information as defined by the College under privacy legislation.
- e) If the inquirer has a court order, the Vice President of Student Affairs or someone designated by that official will release information from the student's file.

### 4. Treatment of Records after Student Graduation or Withdrawal

When students withdraw or graduate from a technical college, their records shall continue to be subject to the provisions of this code.

## II. Proscribed Conduct

### A. General

Certain conduct is proscribed and upon violation of such proscriptions. A student shall be subject to one or more of the sanctions specified in Section IV, C, 2, c. However, it is expected that the more severe sanctions of suspension and expulsion will be imposed sparingly and only for more extreme or aggravated violations or for repeated violations,

### B. Abuse of Privilege of Freedom of Speech or Assembly

No student, acting alone or with others, shall obstruct or disrupt any teaching, administrative, disciplinary, public service, research, or other activity authorized or conducted on the campus of the College or any other location where such activity is conducted or sponsored by the College. This disruption does not necessarily have to involve violence or force for the student to face disciplinary actions. In addition to administrative action, any person who violates the law will be turned over to the appropriate authorities. In the event of illegal or disruptive activity on a college campus, the Vice President for Student Affairs or other administrative officer will request those involved either to leave the campus or abide by regulations governing uses of, or presence on, the campus. The Vice President of Student Affairs or other officiant will further announce that failure to disperse will result in enforcement of Section 16-17-420 of the South Carolina Code of Laws pertaining to illegal or disruptive activity on a college campus. According to South Carolina law, "It shall be unlawful for any person willfully or unnecessarily:

- a. to interfere with or disturb in any way or in any place the students or teachers of any school or college in this state,
- b. to enter upon any such school or school premises,
- c. to loiter around the premises, except on business, without the permission of the principal or president in charge, or,
- d. to act in an obnoxious manner thereon." (Section 16-17420 part 2 of South Carolina Code of Laws).

### C. Academic Dishonesty

All forms of academic misconduct including, but not limited to, cheating on tests, plagiarism, collusion, and falsification of information will call for discipline. Alleged violations will be handled according to the procedures presented in Section EV.B.

1. Cheating on tests is defined to include the following:
    - a. Copying from another student's test.
    - b. Using materials during a test not authorized by the person giving the test.
    - c. Collaborating with any other person during a test without permission.
    - d. Obtaining, using, buying, selling, transporting or soliciting in whole or in part the contents of an tin-administered test.
    - e. Bribing any other person to obtain tests or information about tests.
    - f. Substituting for another student, or permitting any other person to substitute for oneself.
    - g. Cooperating or aiding in any of the above.
  2. "Plagiarism" is defined as the appropriation of any other person's work and the unacknowledged incorporation of that work in one's own work offered for credit.
  3. "Collusion" assisting another person in an act of academic misconduct.
  4. "Fabrication" falsifying or inventing information in such academic exercises as reports, laboratory results, and citations to the sources of information.
- D. Falsification of information, and other unlawful acts, with intent to deceive is defined as:
1. Forgery, alteration, or misuse of college documents, records or identification cards.
  2. Destruction of evidence with the intent to deny its presentation to the appropriate hearing or appeals panel when properly notified to appear.
- E. Infringement of rights of others is defined to include, but not limited to, the following:
1. Physical or verbal abuse inflicted on another person.
  2. Severe emotional distress inflicted upon another person.
  3. Theft, destruction, damage, or misuse of the private property of members of the College community or non-members of the College community occurring on campus or off campus during any college approved activity.
  4. Sexual harassment inflicted on another person. This is defined as sexual discrimination where the harassing conduct created a hostile environment. Therefore, unwelcome sexual advances, request for sexual favors, and other verbal or physical conduct of n sexual nature constitutes sexual harassment when the conduct is sufficiently severe, persistent, or pervasive to limit an individual's ability to participate in or benefit from the education program, or to create a hostile or abusive educational environment.
  5. Stalking, defined as engaging in a course of conduct that would place a reasonable person in fear for their safety, and that bas, in fact, placed an individual in such fear.
- F. Other unlawful acts which call for discipline include, but are not limited to:
1. Destruction, theft, damage, or misuse of college property occurring on or off campus.
    2. Unauthorized entry upon the property or the College after closing hours.
    3. Unauthorized presence in any college facility after closing hours.
    4. Unauthorized possession or use of a key to any college facility or other property.
    5. Possession or use on campus of any firearm or other dangerous weapon or incendiary device or explosive unless such possession or use has been authorized by the College.
    6. Possession, use or distribution on campus of any narcotics, dangerous, or unlawful drugs as defined by the laws of the United States or the State of South Carolina.
    7. Possession, use, or distribution on campus of any beverage containing alcohol.
    8. Violation of institutional policies while on campus or off campus when participating in n college sponsored activity.
    9. Violation of South Carolina and/or federal laws while on campus or off campus when participating in a college sponsored activity.
    10. Engaging in any activity which disrupts the educational process of the College, interferes with the rights of others, or adversely interferes with other normal functions and services.

#### IV. Rules of Student Disciplinary Procedure and Sanctions

The sanctions which follow are designed to channel faculty, staff or student complaints against students. Due process of law is essential in dealing with infractions of college regulations and state and federal statutes. Consequently, any disciplinary sanction imposed on a student or organization will follow the provisions of this code.

#### *A. Administrative Suspension*

1. If an act of misconduct threatens the health or wellbeing of any member of the academic community or seriously disrupts the function and good order of the College, an administrative officer may direct students involved to cease and desist such conduct and advise them that failing to cease and desist will result in immediate suspension. If the students fail to cease and desist, or if their continued presence constitutes a danger, the administrative officer may then suspend them from the College until resolution of the matter can be made.

2. The administrative officer invoking such administrative suspension shall notify the Vice President of Student Affairs in writing of the individuals involved and the nature of the infraction before 5:00 p.m. of the first class day following its imposition. If immediate identification of the student or students is impossible, such notice shall be given within two business days after identification has been determined.

#### *B. Academic Misconduct*

1. An instructor, who has reason to believe that a student enrolled in his/her class has committed an act of academic misconduct, must meet with the student to discuss this matter. The instructor may advise the student of the alleged act of academic misconduct and the information upon which it is based. The student must be given an opportunity to refute the allegation.

2. If the instructor, after meeting with the student determines that the student has engaged in academic misconduct as alleged, the instructor will inform the student about the decision and the academic sanction that will be imposed. The instructor may impose one of the following academic sanctions:

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

3. If the student is found responsible for the academic misconduct, within five business days of the meeting, the instructor will submit a written report about the incident and the sanction imposed to the Chief Instructional Officer.

4. The Chief Instructional Officer, or designee, will send a letter to the student summarizing the incident, the finding, the terms of the imposed sanctions, and informing the student that he/she may appeal the decision and/or the sanction by submitting a written request to the Chief Instructional Officer within seven business days of the date of the Chief Instructional Officer's letter.

5. If the student requests an appeal the Chief Instructional Officer, or designee, will schedule a time for the meeting. The Chief Instructional Officer, or designee, will send a certified letter to the student. In addition to informing the student that the Chief Instructional Officer, or designee, will hear the appeal, this letter must also contain the following information:

- a. A statement of the charge(s)
- b. The time and location of the meeting
- c. A list of witnesses that may be called
- d. A list of the student's procedural rights. These procedural rights are presented in the Student Code and Grievance Policy Section V. A. I.e.

7. On the basis of the information presented at the appeal, the Chief instructional Officer, or designee, will render one of the following decisions:

- a. Accept the decision and the sanction imposed by the instructor

- b. Accept the instructor's decision but impose a less severe sanction
  - c. Overturn the instructor's decision
7. The Chief Instructional Officer, or designee, will send the student a letter within two business days of the meeting. This letter will inform the student of the decision and inform the student that the decision can be appealed to the President of the College by sending a letter detailing the reasons for the appeal to the President's Office within five business days.
8. After receiving the student's request, the President will review all written materials relating to the incident and render one of the following decisions. The President's decision is final and cannot be appealed further.
- a. Accept the decision and sanction
  - b. Accept the decision but impose a less severe sanction
  - c. Overturn the decision
  - d. Remand the case to the Student Appeals Committee to re-hear the case according to the procedures listed in section IV. D and section V.

### *C. Student Misconduct*

1. A charge involving a student infraction must be filed in writing at the office of the Vice President of Student Affairs within five business days after the alleged infraction or after such infraction becomes known to an administrative officer of the College. 2. Within five business days after the charge is filed, the Vice President of Student Affairs shall complete a preliminary investigation of the charge and schedule immediately a meeting with the student. After discussing the alleged infraction with the Student, the Vice President of Student Affairs may act as follows:

- a. Drop the charges.
  - b. Impose a sanction consistent with those shown in Section IV, C, 2, c, Student Appeals Committee.
  - c. Refer the student to a college office or community agency for services. The decision of the Vice President of Student Affairs shall be presented to the student in writing within five business days following the meeting with the student. In instances where the student cannot be reached to schedule an appointment with the Chief Student Services Officer, or where the student refuses to cooperate, the Vice President of Student Affairs shall send a certified letter to student's last known address providing the student with a list of the charges, the Chief Student Services Officer's decision, and instructions governing the appeal process.
3. A student who disagrees with the decision of the Vice President of Student Affairs may request a hearing before the Student Appeals Committee. This request must be submitted within two business days after receipt of the Chief Student Service Officer's decision unless a request is made and approved for an extension of time. The Vice President of Student Affairs shall refer the matter to the Committee together with a report of the nature of the alleged misconduct, the name of the complainant, the name of the student against whom the charge has been filed and the relevant facts revealed by the preliminary investigation. D. The Student

### *D. The Student Appeals Committee*

Each college shall have a Student Appeals Committee (hereafter referred to as the Committee) to consider the case of a student who declines to accept the findings of the Chief Student Services Officer. The hearing shall be held within fifteen (15) business days after the student has officially appealed the decision of the Chief Student Services Officer.

- 1. Membership of the Committee shall be composed of the following:
  - a. Three faculty members appointed by the Chief Instructional Officer and approved by the President.
  - b. Three student members appointed by the appropriate student governing body and approved by the President.
  - c. One member of the Student Services staff appointed by the Vice President of Student Affairs and approved by the President.
  - d. The Vice President of Student Affairs serves as an ex-officio non-voting member of the Committee.

- e. The chair shall be appointed by the President from among the membership of the Committee.
2. Functions of the Committee are described as follows:
- a. To hear an appeal from a student charged with an infraction that may result in disciplinary action.
  - b. To hand down a decision based only on evidence introduced at the hearing.
  - c. To provide the student defendant with a statement of the committee's decision including findings of fact and if applicable, to impose one or more of the following sanctions:
    - 1. Academic Misconduct
      - a. Assign a lower grade or score to the paper, project, assignment or examination involved in the act of misconduct
      - b. Require the student to repeat the paper, project, assignment or examination involved in the act of misconduct.
      - c. Assign a failing grade for the course.
      - d. Require the student to withdraw from the course.
    - 2. Student Misconduct
      - a. A written reprimand.
      - b. An obligation to make restitution or reimbursement.
      - c. A suspension or termination of particular student privileges.
      - d. Disciplinary probation
      - e. Suspension from the College.
      - f. Expulsion from the College
      - g. Any combination of the above.

#### V. Procedures for Hearings Before the Student Appeals Committee

##### A. Procedural Duties of the Chief Student Services Officer

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

- a. A restatement of the charge or charges.
- b. The time and place of the hearing.
- c. A list of witnesses who might be called to testify
- d. The names of Committee members.
- e. A statement of the student's basic procedural rights. These rights follow:
  - 1. The right to counsel. The role of the person acting as counsel is solely to advise the student. The counsel shall not address the Committee. Payment of legal fees is the responsibility of the student.
  - 2. The right to produce witnesses on one's behalf.
  - 3. The right to request, in writing, the President to disqualify any member of the committee for prejudice or bias. (At the discretion of the President, reasons for disqualification may be required.) A request for disqualification, if made, must be submitted at least two business days prior to the hearing. If such disqualification occurs, the appropriate nominating body shall appoint a replacement to be approved by the president.
  - 4. The right to present evidence. The Committee may determine as to what evidence is admissible.
  - 5. The right to know the identity of the person(s) bringing the charge(s).
  - 6. The right to hear witnesses on behalf of the person bringing the charges.
  - 7. The right to testify or to refuse to testify without such refusal being detrimental to the student.
  - 8. The right to appeal the decision of the Committee to the President who will review the official record of the hearing. The appeal must be in writing and it must be made within 7 working days after receipt of the decision.



9. On written request of the student, the hearing may be held prior to the expiration of the seven day advance notification period, if the Vice President of Student Affairs concurs with this change.

B. The Conduct of the Committee Hearings

1. Hearings before the Committee shall be confidential and shall be closed to all persons except the following:

- a) The student. The hearing may be conducted without the student present if the student ignores the notice of the hearing and is absent without cause.
- b) Counsels of the accused, the grievant and the College.
- c) A person mutually agreed upon by the student and the Committee, to serve in the capacity of recorder.
- d) Witnesses who shall:
  - (1) Give testimony singularly and in the absence of other witnesses.
  - (2) Leave the committee meeting room immediately upon completion of the testimony.

2. The Committee shall have the authority to adopt supplementary rules of procedure consistent with this code.

3. The Committee shall have the authority to render written advisory opinions concerning the meaning and application of this code.

4. The conduct of hearings before this Committee is unaffected by charges of local, state, or federal authorities against the student for acts that are the same, or similar to, charges of misconduct to be heard by the Committee. Two separate jurisdictions are involved in such cases. Therefore, hearings may be held and decisions rendered independent of any resolution by the court system.

5. In addition to written notes, the hearing may be tape recorded, except for the Committee's deliberations. After the conclusion of the hearing, the tape will be kept in the office of the Vice President of Student Affairs. The student may listen to the tape of his/her hearing under the supervision of the Vice President of Student Affairs or designee. The student is not entitled to a copy of tape or a written transcript of the hearing.

6. Upon completion of a hearing, the Committee shall meet in executive session to determine concurrence or nonoccurrence with the original finding and to impose sanctions, if applicable.

7. Decisions of the Committee shall be made by majority vote.

8. Within two business days after the decision of the Committee, the Vice President of Student Affairs shall send a certified letter to the student's last known address providing the student with the committee's decision.

C Appeal to the President

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

1. Receive from the student an appeal of the Committee's decision.
2. Review the findings of the proceedings of the Committee.
3. Hear from the student, Vice President of Student Affairs, and the members or the Committee before ruling on an appeal.
4. Approve, modify, or overturn the decision of the Committee.
5. Inform the student in writing of the final decision within 10 business days of the receipt of the appeal.

## Student Grievance Procedure for the South Carolina Technical College System

### I. Purpose

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

A. Alleged discrimination on the basis of age, sex, race, disability or other conditions, preferences or behavior, excluding sexual harassment complaints.

B. Sexual harassment complaints should be directed to the Vice President or Student Affairs. Because of the sensitive nature of this kind of complaint, a conference with the Vice President of Student Affairs will replace the first step of the grievance procedure. The Vice President of Student Affairs will counsel with the student

to determine the appropriate action that is required. If the grievance is not resolved after this meeting, then the remainder of the grievance procedure will be followed.

C. Academic matters, excluding individual grades except where the conditions in item "A" above apply.

## II. Definitions

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

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

## III. Procedures

### A. First Step

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

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

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

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

## IV. The Student Grievance Committee

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

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

**B. Purpose and Function of Grievance Committee**

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

**C. Rights of the Parties Involved in a Grievance**

When a grievance committee meeting is scheduled, the parties involved are entitled to:

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

**Career Counseling and Job Placement**

This office offers assistance to TCL students and alumni in obtaining information related to careers and employment. The office maintains a file of companies and job openings. Job openings are posted in the office and at various campus locations. The office utilizes a computerized system, South Carolina Occupational Information System (SCOIS), which provides access to job information in South Carolina. The office also provides career information and placement services for enrolled students and individuals throughout the College's four-county service area. Career counseling sessions and group workshops and seminars on career planning, resume writing, job search techniques, interviewing skills, and other relevant topics are offered. An extensive collection of career-oriented audio/visual and printed materials such as films, videotapes, magazines, books, career files, college catalogs, handouts on career fields, and other related materials is available to assist with career planning and job placement needs.

## PART 111: DRUG AND ALCOHOL POLICY

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

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

- 1) Alcohol and other drug abuse at the workplace and in the educational setting is dangerous because it lends to physical impairment, loss of judgment, safety violations and the risk of injury, poor health, or even death. Health risks and effects of controlled substances and alcohol will be provided to students and employees.
- 2) Alcohol and other drug abuse cannot be significantly lower performance on the job and in the classroom, thus impacting on the agency and the College mission as well as seriously affect the student's educational and career goals.
- 3) Employees must report any personal conviction under a criminal drug statute, for conduct at the workplace, to their personnel officer within five days.
- 4) It is a condition of employment and admission that all employees and students must abide by the policy on alcohol and other drug use as well as related procedures/statements/laws/guidelines. Violation of any provisions may result in disciplinary action up to and including termination or expulsion respectively, and may have further legal consequences consistent with federal and state laws and regulations. Additionally, management may require an employee or student to enter an employee/student assistance or drug rehabilitation program as a condition of employment or enrollment.
- 5) Use of employee assistance programs (EAP), student assistance programs (SAP), or drug/alcohol rehabilitation services are encouraged.