

General Information



History

The General Assembly of the State of South Carolina authorized the establishment of Denmark Technical College in 1947 and the College began operation on March 1, 1948, as the Denmark Branch of the South Carolina Trade School System. At its inception, the institution functioned under the authority of the South Carolina Department of Education and was mandated to educate black citizens in various trades.

In 1969, the control of Denmark Area Trade School (Denmark Technical College) was transferred to the South Carolina Advisory Committee for Technical Training which acted under the supervision of the State Board for Technical and Comprehensive Education. During the same year, the name of the College was changed to Denmark Technical Education Center. In 1979, the institution was accredited by the Southern Association of Colleges and Schools and assumed its present designation as Denmark Technical College. Since 1948, the College has experienced significant growth and now takes pride in the fact that it has become a comprehensive two-year college which offers a broad range of programs and services. The College is located in Denmark, South Carolina, a small city of approximately 5,000 citizens. The campus stands on 53 beautifully landscaped acres of land conveniently located about 50 miles south of Columbia, 85 miles northeast of Charleston, and 50 miles east of Augusta, Georgia.

Mission

Denmark Technical College is a public, comprehensive, Historically Black, two-year technical college located in rural Bamberg County in South Carolina. The college annually serves approximately 2,000 credit and continuing education students, a mix of traditional, nontraditional, full-time and part-time. Denmark

Technical College is the only technical college in the State of South Carolina with on-campus housing. As a member of the South Carolina Technical College System, Denmark Technical College's mission is related to the educational mission of the State of South Carolina and the Technical College System. The College's primary service area is comprised of Bamberg, Barnwell, and Allendale counties with a legislated mandate to serve students throughout the state. As an open-door institution, the College provides affordable, post-secondary education culminating in associate degrees, diplomas, and certificates, to citizens from diverse educational and socioeconomic backgrounds and reaches out to its service area high schools with opportunities for the students. The college provides training needed by business and industry through collaborative partnerships and resource allocation.

Denmark Technical College: 1) Provides Student Learning Outcome based educational opportunities for its students with embedded continuous improvement plan that will afford the necessary skills and knowledge for the emerging job market. 2) Develops and implement processes for seamless transition of students from high school through Denmark Technical College to four year institutions. 3) Provides the graduates with the intellectual and practical skills to include but not limited to inquiry and analysis, critical and creative thinking, written and oral communications, quantitative literacy, information literacy, teamwork and problem solving. 4) Provides the graduates with the personal and social responsibility skills to include but not limited to civic knowledge and engagement—local and global, intercultural knowledge and competence, ethical reasoning and action, foundations and skills for lifelong learning. 5) Engages in efforts to form extensive partnerships/consortia leading to branding the college as a leader in training for the business and industry

that will enhance the economic development and growth of the service area and the state. 6) Provides a competency based program for the students to attain and maintain certifications for the job market.

Denmark Technical College pursues its mission within a student centered environment based on the fundamental values of a commitment to excellence; fostering a positive learning process, well balanced social and cultural experiences; in an atmosphere of mutual respect, an understanding of and the ability to function in a technologically advanced world; and with a realization of the need for a strong work ethic. The College seeks to fulfill its mission by offering programs in engineering technology, welding, building construction, transfer programs, allied health, early care and education, human services, criminal justice, general business, computer and related technologies. The instructional methods include traditional lectures and lab and distance education for both on-campus and off-campus instruction. The College strives to achieve its mission with a set of clearly defined academic programs, partnership initiatives, and sustainability endeavors such as:

Senior College/University Transfer Program: Courses directly equivalent to the first two years of traditional college study as offered at senior colleges and major universities which may be transferred to senior colleges.

Technical Education: Curriculums designed to provide the knowledge and skills needed for employment in industry, business, and government.

General Education: Courses to provide the common knowledge, skills, and attitudes needed by each individual to be effective as a worker, a consumer, and a participant in a democratic society.

Continuing Education: Credit and noncredit classes offered with flexibility in time, place, and modality to assist the adults in the region to continue their learning experiences.

Transitional Studies: A program to prepare individuals for admission to the technical and transfer curriculums at the College by helping individuals develop the basic skills necessary to succeed.

Specialized Training Programs: Training coordinated with South Carolina industries through the ReadySC program and provided where specific job opportunities are available for new or expanding industries.

Region and Community Services: Specialized services to help meet the cultural and educational needs of the region including cultural events, workshops, meetings, lectures, conferences, seminars, and other special community projects.

Student Development Programs and Services: Programs and services to enrolled and prospective students and alumni to increase their success and enhance their potential for personal, educational and professional growth. The college increases student access to higher education through recruitment, developmental education, financial services, counseling and career services, and evaluation and support services.

Sustainability Services: A Continuous Improvement Plan to include technology integration, internal control measures for financial health and green technology measures for conservation.

Region and Community Services: Specialized services to help meet the cultural and educational needs of the region including cultural events, workshops, meetings, lectures, conferences,

seminars, and other special community projects.

Institutional Goals

Marketable Graduates: Prepare graduates with the skills and competencies to meet the demands of a technologically dynamic, competitive workplace and academically challenging senior college environments.

Academic Programs: Provide comprehensive instructional programs using flexible access to education, training, and retraining using distance learning, evening and weekend scheduling, and variable length courses in addition to traditional instruction and implement Student Learning Outcome based teaching and learning processes across all academic programs as well as developing and implementing processes for a seamless transition of students from high school through Denmark Technical College to a four year institution.

Resources: Expand and upgrade the financial and infrastructure resources necessary to achieve the College's Mission by implementing sustainable practices to increase effectiveness, efficiency, and productivity.

Institutional Effectiveness: Ensure accountability and the effective and efficient performance of all aspects of the College through assessment and the continual professional development of the faculty, staff and administrators.

Economic Development: Contribute to the economic and community development of the service area and the state through cooperative and collaborative programs with business and industry, community agencies and organizations, local schools and other colleges and universities by developing partnerships with the stakeholders to promote economic development and enhance quality of life and by implementing training programs based on the needs of businesses and industries for workforce development.

Student Development: Provide students with instructional support and cultural, recreational, and social experiences in a student-centered environment with respect for diversity and implement technologies to enhance student learning and support programs.

Marketing and Image: Provide quality customer service and develop a marketing strategy to enhance perception, through branding and continuously promoting culturally diverse experience, and globally competitive educational opportunities and promote the image of the College to facilitate the recruitment of students.

Campus Facilities

The College is situated on 53 landscaped acres with a baseball field, tennis courts, and basketball courts for recreational use. The cafeteria is open to students for breakfast, lunch, and evening meals. A canteen, with a lounge area for residential and commuting students, is housed in the William L. McDuffie Student Services Center and provides an alternate meal - snack area.



Campus Buildings

022	Physical Plant Building	Physical Plant and Motor Vehicles, Public Safety
023	Thomas N. Rhoad Dining Hall	Cafeteria and the Culinary Arts (Food Service) Programs
024	Blatt Hall	President's Office, Information Office, Academic Affairs Office, Conference Room, Fiscal Affairs, Personnel, Business Office, Institutional Research & Planning, Division of Business, Computer & Related Technologies, Office System Technology, Computer Technology
025	Smith Hall	Marketing & Media Relations, Cosmetology, Barbering, Transitional Studies, Open Lab, Information Technology Center, Academic Support Center
026	Samuel L. Faust Multicultural Center	Old Cafeteria and Music Room
027	Enrollment Management	Admissions and Records, Financial Aid, Recruitment, Career Planning and Placement, Financial Aid
028	Science & Engineering Building	Criminal Justice, Early Childhood, Public Services, Chemistry, Physics & Biology Labs, Early Childhood Lab, Faculty Offices and Nursing
029	Academic Center	Title III and Grants, QEP, Counseling, Assessment & Student Support, Student Services
030	Academic Support Center	Auditorium, Health Center, and Division of Arts & Sciences
100	William L. McDuffie Student Services	Admissions and Records, Financial Aid, Recruitment, Game Room, Canteen, TV Lounge, Gymnasium, Director of Student Activities, Basketball Coaches' Offices, and Locker Rooms
113	Essie Moore Carroll & Clarence V. Lebbly, Sr. Learning Resources and Technology Center	Learning Resources and Technology Center
200 & 300	Continuing Education Building Technology Classroom, and South Bld.	Continuing Education, Work Keys, Masonry, ET Classroom, Prime Ed Lab, Carpentry, Plumbing, Electricity, and Welding Programs
400	Engineering Technology Center	Classrooms and a Laboratory for Electromechanical Engineering Technology, Electronics Technology & Robotics
500	Dawkins Hall	Residence Hall for approximately 124 female students, Director of Housing
600	Martin Luther King, Jr. Hall	Residence Hall for approximately 144 male students
700	Edisto Hall	Residence Hall for approximately 66 students
900	Records Storage	Records Management Center

Learning Resources

The Essie Moore Carroll and Clarence V. Leiby, Sr. Learning Resources and Technology Center.

The mission of the Learning Resources Center is to support the intellectual and cultural environment of the College by providing information and services to meet the curricular, research, and self-development needs of the students, faculty, staff and community users.

Constructed in 2004, the Learning Resources Center (LRC) is a modern one level facility, consisting of 11,945 square feet, with a seating capacity of 224. Centrally located on campus, the facility is conducive for study and is well equipped with technology to maximize access to world-wide information by students, faculty, staff and the community.

The adjoining Technology Center is a multi-purpose facility with teleconferencing capabilities. The Center also features a wireless computer network with two-way interactive video to allow remote access for professional development such as webinars and streaming video on social media, meetings, as well as any form of classroom instruction.

All users have access to computer workstations for accessing the Internet and word processing using the Microsoft Suite. Students also have access to D2L, an online portal available to students, faculty, and staff. This portal gives users' access to Web Advisor, email, personal storage space, online tutoring, and emergency alerts.

Additional services include use of a color copier with scanning capabilities, borrowing privileges, access to two (2) study rooms, interlibrary loan, internet access, and a technology/computer lab.

The Learning Resources Center's web page serves as a starting place for students and faculty to begin research and provides a wealth of information for on-campus as well as off-campus users. The web page also provides an extension of access to library services and resources--beyond the library building--via the Internet using electronic devices such as smartphones and tablets. The online library catalog houses the library's complete book collection and is accessible from the library's web page.

From the library's web page, users can also access DISCUS – South Carolina's Virtual Library. DISCUS is the "information place" for all South Carolinians. DISCUS provides free access to an electronic Library that is available 24/7.

PASCAL is another valuable resource that provides shared licensing of electronic resources and universal borrowing (PASCAL Delivers). As a member of PASCAL, the library has access to core electronic resources that includes Academic Search Premier (EBSCO) and an ebrary collection of over 100,000 e-books that is unlimited and provides multi-user access.

PASCAL Delivers is another service allowing current students and DTC faculty/staff to search for and request books owned by college and university libraries across South Carolina. Owning libraries will send the requested books directly to the DTC Library for students and faculty/staff to check out.

Denmark Technical College's library has a reciprocal borrowing agreement with Voorhees College. If you would like to check out materials from the Voorhees College library, please inform the library staff at Voorhees that you are a DTC student, faculty, or staff member.

A comprehensive Information Literacy program is provided to all classes as a part of library instruction.



Enrollment Management

Admission

Denmark Technical College follows an “open door” policy and imposes reasonable standards for admission to the institution. However, the criteria for entry into individual programs vary. All new students, both freshmen and transfer students, must submit an application to be admitted to a program of study by the Admissions Office.

Admission to a specific program requires that the applicant has appropriate educational preparation, satisfactory placement test scores, and all admission requirements completed. Students having academic deficiencies will be required to enroll in the Transitional Studies Program. This is determined by the College Board’s Accuplacer, which is administered to all students. Educational programs have minimum test score requirements.

These requirements, and any others necessary for entrance to a specific program of study, are stated in each program of study.

Admission Requirements

Applicants for admission to the College must be 18 years of age or older. A high school diploma or GED certificate, though desired, is not a prerequisite for college admission but may be required for specific program admission. Under certain circumstances, an applicant under the age of 18 who has not graduated from high school may be considered for enrollment through special arrangements between the College and the principal of the school where the applicant has been, or is enrolled. In order for a student who does not have a high school diploma to receive Title IV funds, they must meet the College’s policy and procedures for equivalency of a high school diploma.

Admission Process

Step 1: Complete and submit an application form online at www.denmarktech.edu or mail the completed form and application fee of \$10.00 (payable by cashier’s check or money order) to: The Admission Office, Denmark Technical College, 1126 Solomon Blatt Blvd. P.O. Box 327, Denmark, SC 29042. The application must be filled out carefully and completely.

Step 2: Before you can register for courses at Denmark Technical College, you must take the Placement Test. If you have already taken the Placement Test, through your high school, request a copy to be sent to the Admissions Office. Please be advised that scores three years or older will not be accepted. SAT or ACT scores may be presented in lieu of the college Placement Test. Students who do not have high school credentials must take a Department of Education approved entrance exam to be considered for Title IV funding through Ability to Benefit.

Step 3: The applicant for a specific program may be required to request an official copy of his or her high school transcript be sent to the Admissions Office. Applicants who possess a GED should submit official GED scores. As of July 1, 2012 an applicant may self-certify on the FAFSA that he has received a high school diploma or GED or other equivalency. If you have attended other colleges, please request that an official transcript from each college be sent to the Admissions Office.

Step 4: Students will receive notification of acceptance by the Admissions Office.

Admission to a Specific Academic Program

Students must meet the Denmark Technical College admission requirements in order to gain program admission. See curriculum display sheets in the Academic Program section for specific information.

Residency Requirements

1. Policy

In compliance with the laws of South Carolina, out-of-state fees must be paid by any student who has not been domiciled for a period of twelve months prior to enrolling at Denmark Technical College with an intention of making a permanent home here.

The word “domicile” means a “person’s true, fixed, principal residence and place of habitation; it indicates the place where such a person intends to remain, and where such a person expects to return upon leaving without establishing a new domicile in another state.” A person may have only one legal domicile and is presumed to abandon automatically an old domicile upon establishing a new one. Housing at State Institutions shall be presumed not to be a place of principal residence, as residency in such housing is, by nature, temporary.

An “independent person” for residency purposes, shall mean a person who is at least 18 years of age, whose predominant source of income is his or her own earnings of from employment, investments, or payments from trusts, grants, scholarships, loans, or payments of alimony or separate maintenance made pursuant to court order.

A “dependent person” for residency purposes, shall mean one whose financial support is provided not through his own earnings or entitlements, but whose pre-dominant source of income or support is payments from a parent, spouse, or guardian and who qualifies as a dependent on the federal tax return of the parent, spouse or guardian. A “minor” shall mean a person who has not attained the age of 18 years.

2. Factors in Making a Determination of Residency

Persons domiciled in South Carolina for a period of at least 12 months for reasons of permanent employment with an intention of making a permanent home therein, and their dependents, may be considered eligible for in-state rates.

Independent persons who reside in and have been domiciled in South Carolina for fewer than twelve months but who have full-time employment in the state, and their dependents, may be considered eligible for in-state rates.

The residence and domicile of a dependent minor shall be presumed to be that of the parent of such dependent minor.

3. **Changes in Residency**

A student shall not become eligible for in-state rates until the beginning of the next academic session after expiration of 12 months from date of domicile in this state.

- A. Loss of eligibility for in-state rates shall end on the last day of the academic session in which the loss occurs.
- B. Marriage to a South Carolina resident does not automatically make a student eligible for in-state rates. If at least 18 years of age, a married person may establish residency exclusive of the spouse's status.
- C. Becoming a full-time employee of a company or Industry based in the state may make a student eligible for in-state rates even though the residency requirement of 12 months has not been met.
- D. Military personnel and their dependents may be considered eligible for in-state rates during the period of their assignment to duty in South Carolina.
- E. Full-time faculty and administrative employees of South Carolina state college and their dependents are always eligible for in-state rates regardless of their place of residence.
- F. Foreign students are presumed not to be in-state residents. They may qualify for in-state rates depending on the types of visas they possess or if they are the dependents of persons who have previously established residency.

4. **Penalties for Willful Misrepresentation**

Persons who gain domiciliary status improperly by making or presenting willful misrepresentations of facts shall be charged fees past due and unpaid at the out-of-state rate, plus interest at a rate of eight percent per annum, plus a penalty amounting to twenty-five percent of the out-of-state rate for one semester. Until these charges have been paid, no such student shall be allowed to receive transcripts or graduate from any state institution.

5. **Proof of Eligibility for In-State Tuition**

Positive steps which reflect an intent to make South Carolina a permanent residence are vital in determining eligibility. All documentation requested by the Chief Student Services Officer must be furnished prior to making a determination for in-state rates or the student will automatically be required to pay out-of-state rates. Acceptable legal documents include the following:

- A driver's license
- A vehicle registration certificate
- A voter registration certificate
- Copies of recent state income tax returns
- Letters from employers indicating full-time status as an employee, date of employment, employment status as of present date, and home address on company rolls

- Receipts for housing

Enrollment of Senior Citizens

Persons 60 years old or over who are legal residents of South Carolina may enroll in courses free of charge on a space- available basis provided that neither they nor their spouse receive compensation from any type of employment. Such persons must follow standard admissions procedures, meet all course prerequisites as stated in the catalog, and complete a Senior Citizen Exemption Waiver Verification Form.

Registration will take place during regular registration periods, but will not be finalized until the last day of late registration to assure available space. In the event space is limited, senior citizens may pay the full tuition to reserve a place in the class.

International Students

All international students who desire a student visa or who are transferring from another college on a student visa must complete the following requirements in addition to the admissions procedures for new students.

1. Complete an Application for Admission Form at least three months prior to admission. Submit the \$10 non-refundable application fee.
2. Furnish official English translations of secondary and post-secondary records and transcripts showing passing scores on native secondary school exams and completion of secondary school education.
3. Submit TOEFL (Test of English as a Foreign Language) scores. An acceptable total score on the TOEFL is 500 or more. An official report from an English language institute or program with the United States will be accepted in lieu of test scores
4. Meet individual college program requirements on the College Placement Test.
5. Persons transferring from another college in the United States must initiate Form I-538 to be completed by the last college attended and must submit an official transcript and a letter of recommendation from the foreign student's advisor at that college.
6. Submit a certified financial statement from a recognized financial institution (i.e., governmental agency or bank), indicating the applicant will have sufficient funds to meet academic and living expenses and funds to return home.
7. Provide proof of health insurance coverage for one year from the date he/she will commence enrollment.
8. Pay an advance deposit of tuition for one academic year.

When all requirements are met, the College will provide a completed Immigration Form I-20 and an acceptance letter.

Transfer Students

Denmark Technical College will accept and give credit for work completed at other accredited colleges and universities. Applicants seeking such credits should complete the regular application form and request an official transcript of work from all colleges previously attended. If fewer than 15 hours have been earned on the collegiate level, a completed high school transcript may be requested for specific programs.

The rules regulating the transfer of credit will be at the discretion of the Vice President of Academic Affairs and the appropriate Divisional Dean using the following guidelines:

1. Courses being transferred must closely parallel courses being offered by Denmark Technical College.
2. In order to transfer credit, a grade of "C" or better must have been made in the course.
3. Transfer credit will not be included in the computation of the student's grade-point ratio.
4. Courses taken more than 6 years at DTC will be validated for transferring by the discretion of the Divisional Dean, Registrar Services, and the Vice President for Academic Affairs.

Advanced Standing Transfer Credit

Applicant may apply for advanced standing by being awarded transfer credit when they have earned academic credit from another accredited post-secondary educational institution.

PLEASE NOTE: The submission of fraudulent records or information constitutes grounds for denial of admission or dismissal from the College.

Transfer Procedures

New students applying to the College in a transfer status must provide official transcripts for each accredited post-secondary institution from which they are seeking transfer credit.

1. Only course work in which a minimum grade of "C" or its equivalent has been earned will be considered for credit.
2. Course work earned must be college level to be creditable.
3. Course work is evaluated individually on the basis of its course content and credit hours received for the course.
4. For transfer credit to be awarded, a comparable Denmark Technical College course must exist within the student's curriculum with the course content and credit hours being equivalent as described in the Catalog of Approved Courses.
5. Transfer credit will be awarded to degree, diploma, and technical certificate seeking students.
6. When advanced standing has been awarded for transfer credit, a grade of "TR" will be posted on the student's approved curriculum profile and recorded on the student's academic transcript.
7. A copy of the curriculum profile with transfer credit noted will be provided to the student and the student's academic advisor.

Applying for Re-Admission

Former Denmark Technical College students who were not enrolled for the preceding academic term (excluding summer term) and who wish to re-enroll, must first complete a readmission application. Forms are available in the Admissions Office. Students who have attended another college during the interim should request the college to send an official transcript of all academic work. Applicants for re-admission are subject to established assessment and placement guidelines to ensure appropriate course placement and to promote student success. A student completing one program may apply for admission to another program by following the general admission procedures. Credits for parallel courses will be granted accordingly.

The College reserves the right to refuse admission to any student who has an unacceptable academic, conduct, or health record. Persons who have any financial obligation to the College must resolve these obligations before they will be allowed to register for classes.

Transient Students

Students enrolled at other colleges who wish to take courses at Denmark Technical College, may do so by following the admissions procedures. Written documentation of course approval from the primary college should be on file to assure transfer of the course work. It is the student's responsibility to determine the applicability of the transfer of courses through contact with the primary college.

Dual Enrollment Students

Upon the written approval of their principal or his designee, qualified high school juniors and seniors may be granted early admission to the College on a space available basis. Documented exceptions may be made for freshman or sophomore students at the request of the high school principal, his or her designee.

Requirements for dual enrollment admission are the same as for the admission of new students. Upon graduation, the student may apply for admission as a regular student in a degree, diploma or certificate-granting curriculum.

In order for a high school student to be granted dual enrollment admission, he or she must:

1. Be a high school junior or senior.
2. Submit written permission from the high school principal. This permission must indicate that the student is in good standing with the high school.
3. Have demonstrated sufficient academic preparation for college work.

If upon graduation from high school, the student enrolls at Denmark Technical College, all credits earned will be applicable toward the appropriate degree, diploma or certificate.

If enrolling at another post-secondary institution, students may have their credits transferred, pending acceptance by the other institution.

Academic Forgiveness

Denmark Technical College will extend academic forgiveness to readmitted students with previously poor academic records who have not been in attendance for a minimum of seven years. This will allow students to have grades earned in previous academic terms excluded from the overall calculations of their cumulative grade point average. These students must petition the college for Academic Forgiveness. If a petition is granted, all courses taken at Denmark Technical College, attempted and completed prior to the seven (7) year limitation, will be eliminated from computations and grade point averages. This includes courses that were completed with satisfactory grades. However, the courses will remain on the student's transcript.

A student may petition for Academic Forgiveness only once. Procedures for pursuing Academic Forgiveness are as follows:

1. Submit a Re-admission Application.
2. Complete an Academic Forgiveness Form.
3. Submit a letter explaining the reason(s) why Academic Forgiveness should be considered. Your letter should be addressed to the Academic Appeals Committee.
4. The committee will determine if the petition for Academic Forgiveness is approved.
5. The appeal should be submitted 20 days prior to the semester of enrollment. Once the appeal has been granted for Academic Forgiveness, the student must meet all program admission requirements at the time of enrollment to Denmark Technical College.

A copy of the Academic Forgiveness Form will be maintained in the Office of Admissions and Records. This local policy does not override the State or Federal policies related to determination of scholarships or Financial Aid.

Student Orientation

The Student Orientation Program is held on weekends during the summer and preceding each registration held at the beginning of each semester. It encompasses activities designed to help new students and parents make harmonious and satisfactory ad-

justments to college life. These activities are held on weekends preceding the registration period with parents in attendance. The program consists of assemblies with divisional personnel, tours of the campus, introduction to counseling, and placement testing. The session concludes with preparation for registration and payment of fees. Student Orientation sessions are also held immediately preceding the start of registration at the beginning of each semester.

Career Planning and Placement

Career Planning is a developmental process subsequently leading to a successful job search and placement. As part of the education experience, placement services are available during the entire period of a student's academic involvement and after graduation, if needed. Optimum placement of the student in employment or higher education is the prime objective of the career-planning process.

The Career Center offers self-awareness development which involves sharing of information and examination of values, interests, and aptitudes as these relate to career planning. The Center provides assistance with career exploration through in-depth investigation of selected careers. Decision making involves clarifying goals, processing information, projecting for the future, and arriving at sound vocational decisions. Career planning and placement includes examination of education and training, job-seeking skills, and life-work planning. Portfolios are facilitated and available to be forwarded to prospective employers.

Students are provided an opportunity to evaluate their career choices through the services provided in the Career Center. In addition, students may elect to include Experiential Education in their academic programs. Experiential Education may include internships, part-time and summer work, and cooperative programs.

The Denmark Technical College Placement Office will assist students in preparing a resumes, identifying methods of locating appropriate positions, and, in some cases, contacting prospective employers.

The Career Planning and Placement Office is located in Building 027.



Student Services & Academic Support

Applying for On-Campus Housing:

1. Student must be fully accepted to Denmark Technical College

*The Admissions Office will send a full acceptance letter once all admission required documents and placement testing information have been received. You may contact the Enrollment Management Office at 803.793.5294 or email admissions@denmarktech.edu to check your admission status.

2. Complete a Housing Application

*All sections of the Housing Application must be completed and returned to the Office of Residential Life. You may contact the Office of Residential Life at 803.793.5134.

3. Complete and submit the Housing Agreement Form and mandatory deposit

*A \$25.00 housing deposit and \$50.00 breakage fee is required to reserve a room on campus. The housing fee is a non-refundable fee and the breakage fee is refundable if the room is in satisfactory condition at the end of the term. Please be advised that the housing deposit simply reserves a space, however, all required documents must be completed and submitted before a room assignment will be issued.

4. Complete a Health & Physical Form (with proof of required immunizations)

*All students residing in on-campus housing **must** complete a Health and Physical Form with updated required immunization records. This form **must** be signed by a physician.

Required Immunizations:

1. Proof of Measles, Mumps, & Rubella (MMR) Administration

All students born after 1957 must provide a statement of immunization against Measles, Mumps and Rubella (MMR), giving the month and year of immunization. A statement of an up to date is not sufficient. If a student is unable to provide dates of immunization to Measles, Mumps and Rubella, he or she may document immunity by blood test at the student's expense. If this testing shows no immunity to Measles, Mumps, or Rubella, the student may register following documentation of the first dose of MMR, with the second to follow in 30 days, if required.

2. Proof of Tuberculin Skin Test (PPD) Administration

Tuberculosis screening (within the past year, 12 months) is required of all new students. Students at risk for TB will be required to have a PPD skin test (Mantoux). Any student with a positive skin test will be required to provide a report of a normal (negative) chest x-ray (done after the positive

PPD). The negative report must be documented within six (6) months prior to residing on campus. A physician should evaluate individuals with a positive tuberculosis skin test.

3. Proof of Tetanus Toxoid Booster Administration within the last ten (10) years.

Strongly Recommended Immunizations:

- Meningitis, Hepatitis B, and Varicella (Chicken Pox) Immunization College students may be at increased risk for meningitis, hepatitis B, and varicella. Students residing on campus are encouraged to provide proof of the immunization.

Exemptions from compliance with the immunization policy include:

1. Religious exemption, written on letterhead stationery, signed by a religious official and notarized.
2. Medical exemption, written on office stationery, and signed by a health care provider. The letter should state the reason for the exemption, and whether the exemption is permanent or temporary.

Do not assume that childhood immunizations are adequate; requirements have changed during the past several years. Medical facilities in the U.S. and in other countries are required to keep records of vaccinations. Additional sources of immunization information include doctors' offices, health departments, and schools. Students should make copies of the completed health form for their own files, and then mail the original forms. Do not rely on health care providers, family members, or other colleges to mail the forms.

Some academic programs have additional immunization requirements. Students are advised to check with their desired program of study for any additional requirements.

Contact The Office of Health Services at 803.793.5224 for questions or concerns.

5. Payment of Room and Board Fees

*All room and board fees must be paid prior to a room assignment being issued. If you are applying for financial aid that will cover the cost of your room and board fees, you must have received an award letter with enough financial aid to cover all required fees. To check your Financial Aid status, call 803.793.5161 or email financialaid@denmarktech.edu.

6. Re-Admitted Students

*All re-admitted students who have not been in attendance within three (3) years immediately prior to the date of application are required to complete and submit a new Health & Physical Form.

Student Health Services

The Health Services Center provides first-aid treatments for injuries, accidents, and illness and makes referrals to local medical resources as deemed necessary. Family Planning Services are made available through Health Services. Routine orders for the treatment of minor illnesses and injuries are made available by the College's doctor. Students are to report all illnesses and/or accidents as soon as they occur.

A medical record is kept on all residential students; therefore, all residential students are asked to obtain a medical examination before a housing assignment is given. Students are asked to report any chronic illnesses to Health Services upon arrival to campus and to report all prescription medication.

Students are asked to provide additional medical insurance information during the registration process.

Mental Health Policy

Anyone who is troubled emotionally may seek services through the Area Mental Health Center. Consultation, education and prevention are the primary focus of community services available.

Denmark Technical College's Health Services and /or Counseling Service Department will contact the mental health center, arrange for an interview appointment for the student, and provide transportation if needed. Arrangements can be made for the student to seek services at home if he or she so desires. Emergency services are available on a 24-hour basis. Personal contact to assess a crisis situation is provided during regular working hours (8:30 a.m. - 5:30 p.m.). After 5:30 p.m. on weekdays, weekends, and holidays, crisis intervention will occur in the following manner:

1. A telephone call to 803-536-0390 will give a response from the physicians' answering service requesting name and telephone number. The contact will be informed that a mental health professional will return your call within 15 minutes.
2. The on-call mental health professional will respond and help you with your problem.
3. If the College is seeking services for someone with violent behavior patterns, the College will contact the Sheriff's Office and the local probate court office and have the individual detained by "An Order of Detention" which mandates that the student be examined by a physician and a mental-health professional.

IMPORTANT NOTE: Psychiatric and Psychological Services

Psychiatric and Psychological Services

Any student who has suicidal tendencies will be referred immediately to his or her family physical for psychiatric evaluation and will be medically withdrawn from college. If the student is a residential student, he or she must vacate the residential premises immediately. Only upon proof that the student has participated in and completed professional counseling and treatment will the student be readmitted to residential living. Any other expenses incurred will be the responsibility of the student and/or/guardian.

Counseling and Mentoring

The Counseling Center is staffed with experienced professional counselors providing personal, academic and group counseling along with an organized tutorial program. The Counseling Center also administers the Placement Tests. The Counseling Center provides the following services:

Individual Counseling—Counseling on a one-to-one basis is the most important service offered to students. The staff provides services in an atmosphere in which students may discuss problems with the assurance that all counseling information is confidential.

Group Counseling—The Counseling Center provides a variety of growth experiences through counseling, ranging from personal growth to decision-making skills.

Academic Counseling—Academic counseling is available to all students to assist them in developing strategies to improve academic performance. Academic counseling is also available for students experiencing difficulty in achieving satisfactory progress in an academic area.

Peer Counselors—The Peer Counselor Program is a student peer helper program which utilizes talented students as peer advisors or counselors to other students.

Testing—The Counseling Center administers the placement tests for all new students for admission requirements.

Students With Disabilities

The Student Services Division provides counseling and support which helps students with disabilities pursue an academic program of their choice and participate fully in campus life. The counseling office and academic support can arrange counseling, special parking, priority registration and other services needed by students with disabilities. Students with disabilities are encouraged to contact the Chief Student Services Officer and Academic Support to discuss needs and concerns as they arise.

Academic Support Center

The mission of the Academic Support Center (ASC) is to provide quality, non-judging, effective academic support services that will enhance student success. The Center is also here to support both faculty instruction and student learning by providing academic assistance which reinforces and supplements the College's goals and objectives. Goals to accomplish include:

- Hiring competent peer tutors to help students identify specific problems they are experiencing with their courses, establish procedures for addressing those problems and providing useful, immediate feedback concerning their progress.
- Training peer tutors to develop competence in tutoring methodology and interpersonal skills that will demonstrate respect for the whole person, thus building self-respect and self-confidence in the students served leading to them becoming independent learners.
- Working collaboratively with faculty to allocate tutors in creative and effective ways to meet both instructional demands of the classroom as well as the tutoring needs of students.

- Offering services that can enhance a student’s academic experience as well as remediate.



The Academic Support Center provides tutoring and mentoring support to all registered Denmark Technical College students. Through these services, students will be afforded the opportunity to become independent learners and strengthen their academic weaknesses. The center is located in building 025, Smith Hall and is equipped with a tutorial computer lab for on-line tutoring services. Students may apply for tutoring at any point in a semester. Services are free to currently enrolled DTC students. Get ahead before you get behind: set yourself up for success with our help. Check out all of our free services designed to help you succeed academically.

Services Offered:

- Peer Tutoring
- Professional Tutoring
- Success Workshop
- Individual/Group Tutoring
- Mentoring
- On-line Tutoring (Smarthinking, PLATO Learning)

To apply for tutoring services, students should email, in writing, the course, date and time in which he or she would like to receive tutoring assistance. Tutors may be available for immediate assistance, or several days may be required to arrange a session. The tutoring schedule is subject to change due to tutor availability.

Hours of Operation

Monday - Wednesday: 8:00 a.m. to 6:00 p.m.
 Thursday 8:00 a.m. to 5:30 p.m.

Student Activities

Student activities are considered a vital part of a student’s educational process. Students are encouraged to participate in programs which emphasize leadership and training, service to the college and community, and the opportunity to interact with those from different cultural backgrounds. Inter-collegiate sports includes Men and Women’s basketball. The College sponsors other co-curricular activities during the year and encourages students to participate.

Students who maintain a “C” average or above shall be excused with the instructor’s permission to attend approved student

activities in which they participate.

The student is responsible for all work missed during the absence. In order to participate in student activities, the student must be accepted by the institution as a full-time student. A full-time student is enrolled in at least 12 credit hours. If at any time during the semester, the student carries less than 12 semester credit hours, he or she will immediately be ineligible for participation. A student must maintain at least a 1.5 GPA after the first semester of entrance in order to participate in activities. After the first semester, the chart will be used to determine eligibility:

Minimum Grade Requirements

TOTAL SEMESTER	
<u>Hours Carried</u>	<u>Minimum GPA</u>
0-35	1.50
36-50	1.80
51-above	2.00

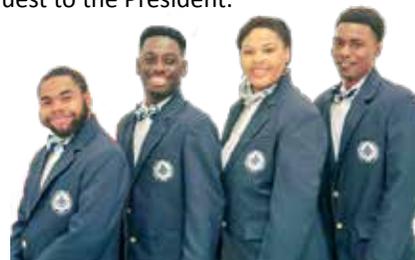
Probationary status will be determined by the cumulative semester GPA. The cumulative semester GPA must be equal to or exceed the levels indicated in the table above. A student placed on academic probation will be ineligible to participate in the activity. A student placed on non-academic probation will also be ineligible to participate.

Student Government Association

The Student Government Association (SGA) is one of the principal organizations through which students share in the administration of the College. The SGA assists college personnel in coordination of student organizations and activities, and helps plan and direct recreational and cultural activities, and supports the observance of college policies and regulations.

The sponsored activities of the Student Government Association are those described below.

1. All suggestions for student activities shall be forwarded to the SGA.
2. A Student activities committee composed of SGA members shall be appointed, and these committee members should become thoroughly familiar with the matters involving student activities.
3. After the committee has analyzed a request for a new activity and found the request to be favorable, it shall be brought to the full SGA membership for a vote.
4. If the SGA approves the recommendation, it is then forwarded to the Chief Student Services Officer for administrative approval.
5. The Chief Student Services Officer will present the request to the President.



Student Social Functions

Social functions for students are the responsibility of the SGA. As the SGA develops a budget for the following year, social functions requested by the majority of the students are placed in the budget. At the present time, student social functions consist of the following, which are all planned and administered by the SGA:

- Athletic Events
- Awards Night
- Homecoming
- Miss DTC Coronation

Intercollegiate Athletics

Denmark Technical College is a member of the National Junior College Athletic Association (NJCAA).



Intramural Sports

The responsibility for intramural sports lies with the Director of Student Activities and the SGA. The SGA is receptive to any suggestions for popular activities, and intramural sports are scheduled as requested by students.

Currently, intramural basketball, softball, flag football and volleyball are offered.

Clubs and Organizations

Many clubs and organizations are active on the campus. Through participation in the program of particular interest, students may explore, extend interest, and develop skills and abilities in working with fellow students. Membership is open to all students who meet the qualifications of respective clubs. Those desiring information may contact the club advisor or the Student Activities Office. Clubs and organizations include the following:

Administrative Office Club - for all Administrative Office Technology and Administrative Support students. This club helps students to understand their roles in a modern business environment.

Barbering Club - for all barbering students. Promotes service to the community through various experiences (projects) and helps students to understand their roles as future entrepreneurs.

Building Construction Fundamentals Club – for all building construction students. Provides an important network for students looking for career-path jobs in the building industry.

Cheerleaders Club - is a voluntary club consisting of those students desiring to enhance school spirit. The club members attend games and other functions to provide school spirit. A faculty or staff member acts as advisor and monitors the club's operation.

Denmark Technical College Choir - is open to all who enjoy singing and participating in various college-sponsored events on

and off campus.

Computer Technology Club - for all computer technology students. Promotes academic excellence and provides a student support network.

Cosmetology Club - for all cosmetology students. Promotes service to the community through various projects/experiences and helps the students to understand their roles as competitive cosmetologists.

Criminal Justice Club – for all criminal justice students. Promotes service to the community through numerous projects which give students experience in working with the public.

Culinary Arts Club - for all food services students. This club provides an important network for students looking for career-path jobs in hotel and restaurant tourism.

Dawkins Hall Club – this organization provides female students with an opportunity to share in promoting a harmonious and wholesome environment in the residence halls and in developing good citizenship.

Early Childhood/ECD Club - the purpose of the ECD club is to promote early literacy in the community; to promote academic excellence in early childhood education for all young children; to develop network in the community through various projects, events and activities; to promote diversity, equity and inclusion.

Freshman Class - for all entering freshmen. This club provides opportunity for members to promote freshman concerns and activities.

General Business Club – for all general business students. This club helps students to understand entrepreneurial decision-making through various student events/activities.

Esquire XIII Fraternity Club - the purpose of the Esquire XIII Club is to enhance the program of the College community by showing to the public young men with the ultimate in refined personalities.

Human Services Club – for all human services students. Promotes service to the community through numerous projects which give students experience in working with the public.



Esquire XIII Sweethearts Club - the purpose of the club is to promote academic excellence, to contribute to the social and moral well-being of the college and community at large, to provide support for and encourage interest in the Esquire XIII Fraternity Club, and to encourage the growth and development of womanhood.

Martin Luther King, Jr. Brotherhood Club – this organization provides male students with an opportunity to share in promoting a harmonious and wholesome environment in the residence halls and in developing good citizenship.

Off-Campus Club - for all commuting students. Promotes opportunities for students to develop teamwork through numerous projects on-campus and in the community.

Phi Theta Kappa Honor Society – Phi Theta Kappa, over 500 chapters strong, was founded in 1918 for recognizing and encouraging scholarship in accredited community and junior colleges. This scholastic fraternity provides service and opportunities for the development of leadership for its members, while stimulating interest in continuing academic excellence. To qualify for membership, a student must be enrolled in a two-year college degree program and have a grade point average of 3.5 or better in at least 12 credit hours.

Student Christian Association – open to all interested students, faculty, and staff. Provides a ministry to individuals in the campus community and encourages Christian growth and outreach.

Welding Club – for all welding students. Provides an important network for students looking for career-path jobs in the welding field.



Student Clubs & Organizations Requirements

1. Each group, in order to be recognized, must make application through the Office of Student Activities and have the approval of the Chief Student Services Officer and Academic Support and officers of the SGA.
2. Each organization must have a constitution which states its purpose, rules for operation, and a slate of officers. A copy of the constitution must be on file in the Office of Student Activities.
3. Each organization must have a faculty or staff advisor.

4. Each organization must adhere to all institutional policies and standards.
5. A roster of the officers, members, and advisor of each organization must be on file with the Dean of Students and Academic Support and the Office of Student Activities.
6. Each organization must submit a schedule of activities it expects to sponsor during a school year to the Office of Student Activities.
7. Classrooms may be secured for approved organizations. Requests for reservations are made in writing by the president and advisor and submitted to the Office of Student Activities.
8. It is expected that rooms used for meetings are to be left clean and orderly.
9. All social activities must be approved by the Chief Student Services Officer and Academic Support and cleared at least one week in advance of the event. Forms for filing are available in the Office of Student Activities.
10. Social events held preceding a school day must end, at 12:00 midnight, except on Friday and Saturday at which time they end at 1:00 a.m. Advisors are to be present during all organizational activities.
11. Advisors are to be present during all organizational activities.

Advisors to Organizations

Only Denmark Technical College faculty and staff members, or someone approved by the administration, may serve as advisor to student groups. Advisors to student organizations have the following responsibilities:

1. To attend all meetings of the organization.
2. To give counsel and advice pertaining to programs and projects.
3. To review the group's operations for consistency with the college's regulations and policies.
4. To assist with the proper management of group funds. All funds must be necessary for withdrawal. The advisor must sign all checks and requests for withdrawals of funds.

Cultural Enrichment Program

The College plans for and offers experiences that are designed to produce a socialized and well-rounded individual and ensure that campus-living has achieved its optimum purpose.

The following cultural activities are sponsored through this program:

<i>Cultural trips to:</i>	Museums	Seminars
	Concerts	Conferences
	Plays	Lyceums
	Historic tours	
	Special community interest events	

Transportation

Denmark Technical College provides bus transportation to and from the campus for students in Allendale, Bamberg, and Barnwell Counties. The Student Services Division at Denmark Technical College can furnish information about schedules and cost for transportation. Bus Transportation is also available for resident students to attend area churches and for off-campus shopping trips and activities.

Policies, Rules and Regulations

Conduct

The responsibility for maintaining discipline at the College is vested in the Office of Student Services, which investigates any instances of misconduct. They may refer cases to either of the judicial boards for the appropriate disciplinary action. Dorm Supervisor has the authority to ensure that the rules and regulations of the College are adhered to by all of the College's students in the residential centers and on the campus. Registration at the College involves the student's acceptance of all rules not only those that are published.

Smoke-Free Campus

For Denmark Technical College to fulfill its role and responsibility to provide a safe and healthy environment for faculty, staff, and students, it is essential to eliminate exposure to the toxic substances produced by tobacco smoke. Smoking is prohibited at the College. Please see additional information in Public Safety.

Dormitory Loitering Policy

No females should be loitering at the side entrances of the male dormitory nor should males be loitering at the windows, back, and/or side entrances of female dormitories; and no females or males should use or be loitering in the path behind King Hall.

Visitors of the opposite sex are only allowed to visit in the lobby areas of the resident halls. Front entrances of dormitories for visitation should be used at all times. Females may page young men; however, DUE TO LIMITED SPACE IN THE MALE DORMITORY, IT IS RECOMMENDED THAT MALE/FEMALE VISITATION TAKE PLACE IN THE CANTEEN AREA AND NOT IN THE MALE DORMITORY LOBBY.

Disciplinary action will be taken against students who violate the dormitory loitering policy.



Campus Police

Public Safety Regulations

The Department of Public Safety (located in Building 100) enforces federal, state, county, and municipal laws, rules and regulations to ensure the protection and security of persons and property in the Denmark Technical College campus community. The College's Public Safety Officers are Certified Class I Law Enforcement officers; and commissioned by the Governor as state constables with full police powers and state-wide jurisdiction. All South Carolina State Statutes are enforced in accordance with the law on the campus of Denmark Technical College. Students are requested to adhere to the laws, rules, and regulations provided to promote public safety and security in the Denmark Tech Community.

1. Vandalism

S. C. Code of Law (16-11-510) makes it a misdemeanor for anyone to willfully damage, destroy, or change in any manner the property of another, in this case, your fellow students, faculty/staff or property of Denmark Technical College. (Malicious injury to real property – damage less than \$2,000 (Magistrate Court), more than \$2,000 (General Sessions Court).

2. Illegal Graffiti Vandalism (16-11-770)

Any inscription, writing, drawing, marking or design that is painted, sprayed, etched, scratched, or otherwise placed on structures, buildings, dwellings, statues, monuments, fences, vehicles or other similar materials that are on public or private property and that are publicly viewable without the consent of the owner, manager, or agent in charge of the property.

Misdemeanor -

- a. 1st offense - fined not less than \$1,000.00 or imprisoned not less than 30 days nor more than 90 days;
- b. 2nd offense - within 10 years, fined not more than 1 year;
- c. 3rd offense - within 10 years if 1st offense, fined not more than \$3,000.00 or imprisoned not more than 3 years in addition to removal of the illegal graffiti, pay the cost of the removal, or make further restitution in the discretion of the court.

3. Alcohol and Drug Use on Campus

- a. It is against institutional policy to have and use either alcohol or drugs on campus.
- b. Students with alcohol or drugs in their possession are subject to the S.C. Code of Laws that deals with alcohol and drugs.
- c. Law Enforcement Officers will conduct periodic surveillance. Violators will be prosecuted in accordance with the law.

4. Speeding or Failing to Stop for Stop Sign

The speed limit on campus is 15 mph. Violators will be issued a uniform ticket and a summons to magistrate court.

Violators will be fined not less than \$55 (30 days) and/or two or more points will be assessed on their driver's license.

5. Disorderly Conduct

Disorderly conduct laws apply on the Denmark Technical College campus as well as anywhere else in the state of other jurisdiction. Persons fighting, or found to be a conspirator to a disturbance on either the Denmark Technical College campus or the Voorhees campus will have criminal charges filed against them.

6. Loitering on Campus

Loitering on campus at night after visiting hours is prohibited. Students are requested to either be in dormitories or leave the campus. Students may be stopped by the officer on duty and asked to present a student ID card to determine status.

Students are required to produce identification upon request by any law enforcement officer or security officer on the campus of Denmark Technical College.

Students are requested to adhere to the laws, rules, and regulations provided to promote safety and security at the college.

Weapons on Campus

Possession of any kind of weapon, i.e., hand guns, fireworks or explosives is prohibited on any property owned or operated by Denmark Technical College.

NOTE: Penalty for possession of firearms or other dangerous weapons on or off Denmark Technical College Property: ANY STUDENT WHO IS FOUND TO BE IN THE POSSESSION OF A FIREARM OR OTHER DANGEROUS WEAPONS WHILE ON OR OFF DENMARK TECHNICAL COLLEGE PROPERTY WILL BE EXPELLED FROM THE COLLEGE AND REMOVED FROM THE CAMPUS IMMEDIATELY.

PLEASE NOTE: Denmark Technical College expressly prohibits the possession of alcohol and drugs; firearms or other dangerous weapons; and fighting (on campus and/or off campus). The penalty for violation of this regulation is suspension and/or expulsion from the college.

Parking and Traffic Regulations

General

1. All South Carolina State laws and Bamberg County laws apply on the Denmark Technical College campus unless specifically superseded by Denmark Technical College's regulations.
2. The Bamberg County Court has jurisdiction over all traffic and parking offenses.
3. Drivers must obey the instructions of designated traffic controllers.
4. All posted traffic signs and signals must be obeyed.
5. Uniform state and Denmark Technical College citations will be issued to violators.
6. Traffic, parking and registration violation fines must be paid to the Business Office. Failure to pay at the

Business Office will result in a summons to magistrate's court and additional fines imposed.

7. Denmark Technical College assumes no responsibility for any vehicle or its contents.
8. Vehicle traffic on campus between the hours of 1:00 a.m. and 7:00 a.m. is restricted.
9. Vehicle accidents on campus must be reported to the Office of Public Safety immediately.
10. Pedestrians always have the right of way.

Vehicle Registration/Liability Insurance

Temporary parking permits are issued for any reasonable need by the Denmark Technical College Department of Public Safety.

1. All vehicles of faculty/staff and students regularly or occasionally driven on campus must be registered with the Denmark Technical College Department of Public Safety.
2. Identification decals or visitor's passes must be displayed as directed on all vehicles while on the campus of Denmark Technical College.
3. Vehicle registrants are responsible for all non-moving and parking violations.
4. Proof of liability insurance and driver's license must be shown to any Public Safety or Security Officer upon request.
5. All vehicles must stop at the security booth before entering the campus.

Traffic Controls

1. Parking, standing, loading and unloading are prohibited on yellow curbs and where posted.
2. Parking on grass in front of shop buildings or doorways is prohibited at any time.
3. Fast take-offs, loud mufflers, or loud radios are not allowed on campus.
4. Vehicles are not allowed to park or be parked or sitting in a lane of traffic except to avoid an accident.

Towing and Impoundment

Vehicles may be towed and impounded at owner's risk and expense if:

1. The vehicle is blocking a fire lane.
2. The vehicle is blocking another vehicle's traffic lane, driveway, or service entrance.
3. The vehicle is parked in a restricted area. (This includes Faculty and Staff parking areas).
4. Three or more outstanding traffic and/or parking citations have been issued against the vehicle.
5. The vehicle is creating a safety hazard in the opinion of The Public Safety Office.
6. Vehicles are repaired in parking lots or traffic lanes at any time for any reason.

7. Vehicle(s) left on campus during college breaks.

Parking Decals

1. Parking decals can be obtained from the office of public safety.
2. All decals must be displayed on the bottom left side of the front windshield.
3. Vehicle decals should be removed upon expiration or when a student's or employee's status changes.

Campus Parking Fines

Handicapped Parking	- \$50.00
Not Registered or Failure to Display Sticker	- \$30.00
Faculty/Staff/Visitor Parking Space	- \$30.00
No Parking Zone/Loading Zone/Grassy Area	- \$30.00
Blocking Vehicles/Roadway/Walkway	- \$30.00
Smoking	
Parking in Fire Lane	- \$30.00
Occupying Two Spaces	- \$30.00
Other - Noise Violation, Curfew Violation, etc.	-\$50.00 /\$25.00

-Fines double if not paid or appealed within 10 days.

-Written appeals must be filed within 5 days from date listed on the ticket.

- Payment may be made in person at the Cashiers Office and no personal checks are accepted.

Regulations

Animal Regulations

- No animals are allowed on the campus of Denmark Technical College.
- All animals will be brought to the attention of Animal Control and subsequently picked up for loitering the campus of Denmark Technical College.

Cafeteria Regulations

The Thomas N. Rhoad Hall is the main cafeteria on campus. All student, faculty and staff meals are prepared and served in this building during academic sessions. Students are requested to adhere to the following policies while using the cafeteria:

1. Male students are requested to remove hats, caps or any head piece.
2. Large containers, jars, jugs, etc. are not allowed in the cafeteria.

3. Boom boxes (large stereos) are not allowed in the cafeteria.
4. It is illegal to remove dishes, glasses, and silverware from the cafeteria.
5. Loud noises and the use of profane language are prohibited in the cafeteria.
6. Cutting the serving line is prohibited. Those persons found guilty of cutting the line will not be served.
7. Students must present a valid I.D. card with the proper sticker affixed in order to be served during all meals.
8. Students are not allowed behind the serving line or in the kitchen.
9. Students are requested to remove trays from the table after each meal.
10. Smoking is prohibited.

Student Center Regulations

The Student Center is provided for the use of students enrolled at Denmark Technical College, faculty, staff, and their guests. A valid Denmark Technical College I.D. card should always be kept in your possession to verify your status. Please adhere to the following rules while visiting the Student Center:

1. Shirts and shoes are required at all times.
2. Profanity is not allowed.
3. No alcoholic beverages, weapons, or drugs are allowed.
4. Sitting on pool tables or any other tables is prohibited.
5. Chairs are not to be moved from their position or from one room to another.
6. Keep the center clean by throwing trash and other garbage in the trash containers provided, especially after eating and drinking in the canteen food area.
7. Please do not beat on the pool tables or video games.
8. Radios may be played on low volume in the game area only.
9. Failure to comply with these rules will result in your being denied the use of this facility.

Gym Regulations

Please adhere to the following rules and regulations while visiting the gym:

1. Proper gym attire must be worn at all times (tennis shoes, warm-ups, or shorts, shirt, etc.).
2. Good conduct must be maintained. (No Profanity Allowed).
3. You must have approval to be in the gym (persons turning on the lights and playing without approval will be charged with trespassing).
4. Lights are to be turned on by a Denmark Technical College staff member.
5. No alcoholic beverages, weapons, or drugs are allowed.
6. Keep gym floor and bleacher area clean. Always throw trash in the proper container.

This facility is for the use of Denmark Technical College's students, faculty, staff, and/or authorized guests of the College.

Regulations for Outdoor Sports Facilities

Please adhere to the following regulations while using the outdoor courts:

1. Proper tennis attire must be worn while playing on tennis courts (shorts, tops, and tennis shoes).
2. Tennis shoes must be worn on basketball courts.
3. No skates, skateboards, bicycles, or toys are allowed on the courts.
4. Good conduct and courtesy is expected.
5. No profanity is allowed on or near the courts.
6. Persons involved in vandalism will be prosecuted.
7. No alcoholic beverages, weapons, or drugs are allowed.
8. No food or drink is allowed inside the fence.
9. No loitering.
10. Keep courts and area clean and orderly.
11. Turn lights off when not in use.

Campus Sexual Assault Procedure

Sexual assault is a violent act of aggression. Studies show that at least 25% of female college students are victims of rape or attempted rape and 84% know their attacker. Victims of sexual assault are urged to report the crime. Persons who commit this crime are known to repeat the act and cannot be caught or stopped without the victim's assistance. The following applies to all members of the Denmark Technical College community: students, faculty, administrators, staff, contract employees and visitors.

Denmark Technical College is committed to providing an institutional environment where all persons may pursue their studies, careers, duties and activities in an atmosphere free of all threat of unwelcome and unwanted sexual actions. It strongly condemns sexual offenses and will not tolerate sexual offenders and supports those who have been victimized.

Denmark Technical College urges all students and personnel to exercise sound judgment when moving about the campus. Dormitory students are informed during student orientation to lock their doors and windows at all times. They should let someone know where they are going and should not walk alone, particularly at night.

If a sexual assault occurs on campus, the Campus Police should be notified immediately. If the responding officer is not a female, a female officer or female authority figure will be summoned. The main objectives are to get medical assistance for the victim and preserve the crime scene. The College Nurse, the President, the Chief Student Services Officer and Academic Support and the Chief of Public Safety should be notified immediately. Every effort will be made by College personnel to handle sexual assault with the utmost discretion.

Sexual assault is committed against a person's will, as well as evidenced by refusal of consent or the use of force, threat or intimidation, or against a person who by virtue of mental incapacity or physical helplessness, is unable to give or withhold consent. This includes, but is not limited to, incapacity or helplessness caused by alcohol or other drugs.

Intoxication of the assailant shall not diminish the assailant's responsibility for sexual assault.

If sexual assault occurs off-campus, the police officers from the proper jurisdiction should be notified immediately. Emergency Medical Services should be notified. In order to have the evidence needed for investigation, the victim should avoid douching, showering, changing clothes, brushing teeth, drinking or disturbing the crime scene in any way.

The College will respond promptly, fairly and decisively to all reports of sexual assault. Members of the College community accused of these actions will be subject to college disciplinary procedures when the alleged incident has occurred on campus or when the action has occurred off campus and materially affects the learning environment or operations of the College.

Sexual assaults are serious violations of the College's student code, faculty standards and College employee policies. They are crimes under state law and are punishable by fines and/or imprisonment. In addition, these actions are subject to civil suit for damages.

Denmark Technical College makes assistance available to those who have been affected by sexual assault through the Office of the Chief Student Services Officer and the Office of Public Safety.



Residential Life

Denmark Technical College maintains college operated residential facilities for full-time students. Students must be actively enrolled for at least 12 credit hours (9 hours in the summer) in order to reside in the dorm. If at any point during the semester the student's course load drops below the 12 credit hours (9 hours in the summer) he or she must move out of the dormitory.

An application is necessary to ensure a room in a residential center. The initial application for housing is made when the student is accepted to the College.

The room reservation fee is \$25. The arrangements for housing are made by the Residential Life Office. The Residence Agreement contract must be signed by the student (or parent if the student is under 18 years of age) and a Residential Life official to ensure a room in the residence hall. (See Refund Policy in the Fees and Financial Aid Section)

Breakage Fee

Purpose: To establish procedures whereby students at Denmark Technical College may receive timely adjustments to their accounts and to promote operational effectiveness, the guidelines listed below have been developed.

General Guidelines: A breakage fee will be assessed to the account of each student who resides on campus at the beginning of each academic term during the registration process. The breakage account will be reconciled by the Office of Fiscal Affairs at the close of each academic term based on "Fee Assessment Forms for Dorm Damages" received from the Office of Housing and Residential Life and verified by the Chief Student Services Officer and Academic Support. Students who do not have breakage damages in excess of the breakage deposit, will receive a full refund. Students who have breakage damages less than the breakage deposit will receive appropriate refund equaling the deposit. And, if students have breakage damages in excess of the breakage deposit, the account will be charged for said amount due.

Procedures

1. The student must be accepted to the college, have submitted a housing application with a (nonrefundable) housing deposit of \$25.00, and have received a financial aid award, if applicable.
2. Once the \$25.00 housing deposit has been received, the "Student Housing Contract Agreement" is mailed to the student with "Parent Consent Form for Sign-in/Sing-out." Upon receipt of the contract form, the student must sign and return these documents to the Office of Residential Services with a \$50.00 deposit for breakage.
3. The housing assignment is mailed after contract is received back in the Office of Residential Life.
4. During the dormitory check-in process, a "Residential Hall Agreement" form is completed by the Dormitory Supervisor with the student indicating the condition of the room upon entrance. This form is signed by the student, Dormitory Supervisor, and parent, if available.
5. The \$50.00 breakage fee is credited to the account of

each student that resides on campus at the beginning of each academic term during the registration process.

6. At the close of each term during the dormitory check-out process, the Dormitory Supervisor along with the student re-evaluates the condition of the room. If there are breakage damages in excess of the breakage deposit, the student is to complete the "Fee Assessment Form for Dorm Damages" for submittal to the Chief Student Services Officer.
7. The Executive Dean verifies the charges assessed by the Dormitory Supervisor and submits forms to the Office of Fiscal Affairs.
8. The Office of Fiscal Affairs reconciles each student's breakage account at the close of each academic term and students are notified of breakage charges assessed. Refund checks are distributed by the Business Office, when applicable.

Rules for Campus Living

Each student will be responsible for obtaining housing contract. You may receive a contract from the Office of Housing and Residential Life. **CONTRACT VIOLATIONS:** Any student who violates the rules and regulations will be referred to the Director of Campus Housing and/or to the Chief Student Services Officer and Academic Support. Penalties for housing contract violations include:

1. Written warning.
2. Transfer to a different room.
3. Removal from campus housing.
4. Referral to the Chief Student Services Officer for disciplinary action, including probation and suspension.
5. Fines and/or work projects.

The following are rules for campus living enforced by Housing and Residential Life (see *Student Handbook* for additional information):

1. **REGISTERING FOR A ROOM:** All resident students must register with the Office of Residential Life before occupying a room. Anyone occupying a room without registering will be fined \$10 and asked to leave.
2. **USE OF DORM LOUNGE FURNITURE:** Lounge furniture is not allowed to be moved to dorm rooms. Residents with furniture in their rooms taken from lounges or other rooms will be fined \$10.
3. **DAMAGE OF PERSONAL PROPERTY:** Residents must not deliberately damage personal and/or real property. This includes throwing liquids or objects from doors, windows and roofs. Violators will face actual damage charges and actions through the Chief Student Services Officer and Academic Support office.

4. **FIRE ALARMS AND EQUIPMENT:** Residents who deliberately damage property or set false fire alarms will be evicted from the dormitory. It is also a violation of state laws to tamper with fire-fighting equipment. *Convictions of this offense can bring a \$100 fine and/up to 30 days in prison.*
5. **HEALTH AND SAFETY CHECKS:** Room checks are made daily by the Housing Department. Notices are posted well in advance of these checks; however, follow-up checks can be made without notice. Violations of any dorm regulations will result in disciplinary action.
6. **OVERNIGHT GUESTS:** Residents may have guest **of the same sex** for a maximum of two consecutive nights as long as space is available and their roommate agrees. Guests must register in advance with residence hall staff members or the Director of Campus Housing. Residents who fail to register in guests will be charged \$10 per guest. No guest may stay more than two nights except when prior approval is given by the Director of Housing.
7. **PERSONAL PROPERTY AND INJURIES:** Denmark Technical College assumes no liability for any *personal property* that is lost or damaged or any *personal injuries* that residents and their guests sustain.
8. **QUIET HOURS:** These hours will be posted in each dorm. Loud noises and music are prohibited during quiet hours.
9. **MUSIC:** Consideration of others is requested when playing stereos. Pointing speakers out of the window or door is prohibited. Violators will be disciplined.
10. **VACATING A ROOM:** Residents must check with the dorm supervisor before moving out of a room during the semester or at the end of a semester. The Dorm Supervisor will inspect the room with the resident to assess its condition. The room key must be returned at this time. A \$50 fine will be charged for each key that is not returned.
11. **ELECTRICAL APPLIANCES:** Because the residence halls have electrical circuit limitations, multiple plugs and extension cords are not allowed. Radios, stereo equipment, and televisions can be used as long as they do not require outside antennas. All appliances must be registered with the dormitory supervisor. Residents with unregistered appliances will be disciplined.
12. **COOKING EQUIPMENT AND REFRIGERATORS:** Cooking equipment, such as, microwave ovens, coffee pots and burners are not allowed in the dorm rooms. Small refrigerators are allowed.
13. **FLAMMABLE MATERIALS AND FIREWORKS:** The ignition or detonation of anything which could cause damage by fire, explosion or similar means to persons or property, and possession of any kind of weapon, i.e., handguns, fireworks or explosives is prohibited on any property owned or operated by Denmark Technical College.

NOTE: Penalty for Possession of Firearms or other Dangerous Weapons on or off Denmark Technical College Property: ANY STUDENT WHO IS FOUND TO BE IN THE POSSESSION OF A FIREARM OR OTHER DANGEROUS WEAPON WHILE ON OR OFF

DENMARK TECHNICAL COLLEGE PROPERTY WILL BE EXPELLED FROM THE COLLEGE AND REMOVED FROM THE CAMPUS IMMEDIATELY.

14. **ALCOHOL AND DRUGS:** Possession of any alcohol or non-prescription drugs is prohibited. The sale, barter, exchange or gift of such drugs or alcohol from anyone without legal authority to possess them is prohibited. Violators will face disciplinary actions which could result in suspension from school or prosecution by law. NOTE: Penalty for possessing, using, or distributing narcotics or unlawful drugs on or off Denmark Technical College Property: ANY STUDENT WHO IS FOUND TO BE IN THE POSSESSION OF, USING, OR DISTRIBUTING ANY NARCOTICS OR UNLAWFUL DRUGS, OR DRUG PARAPHENEIA ON OR OFF DENMARK TECHNICAL COLLEGE PROPERTY WILL BE EXPELLED FROM THE COLLEGE AND REMOVED FROM THE CAMPUS IMMEDIATELY.
15. **ROOM VISITATIONS:** The dormitory rooms are to be occupied by members of the same sex. Males or females are not to have a member of the opposite sex in their dormitory beyond the lobby. The penalty for having a member of the opposite sex in any area beyond the lobby is suspension for one semester following by non-academic probation for one semester and ineligibility to reside on campus.

*Denmark Technical College expressly prohibits the presence of infants, or any other persons who are not officially registered as student residents in the dormitories for any extended period of time. While visitors are permitted, their visitation may not exceed a period of 48 hours. The violation of these provisions may result in an immediate termination of the student resident contract.

16. **CLEANLINESS –** Occupants of residence halls are required to keep their rooms clean and tidy. Dirty and untidy rooms create a health and safety hazard. Failure to adhere to this rule will result in cancellation of the housing contract and fines.
17. **SMOKE-FREE ENVIRONMENT -** Smoking is prohibited in the residence halls in compliance with South Carolina guide lines for state buildings. Students who do not have a breakage fee will receive a full refund. Students who have breakage damages less than the breakage deposit, will receive an appropriate refund equaling the deposit. If students have breakage damages in excess of the breakage deposit, their account will be charged for the amount due.

Alcohol/Drugs Policy

It is the policy of the South Carolina Technical College System to provide a drug-free, healthful, safe and secure work and educational environment. Employees and students are required and expected to report to their work, class or student activities in appropriate mental and physical condition to meet the requirements and expectations of their respective roles.

The South Carolina Technical College System prohibits the unlawful manufacture, distribution, dispensation, possession or use of narcotics, drugs, other controlled substances or alcohol at the workplace and in the educational setting. Unlawful for these purposes means in violation of federal/state/local regulations,

policy, procedures, rules and legal statutes.

Workplace means either on agency premises or while conducting agency business away from the agency premises. Educational setting includes both institutional premises or in approved educational sites off campus.

In order to prevent the consequences of alcohol and/or drug abuse at the workplace and in the educational setting, the South Carolina Technical College System has implemented this policy to ensure a drug-free work and educational environment.

The South Carolina Technical College System recognizes that chemical dependency through the use of controlled or uncontrolled substances, including alcohol, is a treatable illness. The agency 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 employees and students are aware that:

1. Alcohol and other drugs at the workplace and in the educational setting are dangerous because they lead to physical impairment, loss of judgment, safety violations and the risk of injury, poor health or even death. Information concerning health risks and effects of controlled substances and alcohol will be provided to students and employees.
2. Alcohol and other drug abuse can also significantly lower performance on the job and in the classroom, thus impacting on the agency and the College Mission, as well as seriously affecting 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 and 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 is encouraged.

PLEASE NOTE: Denmark Technical College expressly prohibits the possession of alcohol and drugs; firearms or other dangerous weapons; and fighting (on campus and/or off campus). The penalty for violation of this regulation is suspension and/or expulsion from the College.

Curfew Policy

The back gate to the College will close at 9:00 p.m. and the doors to Residential Centers will close at 12:00 a.m., Sunday through Thursday, and 1:00 a.m. Fridays and Saturdays. Lobbies will close to visitors at 11:00 p.m. daily.

Students who violate curfew will be given a letter of warning. A second letter of warning will require a conference with the Chief Student Services Officer and/or a Counseling Services designee. A third violation will result in the student having to move off campus.

When the Residential Centers are closed, students are required to be in the building. There should be no loitering on "the yard" after curfew. Provisions for the students who work beyond curfew hours can always be made with the Residential Centers Directors and Public Safety. Failure to make such arrangements will result in the denial of any consideration beyond what is stated.

Campus Leave Policy

Students who leave campus at any time (including overnight) are required to sign out. This is for the mutual protection of the student and the institution.

Noise Code Policy

No radio, stereos, or tape decks should be placed in windows or played openly on campus. Radios should be played at a level maintained in the room. Radios, stereos, or tape decks played loudly and heard outside rooms and windows will be confiscated and held until the end of the semester in a secured room in the Student Services area.

Consideration of others is requested when playing stereos, radios, and/or tape decks.

It is a violation of the institution's noise code to point speakers out of the window or door. Violators will be disciplined and musical equipment confiscated.

Vandalism Policy

Anyone who willfully damages, destroys, or changes in any manner the property of another, in this a fellow student, faculty, staff, property of Denmark Technical College and/or company vendors (i.e., Coke machine) is in violation of state law. State, county, and municipal laws, rules, and regulations for the protection and security of persons and/or property at Denmark Technical College will be strictly enforced.

Students who violates S.C. Code of Law 16-11-520 (a misdemeanor) will be prosecuted according to law. (Malicious injury to real property) damage not less than \$200 (Magistrate Court Bond \$237), more than \$200 (General Sessions Court) and immediate suspension from the college.

Drug Testing Policy

It is the policy of Denmark Technical College to provide a drug free, healthful, safe and secure education and work environment for its students. Students are required and expected to report to class in an appropriate mental and physical condition to meet the requirements and expectations of their classes.

Anyone who displays physical impairment and/or behavior abnormalities of such an aggressive nature that College Administrators feel there is "probable or reasonable cause" that the individual may disturb the educational environment and/or cause bodily harm to the welfare of others will be subject to a drug test.

Violation of any provisions found in the testing may result in disciplinary action up to and including expulsion, and may have further legal consequences consistent with federal and state laws and regulations.



Student Code

Student Code and Grievance Procedure

General Provisions

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 that 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's 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 and Grievance Procedure for Denmark Technical College sets forth the rights and responsibilities of the individual student.



When used in this document, the following definitions are in effect unless the content requires other meaning:

- A. "College" means Denmark Technical College.
- B. "President" means the chief executive officer of the college, Denmark Technical College.
- C. "Administrative Officer" means anyone designated at the College as being on the administrative staff such as President, Vice President for Academic Affairs, Vice President for Student Services, Vice President for Fiscal Affairs, and Vice President for Institutional Research, Planning, and Development.
- D. "Chief Student Services Officer" means the Administrative Officer at the College who has overall management responsibility for student services, or his/her designee.
- E. "Chief Instructional Officer" means the Administrative Officer at the College who has overall management

responsibility for academic programs and services, or his/her designee.

- F. "Student" means a person taking any course(s) offered by the College.
- G. "Instructor" means any person employed by the College to conduct class.
- H. "Staff" means any person employed by the College for reasons other than conducting class.
- I. "SGA" means Student Government Association of the college.
- J. "Campus" means any place where the College conducts or sponsors educational, public service, or research activities.
- K. "Violation of Law" means a violation of a 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" means a temporary separation of The College and student under specified conditions.
- M. "Expulsion" means permanent separation of the College and student.

Student Code

I. *General Rights of Students*

A. Non-discrimination

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

B. Freedom of Speech and Assembly

Students shall have the right to freedom of speech 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 working days prior to the date of the desired event. The request will be approved, amended, or denied no more than 10 working days prior to the desired event.

C. Freedom of 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, dwelling, 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 the 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 Section III herein and instructors may dismiss students from class for the remainder of the class period for such conduct. Students remain subject to other sanctions hereunder for such conduct.

G. Evaluation and Grading

Instructors will follow the announced College standards in evaluating and grading students. 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 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 aid, (5) disciplinary, (6) financial and (7) veterans affairs.

2. 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 Chief Student Services Office releases directory information as authorized by the College through federal and state privacy legislation.
- e. If the inquirer has a court order, the Chief Student Services Officer or someone designated by that official will release information from the student's file.

3. Disciplinary Records

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

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. ***Student Government and Student Organizations***

A. Student Government Associations

The College's Student Government Association's constitution, as approved by the Area Commission, establishes the governance structure for students at the College. Amendments to the constitution require approval as stipulated in the Student Government Association constitution.

B. Student Organizations

An essential prerequisite for a student organization to be approved is that it has educational importance and that its objectives be clearly explained in a proposed charter. The formation of organizations strictly as social clubs should be discouraged. Prior to consideration for approval as an organization, an organization's

constitution or by-law must be prepared, and a person must be identified who is willing to serve as faculty advisor and the names of at least 10 charter members must be submitted.

III. **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.D.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 the 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 action. In the event of illegal or disruptive activity on the College campus, the Chief Student Services Officer and Academic Support or other administrative officer will request those involved either to leave the campus or abide by the regulations governing the uses of, or presence on the campus. The Chief Student Services Officer and Academic Support or other official will further announce that failure to disperse will result in Enforcement of Section 16-17-420 of the South Carolina Code of Laws pertaining to illegal or disruptive activity on a college campus. According to South Carolina law, "It shall be unlawful for any person willfully or unnecessarily (a) to interfere with or disturb in any way or in any place the students or teachers of any school or college in this state, (b) to enter upon any such school or school premises, (c) to loiter around the premises, except on business, without the permission of the principal or president in charge, or, (d) to act in an obnoxious manner thereon." (Section 16-17-420 part 2 of South Carolina Code of Laws).

C. Academic Misconduct

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

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 on a test without permission.
 - d. Knowingly obtaining, using, buying, selling,

transporting, or soliciting in whole or 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 other person's work and the unacknowledged incorporation of that work in one's own work offered for credit.
 3. "Collusion" means knowingly assisting another person in an act of academic dishonesty.
 4. "Fabrication" is defined as falsifying or inventing information in such academic exercises as reports, laboratory results, and citations to the sources of information.
- #### D. Falsification of information, and other unlawful acts, with intent to deceive is defined 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 includes, but is not limited to the following:
1. Physical or verbal abuse inflicted on another person. Severe emotional distress inflicted on another person or other property. Theft, destruction, damage, or misuse of the private property of members of the College community or nonmembers of the College community occurring on campus or off campus during any College approved activity.
 2. Sexual Harassment inflicted on another person. This is defined as sexual discrimination where the harassing conduct created a hostile environment. Therefore, unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitutes sexual harassment when the conduct is sufficiently severe, persistent to limit an individual's ability to participate in or benefit from the education program, or to create a hostile or abusive educational environment.
 3. Stalking, defined as engaging in a course of conduct that would place a reasonable person in fear for their safety, and that has, in fact, placed an individual in such fear
- #### F. Other unlawful acts which call for discipline include, but are not limited to:
1. Destruction, theft, damage, or misuse of college property occurring on or off campus.
 2. Unauthorized entry upon the property of the College after closing hours.
 3. Unauthorized presence in any college facility after hours.

4. Unauthorized possession or use of a key to any college facility or other property.
5. Possession or use on campus of any firearm or other dangerous weapon or incendiary device or explosive unless such possession or use has been authorized by the College.
6. Possession, use, or distribution on campus of any narcotics, dangerous or unlawful drugs as defined by the laws of the United States or the State of South Carolina.
7. Possession, use, or distribution on campus of any beverage containing alcohol.
8. Violation of institutional policies while on campus or off campus when participating in a college sponsored activity.
9. Violation of South Carolina and/or federal laws while on campus or off campus when participating in a college sponsored activity.
10. Engaging in any activity that 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 Procedures and Sanctions**

The sanctions that 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 states. 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 well being of any member of the academic community or seriously disrupts the function and good order of the college, an administrative officer may direct the students involved to cease and desist such conduct and advise the students that failing to cease and desist may result in immediate administrative suspension. If the students fail to cease and desist, or if the students' continued presence constitutes danger, the President of the College, or his/her designee, may temporarily suspend the students from the College, pending the outcome of a disciplinary hearing on the charge(s).
2. The President, or his/her designee, shall notify the Chief Student Services Officer and Academic Support in writing before 5:00 p.m. of the first class day following its imposition of the administrative suspension. The Chief Student Services Officer and Academic Support will inform the student in writing about the decision. This written notice will be hand-delivered to the student or sent by certified mail within two working days of receiving the information from the President or his/her designee.

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 must 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 of 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 working 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 imposed sanction, 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 several working 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 restatement of the charges.
 - b. The time, place, 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.2.e.
6. On the basis of the information presented at the appeal, the Chief Instructional Officer, or designee, will render one of the following:
 - a. accept the decision and the sanction imposed by the instructor.

- b. accept the instructor's decision but impose a less severe action.
 - c. overturn the instructor's decision
7. The Chief Instruction Officer, or designee, will send the student a letter within two working 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 working days.
 8. After receiving the student's request, the President will review all written materials relating to this incident and render one of the following decisions:
 - a. accept the decision and the sanction imposed.
 - b. accept the decision but impose a less severe sanction.
 - c. overturn the decision

The President's decision cannot be appealed further.

C. Student Misconduct

1. A charge involving a student infraction must be filed in writing at the office of the Chief Student Services Officer within 5 working days after the alleged infraction or after such infraction becomes known to an administrative officer of the college.
2. Within 5 working days after the charge is filed, the Chief Student Services Officer, or designee, 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 Chief Student Services Officer, or designee, may act as follows:
 - a. Drop the charges.
 - b. Impose a sanction consistent with those shown in Section IV.D.2.c.
 - c. Refer the student to a college officer or community agency for services.
3. The decision of the Chief Student Services Officer, or designee, shall be presented to the student in writing within 5 working days following the meeting with the student. In instances where the student cannot be reached to schedule an appointment, or where the student refuses to cooperate, the Chief Student Services Officer, or designee, shall send a certified letter to the student's last known address, providing the student with a list of the charges, the Chief Student Services Officer, or designee's decision, and instructions governing the appeal process.
4. A student who disagrees with the decision may request a hearing before the Student Appeals Committee. This request must be submitted

within 2 working days after receipt of the decision unless a request is made and approved for an extension of time. The Chief Student Services Officer 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 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 15 working 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 Academic 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 Executive Dean of Student Services and approved by the President.
 - d. The Chief Student Services Officer serves as an ex-officio nonvoting member of the Committee.
 - e. The President shall appoint the Committee Chair from among the committee membership. Ex-officio members of the Committee may not serve as the Committee Chair.
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 or re-submit 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 or 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

1. At least 7 working days prior to the date set for a hearing before the Committee, the Chief Student Services Officer 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 all 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, that the President 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 2 working 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.

2. **On written request of the student, the hearing may be held prior to the expiration of the 7 day advance notification period, if the Chief Student Services Officer agrees 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 and the person who initiated the charges. However the hearing may be conducted without either party present if either party ignores the notice of the hearing and is absent without cause.
 - b. Counsels for the student 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, complaint; a conference with the Chief Student Services Officer may replace the first step of the grievance procedure. The Chief Student Services Officer will counsel with the student to determine the appropriate action that is required.
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.
5. Two separate jurisdictions are involved in such cases. Therefore, hearings may be held and decisions rendered independent of any resolution by the court system.
6. 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 Chief Student Services Officer. The student may listen to the tape of his/her hearing under the supervision of the Chief Student

7. Services Officer or designee. The student is not entitled to a copy of the tape or a written transcript of the hearing.
8. Upon completion of a hearing, the Committee shall meet in executive session to determine concurrence or non-concurrence with the original finding and to impose sanctions, if applicable.
9. Decisions of the Committee shall be made by majority vote.
10. Within 2 working days after the decision of the Committee, the chairperson shall send a certified letter to the student's last known address providing the student with the committee's decision and a summary of the rationale for the 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, the Chief Student Services Officer, and the members of the Committee before ruling on an appeal.
4. Approve, modify, or overturn the decision of the Committee.
5. Inform the student in writing of the final decision within 10 working days of the receipt of the appeal.

D. Appeal to the SC Technical College System

If either party is not satisfied with the Student Grievance Committee's decision, that person may submit a written appeal to the President of the College within ten instructional weekdays of the Committee's decision. The written appeal must include a statement indicating why the person was not satisfied with the committee's decision. The President shall review the Committee's findings, conduct whatever additional inquiries are deemed necessary and render a decision within ten instructional weekdays of receipt of the appeal. The President's decision is final and this decision cannot be the sole reason for filing a grievance against the President.

If either party is not satisfied with the System Office's ad hoc Committee of System Presidents' decision, that person may submit a written appeal to the President of the South Carolina Technical College System within ten instructional weekdays of the Committee's decision. The written appeal must include a statement indicating why the person was not satisfied with the Committee's decision. The System President shall review the Committee's findings, conduct whatever additional inquiries are deemed necessary and render a decision within ten instructional weekdays of receipt of the appeal. The System President's decision is final.

Student Grievance Procedure

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, gender, race, disability or veteran's status excluding sexual harassment complaints.
- B. Because of the sensitive nature of this type of complaint, alleged sexual harassment complaints should be directed to the Chief Student Services Officer and a conference with the Chief Student Services Officer will replace the first step of the grievance procedure. The Chief Student Services Officer 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 the grievance procedure will be followed.
- C. Academic matters, excluding individual grades except when the conditions in items A or B above apply.

II. Definitions

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

- A. "College" means any college in the South Carolina Technical College System.
- B. "President" means the Chief Executive Officer of the college.
- C. "Administrative Officer" means anyone designated at the college as being on the administrative staff, such as President, Chief Academic Officer, Chief Student Services Officer, etc.
- D. "Chief Student Services Officer" means the Administrative Officer at the College who has overall management responsibility for the student services or his/her designee.
- E. "Chief Academic Officer" means the Administrative Officer at the College who has overall management responsibility for academic programs and services for his/her designee.
- F. "Student" means the person taking any course(s) offered by the college.
- G. "Instructor" means any person employed by the college to conduct classes.
- H. "Staff" means any person employed by the college for reasons other than conducting classes.
- I. "Campus" means 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 ten instructional weekdays of the incident that generated the complaint.

B. Second Step

If the student is not satisfied with the outcome of the

informal conference, the student may file a written grievance. The Chief Student Services Officer, or designee, shall make a grievance form available to the student and explain the grievance process to the student. The completed grievance form must be presented to the Chief Student Services Officer, or designee, within thirty instructional weekdays after satisfying the first step in the grievance process. The Chief Student Services Officer, or designee, shall give written acknowledgement of receipt of the grievance form. The Chief Student Services Officer, or designee, will then refer the grievance to the immediate supervisor involved. The supervisor shall respond in writing to the student within ten instructional weekdays of receipt of the grievance form. As a part of the effort to resolve the issue, the supervisor will consult with the accused and Chief Administrative Officer of the division or component concerned.

C. Third Step

If the supervisor's written response does not resolve the matter; the student may request to appear before the Student Grievance Committee. The student must submit a written request within five instructional weekdays 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 was unsatisfactory. The student must attach a copy of the supervisor's response to the request. The Chief Services Officer shall immediately notify the President who shall ensure that the Committee is organized in a manner consistent with Section IV.A of this procedure. The Chief Student Services Officer, 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 fifteen instructional weekdays following the date of the request. The chairperson may grant a postponement if either party submits a written request 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 ten instructional weekdays of the Committee's decision. The President shall review the Committee's findings, conduct whatever additional inquiries are deemed necessary and render a decision within ten 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, other than the Chief Student Services Officer, to serve as the Committee's chairperson.
5. The Chief Student Services Officer, or designee, who serves as an ex-officio, non-voting member of the Committee. The President must approve all recommended members.

B. Purpose and Function of Grievance Committee

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

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

1. A written notice of the complaint that shall be 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 his/her designee.
3. Appear in person and present information on his/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 who shall not address the Committee or ask any witness a question. Payment of legal fees is the student's responsibility.

D: Hearing Procedures

1. Hearings are closed to the public. When testimony is being given, only the Committee members, the student and his/her advisor, the employee and his/her advisor, and the witness giving testimony may be present. During deliberations, only the members of the Committee may be present.
2. Hearings are informal and a tape recording of the testimony presented during the appeal hearing may be made. The Committee's deliberations are not taped-recorded. After resolution of the appeal, the tape recording will be kept for three months in the Office of the Chief Student Services

Officer. Either party in the appeal may listen to this tape recording under the supervision of the Chief Student Services Officer or designee.

3. The Committee may question the student and the employee. The Committee may also question the employee's supervisor and any additional witnesses that it considers necessary to render a fair decision. Questions must be relevant to the issues of the appeal.
4. Both parties to the appeal may ask questions of the other during the meeting. These questions must be relevant to the issues of the appeal. The Chairperson of the Committee will determine the appropriateness of the questions.
5. The student shall bear the burden of proof.
6. The Committee shall decide the solution of the grievance by a majority vote. In case of a tie, the Chairperson shall vote and thus break the tie.
7. The Chairperson shall forward a copy of the Committee's decision to all parties involved and to the office of the President of the College within two Instructional weekdays of the Committee's decision.

Student Complaints about the English Fluency of a Faculty Member

When a student files a written complaint with the Division Dean regarding the English Fluency of an instructor, the Division Dean will immediately alert the Vice President for Academic Affairs who shall refer the instructor within 10 working days to the English Fluency Evaluation Committee for a proficiency evaluation.

An instructor who is judged proficient by the Committee will continue teaching assignments without any further action. However, if student complaints continue or the supervisor determines a continuing fluency/communication problem exists, appropriate actions can be initiated.

A permanent instructor judged deficient by the Committee will be given one academic term to develop sufficient English fluency to be judged proficient by the Committee. If during the term, the instructor has not shown evidence of satisfactory progress in overcoming the deficiency, disciplinary action may be taken, up to and including termination. An adjunct instructor judged deficient by the Committee may be immediately terminated.



Student Grievance Form

Filing Date _____

I. Name of Grievant _____ Phone Number _____

Address _____

II. Name of Person Against Whom Grievance is being Filed _____

III. Nature of Grievance: _____

IV. Desired Solutions _____

V. Action Taken by Grievant to Date: _____

ATTACH ALL PERTINENT WRITTEN DOCUMENTATION AND FORWARD TO APPROPRIATE SUPERVISOR

SIGNATURE OF GRIEVANT

DATE

SIGNATURE OF DEAN

DATE

Acceptable Student Use Policy for Computer Labs, Network Services and the Internet

General Principles

Computers are available for student use in the computer labs and in the Learning Resources Center. Student users are subject to the standard of Acceptable Use that is contained in this policy.

1. Access to computer systems and networks owned or operated by the State of South Carolina necessitates the following principles governed by policies and laws aforesaid. Acceptable use always is ethical, reflects honesty, and shows restraint in the consumption of shared resources. It demonstrates respect for intellectual property, ownership of information, system security, mechanisms, and the individual's rights to privacy and freedom from intimidation, harassment, and unwarranted annoyance.
2. Users who do not comply with this policy may be subject to limitations on their use of the network as determined by the appropriate supervising authority.
3. Users of the network services provided by the State of South Carolina, the State Technical College System and Denmark Technical College may be subject to monitoring for security and/or network management reasons. Users of these services are therefore advised of this potential monitoring by all three entities and agree to this practice.
4. Users who violate any copyright declarations are acting outside the course and scope of the authority governing the Acceptable Use Policy. The State of South Carolina, the State Technical College System and Denmark Technical College are therefore relieved of any legal responsibilities. Users will be held personally responsible and liable for such infringing activities. By participation in the use of networks and systems provided by the State, users agree to be subject to and abide by this policy for their use. Willful violation of the principles and provisions of this policy may result in legal action of the authoritative boards.
5. This document may be updated on an as-needed basis and is subject to annual review.

Special Provisions

Student Users Shall:

1. Use the computer terminals primarily for academic purposes and classroom assignments. Users may access only files that are in keeping with the policies and laws of the governing bodies heretofore mentioned.
2. Refrain from monopolizing systems, overloading networks with excessive data or computer time, connect time, disk space, printer paper, manuals or other resources.
3. Assume responsibility for any charges associated with billable services unless appropriate authorization has been obtained.

Student Users Shall Not:

1. Use the network for illegal, or unlawful, or immoral purposes or to support or assist such purposes. Examples of this would be the transmission of violent, threatening, defrauding, obscene, or otherwise illegal or unlawful materials. Use mail or messaging services to harass, intimidate or otherwise annoy another person.
2. Use the network for private, recreational, non-public purposes including the conduct of personal commercial transactions.
3. Use the network for commercial or partisan political purposes.
4. Use the network to disrupt network users, services or equipment. Disruptions include, but are not limited to, distribution of unsolicited advertising, propagation of computer "worms" and viruses, and sustained high volumes network traffic which substantially hinders others in their use of the network.
5. Make or use illegal copies of copyrighted software or other mediums, store such copies on state systems, or transmit them over state networks. Use the computers to play games, enter chatrooms or download information to the PC.
6. Manipulate any files on the Windows Desktop or configure/change any settings.

Violators of this policy may forfeit their access to computers on campus.

All student users of Denmark Technical College's electronic resources will be required to sign a copy of this policy to acknowledge their understanding of the policy and agree to abide by it.

