

# Fees and Student Aid

## Expenses for 2018-2019 Academic Year

### Fees

All expensed for semester must be paid in full at the beginning of the semester as a condition of admission to classes. Receipts should be secured from the Business Office showing that all fees and expenses have been paid. A penalty of \$60.00 is charged for registration completed within the period set apart for late registration.

Please remit by **MONEY ORDER, CASHIER OR CERTIFIED CHECK**, payable to Denmark Technical College and send to: Office of Fiscal Affairs-P.O. Box 327, Denmark, South Carolina 29042-0327

### Cost Per Semester

1<sup>st</sup> Semester Costs payable before August 14<sup>th</sup>

2<sup>nd</sup> Semester Costs payable before January 8<sup>th</sup>

	S Carolina Students	Out-of-State Students
Tuition	\$2,703.75	\$5,407.50
Health Services Fee (On-Campus ONLY)	150.00	150.00
Student Activity Fee	120.00	120.00
Total Fee (Off Campus)	<b>\$2,823.75</b>	<b>\$5,527.50</b>
Total Fee (On Campus)	<b>\$2,973.75</b>	<b>\$5,677.50</b>
<b>-RESIDENCE-</b>		
Tuition/Instructional Fee	<b>\$2,973.75</b>	<b>\$5,677.50</b>
Room Rent (Adjustment in charges, when necessary, will be made after rooms are occupied).		
A) Fall Rent	1,075.00	1,075.00
Breakage	75.00	75.00
B) Spring Rent	1,075.00	1,075.00
Breakage	75.00	75.00
Boarding (Required of all students who reside in dormitories).		
A) Board Fall	2,102.00	2,102.00
B) Board Spring	2,102.00	2,102.00
Total for each semester		
A) Fall	6,225.75	8,929.50
B) Spring	6,225.75	8,929.50
<b>TOTAL FOR THE YEAR</b>	<b>\$12,451.50</b>	<b>\$17,859.00</b>

Books (estimated between \$600 and \$750 each semester) and necessary fees, such as transportation, etc., must be determined on an individual basis and are not included above.

**To determine amount of fees due:** Please deduct our advance room reservation fee of \$25.00. Also deduct from each semester's payment on-half (1/2) of the total annual award for the **Federal Pell Grant, Federal SEOG, or Federal Stafford Loan** made to you in accordance with your award statement from the Office

of the Director of Financial Aid to Students.

Any payment not made on or before the payable date shown above should not be mailed, but should be brought by the student when reporting to register. Tuition and fees may change. See the College's web page at: [www.denmarktech.edu](http://www.denmarktech.edu) for up-to-date tuition and fees or call the Business Office at 803-793-5121.

### Part-time Students:

S.C. Resident Cost Per Credit Hour	\$175.00
Out of State Student Cost Per Credit Hour	\$350.00

### Additional Costs For Barbering Students

Barbering Permit	\$ 35.00
Books	\$400.00
Supplies	\$671.20

### Additional Costs For Cosmetology Students

Books	\$595.00
Supplies	\$585.00

### Additional Costs For Early Childhood Development Students

South Carolina Law Enforcement Fingerprint Check	\$58.00
T.B. Tine Test and CPR/First Aid	\$80.00*

### Additional Costs For Practical Nursing Students

Books	\$700.00*
Health Form - (Physical Exam & updated Immunizations, to include Hepatitis B Vaccine)	\$100.00-200.00*
Supplies -Student Uniform	\$150.00-\$350.00*
Lab Skills Kit	\$200.00*

\*NOTE that all costs are subject to change.

## Other Fees and Fee Information

### Activity Fee

**An activity fee is charged to all students enrolled in (six) 6 hours or more credit hours.** Students enrolled in less than six (6) credit hours may elect to pay the student activity fee.

### Senior Citizen Exemption

Persons who are 60 years old or more and who are legal residents of South Carolina may attend classes for credit or non-credit purposes on a space-available basis without paying tuition, provided that neither they nor their spouses receive compensation from any type of employment. Any person attending classes for credit must meet admission requirements.

### Rental of Graduation Regalia

Graduating students will be charged the cost of renting caps and gowns and other materials required for participation in graduation ceremonies. Current costs will be posted.

### Books and Supplies

Costs of books and supplies are determined by each student's needs in a particular program of study. Costs are not included in tuition. The campus bookstore carries these items for purchase by the student (**estimated cost: \$750 per semester**).

## Continuing Education Fees

Continuing Education fees are based on the number of class hours and instructional costs for each course.

## Payment of Fees

Tuition and fees must be paid at the beginning of each semester. Students will not be permitted to enter classes until a billing statement stamped "Approved" has been obtained from the cashier.

Payment to the College may be made in the form of a cashier's check or money order, made payable to Denmark Technical College. If mailing payments in advance, mail to: Denmark Technical College, Attn: Business Office, P.O. Box 327, Denmark, SC 29042-0327.

## Debts Owed to the College

Students will not be permitted to graduate, receive transcripts or re-enroll in any programs until all debts incurred at the College have been paid in full.

## Vehicle Registration

Each student is required to have a current parking permit properly displayed on any vehicle driven and/or parked on campus. Permits will be valid from September to August each year. (This applies to all full-time, part-time, and Continuing Education students.) Any student who loses his/her permit or trades automobiles may apply for a new permit. The student shall apply for the new permit in the Public Safety Office. The parking permit fee is \$25.00.

## ID Cards

Student identification cards are issued during registration. New ID cards are issued at the beginning of each academic term. There is a \$15 fee for lost cards. ID cards are required for all students and must be presented when requested by College personnel.

## Student Insurance

This coverage insures students while on the premises of the College, at College-sponsored activities, College-sponsored trips, and while en route between home and College. Student insurance is furnished at the time of registration for all full-time students attending Denmark Technical College. The cost of this insurance is included in the semester fee and is optional to part-time students for a minimum fee.

Emergency services will be rendered at the Denmark Medical Center during office hours and at the Bamberg Memorial Hospital after office hours. Students who are to be hospitalized will be admitted to the Bamberg County Memorial Hospital, Bamberg, SC, or referred to their family physician.

## Late Registration

Any student registering after scheduled registration days must pay a \$60 late fee.

## Refund Policy (R2T4 Calculations)

It is the policy of Denmark Technical College to refund tuition, and fees, to students who officially leave the college, depending on the last date of attendance. For students who are receiving financial aid, regardless of the source, the Financial Aid Office will

adjust aid based on the recalculation completed by the Business Office to determine the percentage of earned aid for students who withdraw, are dismissed, or take a leave of absence prior to completing 60% of the semester. If a student owes a balance to the College, he or she will be notified by the Business Office. A copy of the official recalculation is available in the Business Office.

A refund check will be generated for accounts that have a credit balance after application of all financial aid. However, withdrawal or changes in enrollment status may affect the Refund Check. Refunds are issued within a 14-day period disbursement.

Students will be refunded 100% of tuition and fees if the classes they are enrolled in are cancelled by the college.

Students who never attend class will be considered to have constructively withdrawn before the start of term.

A student who withdraws or otherwise ceases attendance has lost SFA eligibility and generally may not be paid further funds for the enrollment period. However, in some cases, a late disbursement may be made. This determination must be made on a case by case basis according to Title IV Student Financial Assistance Guidelines.

The College will disburse refunds twice during the Semester. Refunds will be given to students during week thirteen and week sixteen of the Fall and Spring semesters. The Summer term will issue refunds during week four and week six.

## Refunds to Veterans, Non-Degree

Refunds to veterans and/or orphans of veterans will be made subject to the limitations set in VA Regulation 12204.1. The College agrees to furnish each Public Law 500 Veteran and/or orphan a copy of the refund policy upon request.

## Requesting a Refund After Overpayment

If a student anticipates a refund due to an overpayment, the student should check with the Cashier. All refunds will be processed and payable by check within 14 days after the account has been reconciled.

## Financial Aid

Students who have satisfactory academic records and are in need of aid may qualify for financial assistance. Although the primary responsibility for financing an education remains with students and their families, Denmark Technical College participates in several programs designed to supplement the family contribution in order to meet the financial need of the student. Financial aid may consist of grants, loans, scholarships, employment opportunities, and/or any combination of these as determined by the policies of the Financial Aid Office.

### Philosophy

1. The primary purpose of financial aid is to provide financial assistance to students who need additional resources to pursue their educational and career goals and objectives.  
Financial assistance may be offered in the form of grants, loans, employment, scholarships and/or any combination of resources listed.
2. Determination of the student's eligibility to continue

receiving financial assistance is based upon the student's ability to make "satisfactory progress" according to the College's Financial Aid Standards of Satisfactory Academic Progress (SAP).

3. The Financial Aid Office reserves the right to review and cancel awards at any time because of change in the student's financial or academic status.

### The Major Federal Aid Programs

**Federal Pell Grant** - Pell Grants provide non-repayable funds to eligible applicants and are intended to be the foundation of a combination of awards. These grants may be used for payments of tuition, books and living expenses, but do not to cover the full cost of these items. Students can receive Pell Grants for a maximum of 8 terms to complete their undergraduate education. (A financial aid year includes fall, spring, and summer terms.) Students must graduate in 150% of the time it takes to complete their major. (See a Financial Aid counselor for a detailed explanation).

**Federal Supplemental Educational Opportunity Grant (FSEOG)** - FSEOG's are awarded to students with exceptional financial need. At Denmark Technical College, FSEOG's are awarded to students who have remaining eligibility after being considered for a Pell Grant and part-time work.

**Federal Stafford Loans** - Federal Stafford Loans are low interest loans available to students to help pay expenses related to attending a college or university. Repayment with interest begins six months after the student stops attending college at least half-time. A subsidized loan means that the Federal Government will pay the interest on the loan while you are enrolled in college on at least a half-time basis and during the grace period or, if possible, deferment period. Unsubsidized loans are available if you do not qualify for other types of financial assistance. An unsubsidized loan means that you are responsible for paying all interest on the loan.

**Federal PLUS Loans** -The Federal Plus Loan Program was established to ease the burden that the cost of post-secondary education places on many families. Federal PLUS loans are available to parents of dependent students who need additional financial assistance or who may not qualify for other types of financial assistance.

**Federal Work-Study (FWS)** - The Federal Work-Study Program provides part-time employment for eligible undergraduate and graduate students. Most FWS jobs are located on campus, although some community service related jobs are available off-campus. Federal Work-Study students are paid monthly.

### South Carolina Aid Programs

**South Carolina Need-Based Grant (SCNBG)** - is designed to provide additional financial aid assistance to South Carolina's neediest students. In order to receive SCNBG, you must comply with some requirements:

1. Be a legal resident of the State of South Carolina.
2. Be of good moral character, have no felony convictions or criminal record.
3. Admitted and enrolled at least half-time as an undergraduate student seeking your first under-

graduate degree.

4. Make satisfactory academic process as defined by the College catalog.

Renewal students must maintain a minimum cumulative grade point average of 2.0 and must complete a minimum of twenty-four credit hours an academic year.

**South Carolina LIFE Scholarships** provide free tuition to eligible students. For more information, contact the Financial Aid Office at (803) 793-5129.

**South Carolina Tuition Assistance (Lottery Funds):** Tuition Assistance funds are available to South Carolina residents enrolled in at least 6 credit hours. All applicants must file the Free Federal Student Aid Application. For current eligibility requirements contact the Financial Aid Office at (803)793-5129.

### Provided by Other Sources

**Scholarships** - A limited number of scholarships are available through Denmark Technical College. These are based on academic performance and achievements.

**National Guard Tuition Assistance Program** -This program is open to students who are members of the South Carolina National Guard. Students can receive up to \$500 per calendar year. Applications for this program may be picked up through the South Carolina National Guard unit of assignment.

**Veteran's Educational Benefits** - Denmark Technical College is approved for VA educational benefits. Veterans and other persons eligible for VA benefits should determine their benefit eligibility to the Veteran's Affairs Office.

### Post-9/11 GI Bill

The Post-9/11 GI Bill is for individuals with at least 90 days of aggregate service on or after September 11, 2001, or individuals discharged with a service-connected disability after 30 days. You must have received an honorable discharge to be eligible for the Post-9/11 GI Bill. The Post-9/11 GI Bill will become effective for training on or after August 1, 2009. This program will pay eligible individuals: Members who serve at least 30 continuous days on active duty and were released due to a service-connected disability are also eligible.

- tuition & fees directly to the school not to exceed the maximum in-state tuition & fees at a public Institution of Higher Learning
- a monthly housing allowance based on the Basic Allowance for Housing for an E-5 with dependents at the location of the school.

### Montgomery G.I. Bill - Chapter 30

This program provides 36 months of full-time education benefits. Members who first entered active duty on or after 7/1/85 and who had at least a two-year enlistment.

### Vocational Rehabilitation – Chapter 31

This program pays tuition, fees, textbooks, supplies and equipment plus a monthly subsistence allowance to veterans with a compensable service-connected disability resulting in employment disability as determined by the VA. You must apply within 12 years of VA notification of disability compensation. Generally, benefits are payable up to 48 months for undergraduate train-

ing. Application should be made through the VA Regional Office, Vocational Rehabilitation Department.

### ***The Post-Vietnam Veterans' Educational Assistance Program (VEAP) - Chapter 32***

Veterans who first entered on active duty between January 1, 1977 and June 30, 1985 were able to voluntarily contribute to an education account to establish eligibility. This is an education benefit for veterans who paid into *VEAP* while they were in the service. Eligible veterans may be entitled to as much as 36 months of training. Eligibility usually ends 10 years after getting out of the service.

### ***Dependents Educational Assistance - Chapter 35***

This program provides educational benefits to spouses who have not remarried and children of a veteran with a permanent and total service-connected disability; a veteran who died while permanently and totally service-connected disabled; or a veteran who died during military service or as a result of a service-connected disability. A child must use the benefit between the ages of 18 to 26.

### ***S.C. Free Tuition for Certain Veterans' Children***

Children of veterans who were either resident of South Carolina at the time of entry into service or have resided in South Carolina for at least one year may be eligible for this free tuition program. The program requires that the veteran served honorably in the armed forces of the United States during a period of war and either died while in service or as a direct result of service, or is a POW or MIA, or is totally or permanently disabled as determined by the Veterans Administration, or has been awarded the Congressional Medal of Honor. The veteran, if disabled, must still reside in South Carolina.

### ***Montgomery G.I. Bill - Selected Reserve - Chapter 1606***

This program provides up to 36 months of educational benefits to members of the Selected Reserve, including the Army, Navy, Air Force, Marine Corp and Coast Guard Reserves, the Army National Guard, and the Air Guard. The Reserve components decide who are eligible for the program and provide documentation of eligibility. The VA makes the payments for training to the student.

### ***REAP - Chapter 1607***

This program provides up to 36 months of education benefits to members of the Selected Reserves, Individual Ready Reserve (IRR), and National Guard, who are called or ordered to active service. Reservists called to active duty on or after 9/11/01 under Title 10 for contingency operations for at least 90 consecutive days or more. Entitlement is 36 months of full time benefits.

### ***Veterans Affairs***

Veterans, dependents, and survivors may obtain information and assistance from the Denmark Technical College Veterans Affairs Office. The office is open Monday through Wednesday, 8:00 a.m. to 6 p.m. and Thursday, 8:00 a.m. to 5:30 p.m.

The educational allowance is intended to aid eligible veterans in meeting academic expenses. Veterans may only receive assistance for training in those programs which have the official sanction of the state approving office. Veterans may use their entitlement for vocational preparation or for upgrading purposes. Benefits are not provided for personal enrichment courses. Veterans cannot receive benefits for courses taken out of their

program of study according to their curriculum display. When a veteran changes his or her program of study, the Change of Program Form must be signed by the VA coordinator in the Financial Aid Office.

### ***Eligibility***

Veterans who entered active duty before January 2, 1978, and who have completed at least 181 days of active duty, having been discharged from the service under any category other than dishonorable, are eligible for benefits, providing the benefits are used within 10 years of the separation date. However, persons who have been prevented from matriculating because of physical or mental illness may request an extension of the delimiting date.

Veterans who entered service after December 31, 1976, may receive benefits via VEAP (Veterans Education Assistance Program). The VA will match the individual's contributions on a two-for-one basis. Entitlement is limited to 36 months or the number of months of which a participant made contributions, whichever is less. The delimiting date is 10 years and one day after discharge.

A veteran who has a service-oriented disability which entitles him/her to VA disability compensation and who is in need of vocational rehabilitation may be eligible for benefits for up to 45 months.

Dependents and survivors (Chapter 35) of veterans who died in service or as a result of service-connected disability may be eligible for educational assistance. Veterans who become permanently and/or totally disabled and who were missing in action or captured for at least 91 days may be eligible for assistance.

A veteran who entered service after June 30, 1985, but before July 1, 1988, or who has had continuous service since December 31, 1976, and is eligible for Chapter 34 benefits as of December 31, 1976, may receive benefits under Chapter 106.

### ***VA Work-Study***

VA work-study allows eligible veterans to perform services for the VA in return for monetary allowance equal to the prevailing federal minimum wage. VA work-study payments are non-taxable. Eligible veterans may contract for a maximum of 750 hours of service in a fiscal year, not to exceed 250 hours a quarter. Applications for work-study may be obtained at the Veterans Affairs Office.

### ***Attendance***

Veterans are responsible for maintaining satisfactory attendance as outlined in the College's policy. If a veteran's absences exceed 25 percent of the scheduled meetings of a class, his or her training will be reduced accordingly. (No distinction is made between excused and unexcused by Veterans Regional Office.) Veterans who are students receiving VA educational assistance are required to maintain satisfactory progress according to academic standards of Denmark Technical College as approved by the state approving agency.

### ***Tutorial Assistance***

If a tutor is required to assist a veteran in passing a subject, veterans may receive monetary assistance from the Veterans administration to pay a tutor. This program will provide up to \$84 per month over a 12-month period. Tutorial assistance is limited to a maximum of \$1,008 per year.

## Eligibility for Aid

Eligibility requirements for each type of aid may vary from year to year. For information on the current eligibility requirements, methods for determining individual student eligibility requirements and calculating award amounts, contact the Financial Aid Office. Specific eligibility requirements are established by the US Education Department for Federally-funded programs; SC Commission on Higher Education for State-funded programs; and local/private sources determine eligibility for their respective programs.

All aid awarded through Denmark Tech is awarded on the basis of financial need and merit. Students that are in default on a student loan or repayment of a grant may not be awarded financial aid, except under certain circumstances. A student's aid package may include grants, scholarships, work-study or loans.

When making aid awards, students demonstrating the greatest unmet financial need are assigned funds first. Because of this, students applying for aid early are most likely to receive assistance with available funds.

## Eligibility of Students without a High School Diploma

If you are enrolling in higher education for the first time on or after July 1, 2012, in order to be eligible for federal student aid, you must have either a high school diploma or a recognized equivalent (such as a General Educational Development certificate (GED) or have been home schooled). You will no longer have the option of becoming eligible for federal student aid by passing an approved test or completing at least six credit hours or 225 clock hours of postsecondary education.

## Expected Family Contribution

The lower a student's Expected Family Contribution (EFC), the higher the student's federal student aid eligibility. A change has been made to the income amount that is used to determine if a student qualifies for an automatic EFC of zero. When you complete the Free Application for Federal Student Aid (FAFSA), you receive an Expected Family Contribution, which is a number used to determine your federal student aid eligibility. For the 2012-13 school year, you will automatically qualify for an Expected Family Contribution of zero if your family income does not exceed \$23,000. This is a reduction from the previous maximum income of \$32,000.

## Federal Pell Grant Program — Duration of Eligibility

Once you have received a Pell Grant for 12 semesters, or the equivalent, you will no longer be eligible for additional Pell Grants. You are eligible to receive a Pell Grant for up to 12 semesters or the equivalent. If you have exceeded the 12-semester maximum, you will lose eligibility for additional Pell Grants beginning in 2012-13 school year. Equivalency is calculated by adding together the percentage of your Pell eligibility that you received each year to determine whether the total amount exceeds 600%.

For example, if your maximum Pell Grant award amount for the 2010-2011 school year was \$5,550, but you only receive \$2,775 because you were only enrolled for one semester, you would have used 50% of your maximum award for that year.

If in the following school year, you were enrolled only three-quarter time, you would have used 75% of your maximum award for that year. Together, you would have received 125% out

of the total 600% lifetime limit.

## Direct Student Loan Changes

Direct Subsidized loans will not be eligible for an interest subsidy during the six-month grace period. Subsidized loans are loans for which the borrower is not responsible for the interest while the student is enrolled in college on at least a half-time basis, when the loan is in the six-month grace period after the student is no longer enrolled at least half time, or if the loan is in a deferment status. This provision eliminates the interest subsidy provided during the six-month grace period for subsidized loans for which the first disbursement is made on or after July 1, 2012, and before July 1, 2014. If you receive a subsidized loan during this timeframe, you will be responsible for the interest that accrues while your loan is in the grace period. You do not have to make payments during the grace period (unless you choose to) but the interest will be added (capitalized) to the principal amount of your loan when the grace period ends. This provision does not eliminate the interest subsidy while the borrower is in school or during eligible periods of deferment.

All subsidized loans made to undergraduate students will have a fixed interest rate of 6.8%. Subsidized loans for which the first disbursement is on or after July 1, 2012, will have a 6.8% fixed interest rate. Note: In the President's FY2013 budget request, the Administration has proposed maintaining the interest rate on subsidized loans at the current rate of 3.4% for the 2012-2013 school year.

Graduate and professional students are no longer eligible to receive subsidized loans. Effective for loans made for payment periods that begin on or after July 1, 2012, graduate and professional students are no longer eligible to receive subsidized loans. However, if you are a graduate or professional student, you may still qualify for up to \$20,500 in unsubsidized loans each year.

The U.S. Department of Education can no longer offer borrowers repayment incentives. Effective for loans first disbursed on or after July 1, 2012, the Department of Education is prohibited from offering any repayment incentives to Direct Loan borrowers, except interest rate reductions to borrowers who agree to have payments automatically electronically debited from their bank account).

The student should also provide all requested information promptly, including verification and federal tax forms. A financial aid notification letter will be mailed after the completed file has been reviewed. If offered aid, students should follow the instructions contained in the letter of notification.

When communicating with applicants, the Financial Aid Office will use the address listed on the correspondence received when the student applied or was last registered. If students move, they should change their address promptly at the Office of Admissions and Records.

To remain eligible, a student must be enrolled and be in good academic standing. Students who withdraw from school after the start of the term are liable for repayment of part or all of the funds received during that semester. In addition, to assure that the student remains eligible, the student must notify the Financial Aid Office of changes in enrollment status or program of study.

For additional information concerning types of aid, student eligibility selection, award procedures, etc., contact the Financial Aid Office at Denmark Technical College.

### Steps to Obtaining Financial Aid

1. Complete an application for admission to Denmark Technical College.
2. Complete a Denmark Technical College Financial Aid Application
3. Complete the Free Application for Federal Student Aid (FAFSA). This form is required for all financial aid programs—scholarships, grants, work-study, lottery tuition assistance and loans at Denmark Tech. Apply online at [www.fafsa.ed.gov](http://www.fafsa.ed.gov). Enter Denmark Technical College’s school code — 005363 on the FAFSA.
4. If you are eligible for financial aid, you will receive an award letter from Denmark Technical College stating the amount of aid. This letter and any required documents must be signed and returned to the Financial Aid Office within ten days after you received the correspondence.
5. 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.

### Financial Aid Application Deadlines

Financial Aid application deadlines for each term are as follows:

For This Term	Application is due by
Fall Term	July 1
Spring Term	November 1
Summer Term	April 1

To be considered for campus-based aid, your student aid report must be in the Financial Aid Office **before July 1**, each year.

Financial aid applications may be processed after the posted deadlines; however, students should make arrangements to cover the cost of tuition and books for the first semester of enrollment or until they are officially notified of eligibility status for financial aid.

Students who have questions regarding their financial aid, should always speak with a financial aid counselor. The telephone numbers for the Financial Aid Office are: (803) 793-5180, 793-5129, 793-5161, 793-5181 or 793-5083.

### Satisfactory Academic Progress

All students receiving federal student financial aid must adhere to the College’s policy on Satisfactory Academic Progress. The intent of this policy is to ensure that students who are receiving financial aid are making measurable progress toward completion of a degree, diploma or certificate program in a reasonable amount of time.

As recipients of federal student Financial Aid, students have certain rights and responsibilities. Failure to fulfill their part of the agreement as described may result in cancellation of the award, and having to repay any funds already received.

The Financial Aid Office will monitor Satisfactory Academic Progress for all students receiving federal financial aid at the end of each payment period (each semester of enrollment) to ensure that they are making progress toward program completion. The

standards defining Satisfactory Academic Progress for Denmark Technical College students are outlined as follows:

### Satisfactory Academic Progress – Qualitative Standards

In order to remain in good standing, students pursuing a degree, diploma, or certificate who are enrolled in regular curriculum courses, must maintain a minimum credit hour grade-point average (GPA) according to the following scale:

<i>Associate Degree Programs</i>	<i>60-70</i>
<b>Credit Hrs. Attempted</b>	<b>Minimum GPA</b>
0-35	1.50
36-50	1.80
51-above	2.00

<i>Diploma Programs</i>	<i>45-53</i>
<b>Credit Hrs. Attempted</b>	<b>Minimum GPA</b>
0-26	1.50
27-40	1.80
41-above	2.00

<i>Certificate Programs</i>	<i>17-30</i>
<b>Credit Hrs. Attempted</b>	<b>Minimum GPA</b>
1-12	1.50
13-14	1.80
15-above	2.00

Students must progress to a 2.0 GPA at graduation from a degree, diploma or certificate programs.

Students who fail to follow this progression will be placed on Academic Probation I during the next term in which they enroll at the College. If the student does not achieve the minimum required GPA during the probationary period, the student will be placed on Probation 2. Students who fail to make satisfactory progress during the second probationary period, will be suspended from the college for one semester. Please note that a probationary student must complete a “Program Course Plan Form” with their academic advisor, enroll in a College Orientation 101 course (Probation I); COL 104-Study Skills (Probation 2); and attend class on a regular basis. A student on probation must register for no more than 13 credit hours. However, exceptions to the credit hour limit may be approved by the Vice President for Academic Affairs.

Financial Aid recipients, who are placed on academic probation, will be placed on Financial Aid Warning (Probation 1) during the next term in which they enroll at the College. If the student does not achieve the required minimum GPA after the first Financial Aid Warning term, the student will be placed on Financial Aid Probation which requires a Financial Aid appeal (Probation 2). If the appeal is granted, the student will be eligible for Financial Aid. The student must meet Satisfactory Academic Progress by the end of the Financial Aid Probationary term or the student will be ineligible for Financial Aid. Before returning, the student must complete a Financial Aid Appeal to regain Financial Aid eligibility.

### Satisfactory Academic Progress – Limits for Educational Programs for Title IV Recipients (Quantitative Standards)

The length of time for which a student may receive Title IV funds is based on the length of the program in which the student is enrolled. All Title IV Funds (Pell, Supplemental Educational Opportunity Grants, Direct Loans, and Federal Work Study) are affected by a 150% time limit. Federal regulations state that a student must complete the program of study within a 150% timeframe of the published length of the program. Denmark Technical College measures this timeframe by using credit hours. For example, a student whose program consists of 60 credit hours is required to have completed the program in no more than 90 attempted credit hours. All classes registered for are included in the 150% time frame, including the classes for which students receive an F or W. Transitional Studies (remedial) courses are not included in this calculation. A Change of Program Form does not automatically result in recalculation of attempted credit hours. It is in the best interest of the student to contact the Academic Advisor and the Financial Aid Director before changing programs.

In order to complete the program at an appropriate pace, students must complete 67% of the credits that they register for each semester. All courses taken must be applicable toward an eligible program. Completed courses are courses with a grade of A, B or C.

### Student Right-to-Know Disclosure

Under the Student Right-to-Know and Campus Security Act of 1990, prospective students, applicants and current DTC students have the right to know the graduation and transfer-out rates of students enrolled at the College. These rates indicate the percentage of students who begin college as a first-time, full-time student during the fall semester and graduate or transfer within prescribed timelines as outlined in the Department of Education Guidelines. This information may be obtained from the Chief Student Services Officer and Academic Support or Admissions Office at Denmark Technical College, P.O. Box 327, Denmark, SC 29042 or by calling (803) 793-5182. Information and statistics concerning campus crime, safety and security policies and procedures are also available and may be obtained from the Denmark Tech Security Office, P.O. Box 327, Denmark, SC 29042 or by calling (803) 793-5173.

### Consumer Information

Denmark Technical College administers various types of financial aid to students who demonstrate financial need. The types of financial aid available include grants, loans, scholarships and work-study program. Typically, a student must be enrolled for at least six credit hours or more to be eligible for most financial aid, although limited funds may be available for a few students who attend less than six credit hours. Any student who needs financial assistance must submit a Free Application for Federal Student Aid (FAFSA) to determine eligibility. Application forms should be submitted online at [www.fafsa.ed.gov](http://www.fafsa.ed.gov).

Financial aid awards are made equitably without regard to race, color, sex, handicap or national/ethnic origin. Awards are disbursed each semester and are determined on the last day of ADD/Drop and are based on class attendance. If a student does not attend all of his/her classes, the award will be recalculated and based on the student's verified enrollment status.

Due to limited amount of money and the large number of students in need, typically Denmark Tech does not award federal Supplemental Educational Opportunity Grant (SEOG) and South Carolina Need Based Grant (SCNBG) to students receiving aid from Workforce Investment Act, Employment Security Commissions, VA and/or Vocational Rehabilitation.



# Academic Regulations

## Credit Programs Offered

Denmark Technical College offers a comprehensive instructional program designed to fulfill the occupational, professional, and public service needs of its constituents. Included are technical education and transfer programs. Technical education programs are designed to provide students with the necessary skills to enter the work force in a chosen career field.

Individuals who seek to pursue a career at the technical or paraprofessional level may enroll in a two-year college credit program leading to an Associate Degree. College Credit Diplomas and Technical Certificates are offered for those persons desiring to spend fewer than two years in preparation. Technical certificate programs of various lengths can be chosen by individuals which, depending upon the preparation needed by the individual, allow the student to graduate in one year or less. All occupational programs are designed to prepare students for immediate employment after graduation. Based on test results obtained by the Placement Test scores, students may be placed in transitional courses as needed to help prepare them for successful completion of the Associate Degree, Diploma, or Certificate.

Work experience options for student program majors are also available via Cooperative Education opportunities. Students can gain valuable job experience in their major or area of study through this structured learning experience. Experiential Learning options are available through the divisional programs.

Advisory committees for each program of study assist Denmark Technical College in evaluating and creating sound instructional programs. Advisory committees are made up of civic-minded representatives of business, industry, government, and health agencies.

The courses required to graduate are listed under specific educational programs. Due to rapid technology changes and industrial demands, Denmark Technical College is evaluating and recreating sound instructional programs. The courses required to graduate from any program area are listed under the program title and are identified as General Education, Required Core Subject Areas, Other Hours for Graduation and Electives.

## Placement Testing

Each student admitted to Denmark Technical College must take placement tests in Reading, Mathematics, and English. Students participate in a variety of assessments and surveys from admission through post-graduation to ensure high academic standards, effective evaluation of the student's achievement and placement in certain courses, and student's satisfaction with quality of the instructional program.

At Denmark Technical College, the Accuplacer is administered as a placement examination for Reading, English, and Mathematics to help identify a student's present academic strengths and needs, and how they match up with starting point requirements for the first courses that are a part of a student's program of study. Other diagnostic assessment tools are available as needed. Students who do not attain an appropriate score on the Placement Test are placed in transitional courses for program

preparation. Supplemental assistance in the form of academic support laboratories, tutoring, and academic counseling is also available.

## Program Entrance Requirements

Admission to specific academic programs requires that applicants have appropriate educational preparation, satisfactory placement scores and all admission requirements completed. Programs specific requirements can be found on the curriculum display for each program.

## Course Restrictions

Students who do not meet the minimum Placement Test score in writing and English skills must register for Transitional Studies English and may not take any English course beyond the Transitional level or any other English course where writing is a major requirement.

Students who do not meet the minimum Placement Test score in mathematics must register for Transitional Studies mathematics and may not take any course in which mathematics skills are a major requirement.

Students who do not meet the minimum Placement Test score in reading skills must register for Transitional Studies reading and may not take any course in which reading skills are a major requirement for passing the course.

Students must meet minimum program standards in English, Mathematics, or Reading in order to enroll in credit courses where these skills are required.

## Academic Advising

Academic advising at Denmark Technical College is a continuous process starting with the student's identification of a major. The purpose of academic advising is to assist students in planning and pursuing a program of study that will enable them to satisfy the requirements for an associate degree, diploma or certificate. After a student is admitted to a program of study, he or she is assigned a faculty advisor. The advisor is available throughout the period that the student is enrolled in the program to:

1. Assist the student in planning and facilitating a schedule of courses that are appropriate to the program of study;
2. Assist the student in making schedule changes;
3. Make referrals for students in situations that require the services of other areas of the College;
4. Maintain an individual file on the student's progress;
5. Assist the student with questions and concerns about his or her program of study and career opportunities; and
6. Complete and submit all materials the student needs for notification of graduation to Enrollment Services.



Advisors are required to meet with each student advisee a minimum of two times per semester.

Students are allowed to change academic advisors with the approval of the Division Dean and the Vice President of Academic Affairs.

## Pre-registration

Pre-registration is the formal process for students to meet with their advisors and select courses and schedules. Pre-registration guarantees students' enrollment in a class provided the class meets the College's minimum requirements to be offered.

## Registration

Students are required to register for each semester in which they plan to enroll. Registration and payment of fees must be made in accordance with the published instructions. Students are not officially enrolled until they complete all the steps of registration, including payment of fees.

## Schedule

A schedule of classes is provided each semester. Students may change their schedules after their original registration through the scheduled Add/Drop period. Denmark Technical College reserves the right to change and/or cancel scheduled courses, times, date, and instructors.

## Schedule Changes – Dropping, Withdrawing from Classes

Students who register but never attend class will be dropped from the class rolls. Schedule changes are made only with the consent of a faculty advisor and the Division Dean. A class may not be added after the Add/Drop period ends.

A student who is consistently absent from the scheduled class meetings may be administratively withdrawn from the class by the instructor. Students who wish to withdraw from a course must see their instructor to complete the Withdrawal Form. Students who wish to withdraw from the College should see their Counselor.

Students who officially withdraw from the College after the Add/Drop period, but before midterm, will receive W grades for their courses. A student who withdraws from a course after the mid-term date published in the College Catalog, shall receive a grade of WF or WP for that course. All withdrawal information is verified by the appropriate offices (Financial Aid, Business Office, and Admissions and Records).

## Classification of Students

To advance from freshman to sophomore standing, a student must have earned a minimum of thirty (30) semester hours with a grade point average of at least 2.0.

## Definition of Student Status

The following definitions are used to describe the student's status based upon the number of hours pursued within a given semester:

1. A full-time student is a student enrolled in an associate degree, diploma, or certificate program and registered for 12 or more semester hours.
2. A three-fourth time student is a student enrolled in an associate degree, diploma, or certificate program and registered for 9 to 11 semester hours.
3. A one-half time student is a student enrolled in an associate degree, diploma, or certificate program and registered for 6 to 8 semester hours.

## Course Load

The minimum number of semester hours for a student at Denmark Technical College for matriculation as a bona fide full-time student is twelve (12) semester hours. Eighteen (18) semester hours is the maximum. However, additional credit hours may be approved by the Division Dean and the Vice President of Academic Affairs.

## Changes in Program of Study

Students who wish to change their program of study should complete a "Request for Change of Program Form" for the new program after discussing the change with the faculty advisor before or during the pre-registration and/or registration process. Students cannot change a program of study after the drop/add period for the semester period.

The College may drop or change courses, hours, or credits in accordance with institutional capability and as demands change, or according to student interest, or community, or industrial needs.

## Independent Study

Denmark Technical College policy provides that students who find themselves with unusual circumstances may be assigned to selected courses on a directed independent study basis so that progress toward successful program completion can be maintained if a course does not appear on the schedule, and does not have a lab component. State policy prohibits the use of independent study to satisfy requirements listed under the "Required Core Subject" section of any curriculum model. Students who wish to enroll in independent study courses must get approval from the Division Dean and the Vice President of Academic Affairs.

## Attendance Policy

Denmark Technical College expects students to attend 100% of their scheduled classes including lecture and/or laboratory meetings.

Unfortunate situations may arise which are beyond a student's control, and in an effort to work with students as they deal with difficult situations, students who provide documentation that demonstrates an absence should be excused will be allowed to "make-up" the work missed. In all cases, students are still responsible for the material presented in class that was missed due to an excused absence. Because "making-up" work is such a challenge, students should make every effort to attend classes as scheduled, and deliver assigned work on time. Please read carefully the discussion below, regarding Excused Absences and

## Unexcused Absences.

Regardless of excused/unexcused status for absences, if a student misses more than 25% of their scheduled classes including lecture and/or laboratory meetings for a course, the student may not be able to receive credit for that course.

Due to the varied nature of programs with a lab/clinical component, more stringent attendance requirements may be set by the individual departments.

If a student leaves more than 15 minutes prior to class dismissal, he/she will be considered absent.

If a student must be absent, it is the student's responsibility to notify the instructor within three business days of the absence. It is also the student's responsibility to make up all work missed as a result of an excused absence. However, a student who is absent from a final examination may receive permission from the instructor to take such an examination at a later date.

There is a distinction between excused and unexcused absences.

## Excused Absences

Excused absences are given when students who have legitimate documentation to verify an absence. Such absences may include, but are not limited to, death in the family, doctor's statements, jury duty, and approved student activities. Excused absences are given by the academic counselors after the appropriate documentation is presented. Students with excused absences will be given the opportunity to make up any work missed as a result of the absence.

## Unexcused Absences

Unexcused absences are given when students do not meet the criteria for excused absences. When an absence is regarded as unexcused, the instructor has the option of deciding whether or not to allow a student to make up any work missed during the absence.

## Tardiness

Students are expected to attend class on time.

- If a student is more than 15 minutes late for class, the student will be considered tardy and a "T" will be entered into the student's attendance record for the course.
- Three tardies will be considered one absence. The specific requirements of a course will be published in the course syllabus and distributed to all students at the beginning of the term. If a student exceeds the 25 % limit, the instructor will apply one of the following:
  - 1) If the student's last day of attendance is on or before the last day of the midterm week, the student is withdrawn and a grade of "W" is assigned.
  - 2) If the student's last date of attendance is after the last day of the midterm week the student is withdrawn and a grade "WF" or "WP" is assigned at the discretion of the instructor.
  - 3) If the student has communicated regularly with the faculty member, exceptions to the withdrawal policy may be made at the discretion of the instructor.

## Veterans Affairs Attendance

Veterans are responsible for maintaining satisfactory attendance as outlined in the College's policy. If a veteran fails to attend at

least 75 % of the scheduled meetings of a class, his or her training will be reduced accordingly. (No distinction is made between excused and unexcused by Veterans Regional Office.) Veterans who are students receiving VA educational assistance are required to maintain satisfactory progress according to academic standards of Denmark Technical College as approved by the state approving agency.

## Student Reinstatement

If a student is dropped from a course, the following will apply:

1. A student can be reinstated to each INDIVIDUAL course only ONE time unless there are extremely unusual circumstances (see number 2 below).
2. Any request (s) for subsequent reinstatement due to unusual circumstances or a reinstatement after the term or course withdrawal date MUST be approved in writing by the academic dean.

## Grade Reporting

Grades reports are available to students after midterm and at the end of each semester.

## Grading System

Denmark Technical College shall use a grading and grade point system in which the calculation of the student's grade point average (GPA) is based on a 0 to 4 point numerical scale. The grades and numerical values used in the calculation of the GPA are as follows:

- A = Excellent...Earns 4.0 Quality Points
- B = Above Average...Earns 3.0 Quality Points
- C = Average...Earns 2.0 Quality Points
- D = Below Average...Earns 1.0 Quality Point
- F = Failure...Earns 0.0 Quality Points
- WF = Withdrawn Failing...No Credits or Grade Points

Other grade and course symbols authorized for use are as follows:

- AU = Audit...No Credit or Grade Points
- I = Incomplete...No Credits or Grade Points
- W = Withdrawn...No Credits or Grade Points
- WP = Withdrawn Passing...No Credits or Grade Points
- E = Exempt...Earns credits...No Grade Points
- TR = Transfer...Earns credits...No Grade Points

Grades of W, AU, TR, and WP and the corresponding credit hours are not included in calculating the GPA. Credits transferred to Denmark Technical College are only used to determine eligibility to graduate. They are not used to calculate the GPA. A cumulative GPA of 2.00 is required for graduation. I grades are temporary and must be replaced by an academic grade. While the I grades and the corresponding credit hours are on the student's permanent record, they are not included in calculating the student's GPA. A

student receiving an I grade must complete the coursework necessary to earn an academic grade by midterm of the following semester or the grade will automatically turn into an F.

Credits earned in courses numbered less than 100 shall not be creditable towards a certificate, diploma or degree and shall not generate grade points for use in GPA calculations.

The highest grade earned in a course is to be computed in a student's grade point average. However, the student's complete academic records shall be reflected on the transcript.

Students may appeal a grade by acting in accordance with the College's grade appeal procedure.

## Grade Point Average

A grade point average will be maintained for each student. To determine GPA, numerical values are assigned to final grades as shown in the following example:

Course	Grade	Credit Attempted	Quality Points Earned	Total Quality Hours Points Per Course
Microeconomics	F	3	0	0
Communication I	B	3	3	9
Introduction to Business	A	3	4	12
College Algebra	C	3	2	6
College Skills	D	3	1	3
<b>TOTAL</b>		<b>15</b>		<b>30</b>
Total Quality Points (divided by) Credits Hours Attempted = GPA				
		30	/	15 = 2.00

For an A, 4 quality points are awarded for each semester hour of credit attempted; for a B, 3 quality points; for a C, 2 quality points; for a D, 1 quality point; and for an F, FA or WF no quality points. The grade point average is calculated by multiplying Credit Hours Attempted by the Quality Points Earned for each course grade, summing the Total Quality Points per course, and dividing the sum of the total number of Credit Hours Attempted.

## Standards of Academic Progress

In order to remain in good standing, students pursuing a degree, diploma or certificate who are enrolled in curriculum courses must maintain a minimum credit hour grade point average (GPA) according to the following scale:

### Credit Hours Earned

Credit Hours Earned	Minimum GPA
0-35	1.50
36-50	1.80
51-above	2.00

## Transitional Courses

According to Title IV regulations, students who do not complete the transitional courses after 30 hours are no longer eligible for financial aid. Contact the Financial Aid Office for further clarification.

## Academic Probation and Suspension

Students who fail to maintain a minimum required GPA as specified will be placed on **probation** during the next semester in which they enroll in the College. Students must complete a "Program Course Plan" form with their academic advisor before registering for the next semester. Students must follow the completed Program Course Plan which outlines the courses to be taken. Students may be required to register for and attend **COL 101 (Probation 1) or COL 104 (Probation 2)**. Students who withdraw from or do not attend COL 101 may be administratively withdrawn from the College. Students who do not achieve the required GPA for good standing will be suspended; **however, the student can petition the Vice President of Academic Affairs for reinstatement. If the petition is denied, the suspension may be appealed to the President of the College. The President's decision is final.**

A student on probation or suspension will receive a letter from the Vice President of Academic Affairs explaining the student's status.

## Related Policies

1. Students on probation shall not take more than 12 credit hours.
2. Students on probation shall not be a candidate for or serve in any school-wide elective offices or be appointed to any administrative or social committees.
3. A student who has been suspended academically from Denmark Technical College must apply for re-admission.
4. Probation or suspension indicators will appear each semester on the student's grade report and transcript, when applicable.
5. Academic status within a given semester will be changed only if there is a grade change or removal of an I.

## Advanced Standing

Denmark Technical College has established policies and procedures which may allow students to enter certain curriculum programs with advanced standing. In many cases, credit may be awarded through transfer or credit from other post-secondary institutions, challenge examinations, the College Level Examination Program, military experience or credit for non-academic achievement, thus giving the student advanced standing. In addition, many of the College's programs have developed articulation agreements with vocational/technical education centers in the College's service area which also allow for advanced standing. Students interested in advanced standing should furnish appropriate documentation to the Admissions Office. After this information has been reviewed by the appropriate academic department, students will be notified regarding academic credits awarded.

## Tri-County Educational Business Alliance

Tri-County Educational Business Alliance, Denmark Technical College, USC-Salkehatchie and area businesses, along with the school districts in Allendale, Bamberg, and Barnwell Counties have formed the Tri-County Educational Business Alliance.

The Alliance programs build bridges between secondary education and post-secondary education to prepare students for careers in technology – teaching student’s skills that will be in demand today and tomorrow. With Alliance, students can take applied courses in mathematics, science, and communications, as well as courses in specific technical fields. Upon graduation from high school, students will be prepared to either enter the work place directly or continue their education at a technical college.

Alliance articulation agreements provide an option through which high school students may receive advanced standing in college vocational and technical programs.

For more information about the program, contact the Office of Academic Affairs at (803) 793-5108.

## Credit by Examination

A student may earn up to one-third of the semester hour credits required for an associate degree and enter certain curriculum programs with advanced standing through credit-by-examination options. Total credit awarded may come from standardized tests, such as Advanced Placement (AP) or a combination of AP, College-Level Examination Program (CLEP) and/or the Proficiency Examination Program (PEP). Information about these tests are available at the Testing Center.

## CLEP

The College-Level Examination Program (CLEP) is a nationally standardized series of tests designed primarily for students who have acquired college-level knowledge outside the classroom. Students may receive college credit for CLEP equivalent courses by making an acceptable score on the CLEP test. A student is normally awarded between two and four semester credit hours for passing a CLEP subject examination. Credit will be awarded when scores are officially recorded.

Credits will be given for the following subjects: Calculus with elementary functions, college algebra, college composition, computers and data processing, educational psychology, English Composition, general biology, general chemistry, general psychology, human growth and development, introduction to business law, introduction micro/macroeconomics, introductory marketing, introductory sociology, money and banking.

## Institutional Proficiency Examination Program

The Proficiency Examination Program (PEP) is an alternative to obtaining college credit through traditional classroom course work. Students may earn credit for both formal and informal education with PEP. Students demonstrating sufficient knowledge of material covered in a course may elect to earn credit or exempt a course by examination. The student must complete the examination with a passing score of 80 percent to earn credits.

PEP examinations will not be given for subject areas when CLEP examinations are available.

## Institutional Credit by Examination

Students regularly enrolled or formerly enrolled in the College may obtain credit by examination for courses in which they have had no class attendance or semester standing. However, permission must be obtained from the Dean of the division involved. A grade of not less than C on the examination is necessary to receive credit for the course. Examinations are not permitted in courses in which students have previously enrolled either regularly or as an auditor. Before the examination, applicants must pay the Business Office a \$15 examination fee, and if required, a fee of \$111 (in-state) and \$223 (out-of-state) per semester hour.\* These fees are non-refundable. The Business Office issues a receipt which must be shown to the Dean of the division conducting the examinations. The Division Dean reports the results of the examination to the Office of Admissions and Records. Credits earned under this regulation are recorded as *hours earned*.

\*Tuition rate subject to change.

## Military Service School Credit

Following enrollment, a student may obtain credit for experience in the Armed Services. In order to receive credit the student must have a DD295 and Certificates of Completion. Students who qualify should contact the Office of Admissions and Records.

Following a review by the Admissions Office, using *A Guide to the Evaluation of Educational Experiences in the Armed Services*, a recommendation for credit is made to the Dean of the student’s major area. The final decision as to the credit awarded is made by the Dean of the division in which the student is enrolled.

## Other Academic Regulations

### Post Secondary Non-Academic Achievement for College Credit

To be eligible to receive post secondary non-academic achievement for college credit, the student should be least 25 years old and have been employed for five years, including at least two years of full-time work experience related to the specific course content requested for credit. The student may be eligible to receive up to one-third of their course work for an associate degree, diploma or certificate program based on Denmark Technical College’s policy concerning the awarding of credit for post secondary non-academic achievement. Contact the Office of the Vice President of Academic Affairs for further information.

### Repetition of Course Work

It is the policy of the College that permanent records of students show the actual course work completed. Under no circumstances can a grade be deleted from a student’s record. In instances where a course is repeated, only the quality points and credit hours associated with the higher grade will be counted in the calculation of the student’s GPA. In the event of identical grades, the quality points and credits of the latest repetition will be included in the calculation of the student’s GPA.

## Program Completion

Students must complete program curriculum requirements as stated in the Catalog in effect at the time of their enrollment at Denmark Technical College. Students who discontinue their enrollment for a period of one term must complete the program curriculum requirements in the Catalog in effect at the time of their re-entry.

## Change of Program

Students who elect to change from one program of study to another must contact their current Division Dean. The student will be referred to the new academic advisor who will determine the student's eligibility for the new program and will complete a Program Change Form. The completed Program Change Form should be returned to the office of Admissions and Records.

## Course Substitution

All substitutions of courses required for graduation must be approved by the faculty, Divisional Dean, and Vice President of Academic Affairs. Students must still meet the minimum number of hours required for graduation.

## Auditing a Course

A student who desires to attend classes, but does not wish to receive grades or credits, may register to audit the class. The instructor may decide whether or not the student auditing the course may participate in class discussions, assignments, or examinations. An auditor is expected to register and pay appropriate fees. After the Drop/Add period, a student enrolled in a course for audit cannot change to credit and a student enrolled in a course for credit cannot change to audit.

An audited course may be repeated for credit. To receive credit for previously audited courses, the student must register, pay fees, and meet all requirements of the course. Audited courses appear on the transcript.

## Exemption Procedures

By assessment, students may demonstrate knowledge equivalent to an approved curriculum course due to "life experiences" or other relevant experiences. Any student at the College desiring to exempt a course, should:

1. Meet with the academic advisor.
2. The academic advisor completes the Course Exemption Request Form and submits it to the appropriate Divisional Dean for approval.
3. The student submits the approved form along with the credit hour cost and a \$15 non-refundable fee for each course to the Business Office.
4. The instructor will return the form to the Office of Admissions and Records with a grade attached after assessment.
5. If the exemption is approved, the student receives credit for the course, with a grade of E recorded on the academic transcript.
6. Exemption of a course may be challenged only once.
7. A student may earn a grade of E for a maximum of twenty-five percent (25%) of the credits required by a program.

## Statute of Limitation for All Courses

Any required course that has a completion date of over six years must be repeated before the degree/diploma/certificate will be

conferred. However, courses with a completion date of over six years may be approved by the Academic Appeals Committee and the Vice President of Academic Affairs.

## Placement Test

The placement test scores are valid for three years after the test date.

## Length of Programs

Denmark Technical College operates on a 16-week academic semester format. The projected time for completing a program of study is shown in the curriculum display. If a student enrolls on a part-time basis, he or she may expect to take a longer time to complete the program of study.

## Academic Records

### Official Student Records

The permanent academic record of each student contains entries of all courses taken for credit and/or non-credit and is housed in the Office of Admissions and Records.

The permanent academic record of each student contains the following:

1. Student's Name
2. Social Security Number
3. Date of Birth
4. Permanent home address
5. Transcript(s)
6. Course entries, course number, course title, grade, credit hours, quality points
7. Admitted program
8. Current and cumulative statistics
9. Transcript key
10. Academic credit
11. Transfer credit
12. Official signature (on official transcript)
13. Confidentiality Statement
14. Name and address of institution

### Change of Name and Address

It is the obligation of every student to notify the Office of Admissions and Records of any change in name and/or address. Failure to do so can cause serious delays in the handling of student records and in the notification in case of emergencies. When a change of name is requested, the student must present proof to justify the change.

### Privacy of Student Records

Denmark Technical College safeguards the privacy of all student records. The confidentiality of all records is respected in accordance with the 1974 Family Educational Rights and Privacy Act (FERPA), which, as amended, prescribes the conditions under which information pertaining to students can be released. Therefore, no information, other than directory information, may be released to the public without prior consent of the student. Only members of the College's administration, faculty, or counseling staff, who have legitimate educational, administrative, or statistical purposes may have access to student records.

## Transcript Fees

A transcript is released only when a student makes a written request to the Office of Admissions and Records.

The cost of transcripts are \$5.00 each. Transcript requests may be made online at [www.denmarktech.edu](http://www.denmarktech.edu). Follow the steps under transcript request. Telephone requests will not be accepted. In all cases, financial obligations to the College must be paid in full before a transcript or any other information can be released.

High school transcripts and any other college transcripts must be maintained in the student's file and cannot be released by student request. The student must request copies from the high school or institution where the credits were earned.

## Honors and Presentations

### Honor Students

A student who carries a course load of 12 credit hours or more and maintains a semester GPA of 3.0 or above will be placed on the Dean's List of Honor Students. A student who carries a course load of 12 credit hours or more and maintains a semester GPA of 4.0 or above will be placed on the President's List of Honor Students. Students with an incomplete grade or a CF grade are not eligible for the Dean's or President's List.

### Academic Honors for Part-Time Students

A part-time student with a cumulative GPA of 3.5 or greater is eligible for the Honors List if he or she:

- is enrolled in a major (certificate, diploma or associate degree program), and
- has completed at least 18 semester credit hours.

### Academic Awards

**Senior Honor Awards** are given to the top three graduating seniors with the highest GPAs in the Associate, Diploma, and Certificate programs.

**Achievement Awards** are presented to graduating seniors in each division who have a GPA of 3.5 or above in their program area.

**Achievement Awards** are presented to other students in each division who maintain a 3.0 or above GPA in their program areas.

### Special Academic Presentations

**The Presidential Achievement Award** is given by the President of the College and is presented to a graduating senior who has demonstrated exemplary scholarship, leadership, congeniality, citizenship and served as an exemplary ambassador for the College.

**Phi Theta Kappa International Honor Society** Phi Theta Kappa is a scholastic honor organization that consists of student members who have a grade point average of 3.5 or better and who are enrolled as full-time students with 12 credit hours or above.

## Graduation Requirements

### Residency Requirements

In order to complete requirements for graduation, students must earn at least 25 percent of credit hours through courses offered by Denmark Technical College.

## General Requirements

1. Satisfactory completion of the required number of general education courses for the degree, diploma, or certificate.
2. Satisfactory completion of the required number and type of courses required for the major.
3. Satisfactory completion of the required number of hours specified by the curriculum in which the student is specializing.
4. Payment of all required fees, including the graduation fee, licensing application and examination fees (Cosmetology, Barbering, and Nursing students), and any other financial obligations due the College.
5. Completion and filing of an official application for a degree, diploma or certificate with the Office of Admissions and Records.
6. Completion of all course requirements with a minimum cumulative GPA of 2.0 and a minimum grade of C in each course specific to the discipline.
7. Completion of Denmark Technical College's residency requirements (students must successfully earn at least 25 percent of credit hours through courses offered at the College).
8. All students have the option of satisfying requirements for graduation as found in the College Catalog in force on the date of the first entrance to Denmark Technical College or the catalog that is in effect on the date of graduation.
9. A minimum of 15 credit hours must be taken in general education courses for the Associate Degree.
10. A minimum of 9 credit hours must be taken in general education courses for the Diploma.
11. Completion of a minimum of 1,500 clock hours of clinical experience is required for Barbering and Cosmetology students.
12. Additional requirements for associate degree, diploma, and certificate programs are noted in the specific curriculum displays.

## Transfer and Articulation

### Transfer Credit

Denmark Technical College may 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. A "Confidentiality Statement" form from each college attended must also be completed. If fewer than 15 hours have been earned on the collegiate level, a complete high school transcript must be submitted. The rules regulating the transfer of credit will be at the discretion of the Vice President for Academic Affairs and the appropriate Divisional Dean using the following guidelines:

1. Courses being transferred must cover the competencies of courses being offered by Denmark Technical College.
2. Courses being transferred must have a grade of C or better.
3. Transfer credit will be included in the computation of the student's GPA.
4. Any required course that has a completion date of over six

(6) years is not eligible for transfer.

Applicants may apply for advanced standing by being awarded transfer credit when they have earned academic credit from another accredited post-secondary educational institution. New students applying to the college in a transfer status will provide official transcripts from each accredited post-secondary institution for which they are seeking transfer credit. Course work is evaluated individually on the basis of its content and credit hours received. 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. 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.

The submission of fraudulent records or information constitutes ground for denial of admission or dismissal from the College.

### **Other Transfer Options**

The institution also accepts Advanced Placement (AP), College Level Examination Program (CLEP), and Technical Advanced Placement (TAP) credits in appropriate programs.

### **Articulation Agreements**

Denmark Technical College complies with the Statewide Articulation Agreement. The College maintains articulation agreements for specific majors with the following institutions:

#### ***Benedict College***

Columbia, South Carolina

#### ***Central Wesleyan College***

Central, South Carolina

#### ***Clafin University***

Orangeburg, South Carolina

#### ***Clemson University***

Clemson, South Carolina

#### ***Coker College***

Hartsville, South Carolina

#### ***College of Charleston***

Charleston, South Carolina

#### ***Erskine College***

Due West, South Carolina

#### ***Francis Marion University***

Florence, South Carolina

#### ***Lander University***

Greenwood, South Carolina

#### ***Limestone College***

Gaffney, South Carolina

#### ***Medical University of South Carolina***

College of Health Professions

Charleston, South Carolina

#### ***Morris College***

Sumter, South Carolina

#### ***South Carolina State College***

Orangeburg, South Carolina

#### ***The Citadel***, The Military College of South Carolina

Charleston, South Carolina

#### ***Voorhees College***

Denmark, South Carolina

Although the College cannot guarantee the transferability of its courses, articulation agreements are generally accurate guidelines regarding the acceptability of Denmark Technical College's courses by the participating institutions.

### **Post-Secondary Non-Academic Achievement**

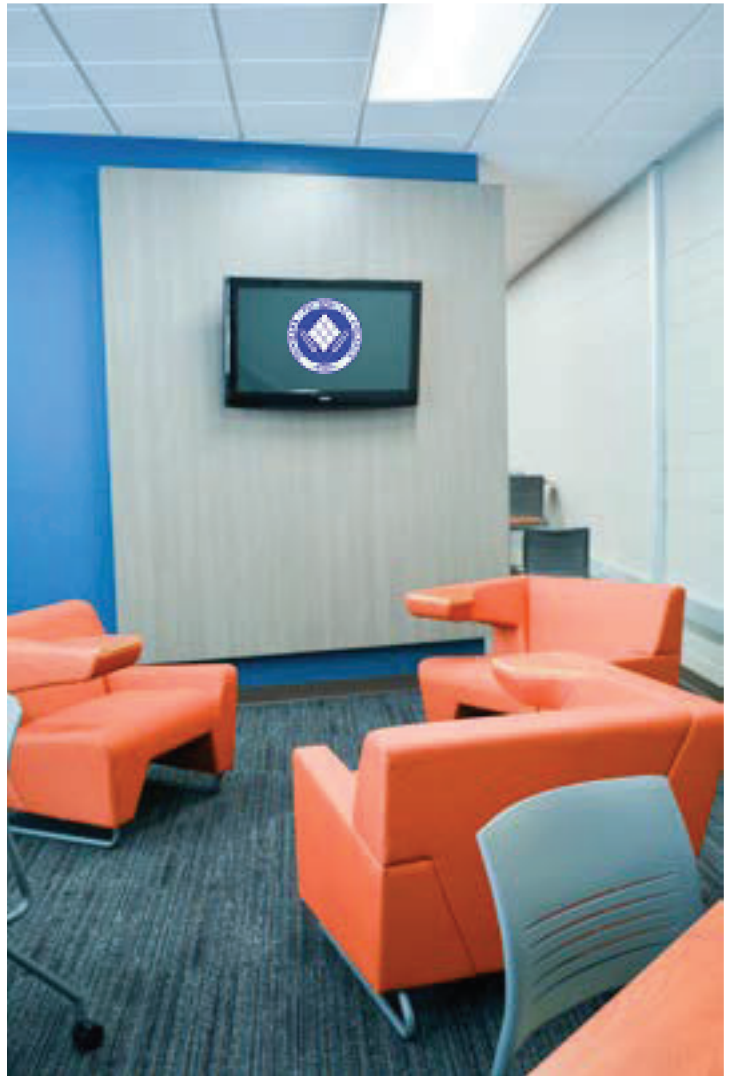
Denmark Technical College offers potential mature students, with full-time jobs and demanding schedules, an opportunity to earn an associate degree, diploma, or certificate through credit for work or public service by taking courses at Denmark Technical College, and through other approved testing options.

Any person who is at least 25 years old and has not been enrolled in a higher education institution for the past five years, or is resuming his education after a one-year break, must have a minimum of five years of acquired work or public service experience in order to be eligible for credit for Non-Academic Achievement.

A potential student may be awarded a maximum of one-third of the credits for program completion. Potential students are not exempted from the College's admissions requirements or other academic regulations.

### **Transfer Officer**

The College Transfer Officer is the Vice President for Academic Affairs and Student Services, who can be contacted at Denmark Technical College, 1126 Solomon Blatt Blvd. Post Office Box 327, Denmark, SC 29042; phone (803) 793-5109.





# State Transfer Policies and Procedures

## Background

Section 10-C of the South Carolina School-to-Work Transition Act (1994) stipulates that the Council of College and University Presidents and the State Board for Technical and Comprehensive Education, operating through the Commission on Higher Education, will develop better articulation of associate and baccalaureate degree programs. To comply with this requirement, the Commission upon the advice of the Council of Presidents' established a Transfer Articulation Policy Committee composed of four-year institutions' Vice Presidents for Academic Affairs and the Associate Director of Instruction of the State Board for Technical and Comprehensive Education. The principal outcomes derived from the work of that committee and accepted by the Commission on Higher Education on July 6, 1995 were:

- An expanded list of 86 courses which will transfer to four-year public institutions of South Carolina from the two-year public institutions;
- A statewide policy document on good practices in transfer to be followed by public institutions of higher education in the State of South Carolina, which was accepted in principle by the Advisory Committee on Academic Programs and the Commission;
- Six task forces on statewide transfer agreements, each based in a discipline or broad area of the baccalaureate curriculum.

In 1995, the General Assembly passed ACT 137, which stipulated further that the South Carolina Commission on Higher Education "notwithstanding any other provision of law to the contrary, will have the following additional duties and functions with regard to the various public institutions of higher education." These duties and responsibilities include the Commission's responsibility "to establish procedures for the transferability of courses at the undergraduate level between two-year and four-year institutions or schools." This same provision is repeated in the legislation developed from the Report of the Joint Legislative Study Committee, which was formed by the General Assembly and signed by the Governor as Act 359 of 1996.

Act 137 directs the Commission to adopt procedures for the transfer of courses from all two-year public to all four-year public institutions of higher education in South Carolina. Proposed procedures are listed below. Unless otherwise stated, these procedures became effective immediately upon approval by the Commission and were to be fully implemented, unless otherwise stated, by September 1, 1997.

## Statewide Articulation of 86 Courses

The Statewide Articulation Agreement of 86 courses already approved by the South Carolina Commission on Higher Education for transfer from two-to-four-year public institutions will be applicable to all public institutions, including two-year institutions and institutions within the same system. In instances where an institution does not have synonymous courses to those on this list, it will identify comparable courses or course categories for acceptance of general edu-

cation courses on the statewide list.

\* As of 12/2002

## Admissions Criteria, Course Grades, GPA's, Validation

2. All four-year public institutions will issue annually in August a transfer guide covering at least the following items:
  - A. The definition of a transfer student and requirements for admission both to the institution and, if more selective, requirements for admission to particular programs.
  - B. Limitations placed by the institution or its programs for acceptance of standardized examinations (e.g., SAT, ACT) taken more than a given time ago, for academic coursework taken elsewhere, for coursework repeated due to failure, for coursework taken at another institution while the student is academically suspended at his or her home institution, and so forth.
  - C. Institutional and, if more selective, programmatic maximums of course credits allowable in transfer.
  - D. Institutional procedures used to calculate student applicants' GPAs for transfer admission. Such procedures will describe how nonstandard grades (withdrawal, withdrawal failing, repeated course, etc.) are evaluated; and they will also describe whether all course work taken prior to transfer or just coursework deemed appropriate to the student's intended four-year program of study is calculated for purposes of admission to the institution and/or programmatic major.
  - E. Lists of all courses accepted from each technical college (including the 86 courses in the Statewide Articulation Agreement) and the course equivalencies (including "free elective" category) found at the home institution for the courses accepted.
  - F. Lists of all articulation agreements with any public South Carolina two-year or other institution of higher education, together with information about how interested parties can access these agreements.
  - G. Lists of the institution's Transfer Officer (s) personnel together with telephone and FAX numbers, office address, and e-mail address.
  - H. Institutional policies related to "academic bankruptcy" (i.e., removing an entire transcript or parts thereof from a failed or underachieving record after a period of years has passed) so that the re-entry into the four-year institution with course credit earned in the interim elsewhere is done without regard to the student's earlier record.
  - I. "Residency requirements" for the minimum number of hours required to be earned at the institution for the degree.

Coursework (individual courses, transfer blocks, statewide agreements) covered within these procedures will be transferable if the student has completed coursework with a "C" grade (2.0 on a 4.0 scale) or above, but transfer of grades

does not relieve the student of the obligation to meet any G.P.A. requirements or other admissions requirements of the institution or program to which application has been made.

Any four-year institution which has institutional or programmatic admissions requirements for transfer students with cumulative grade point averages (GPAs) higher than 2.0 on a 4.0 scale will apply such entrance requirements equally to transfer students from regionally accredited South Carolina public institutions regardless of whether students are transferring from a four-year or two-year institution.

Any multi-campus institution or system will certify by letter to the Commission that all coursework at all of its campuses applicable to a particular degree program of study is fully acceptable in transfer to meet degree requirements in the same degree program at any other of its campuses.

Any coursework (individual courses, transfer blocks statewide agreements) covered within these procedure will be transferable to any public institution without any additional fee and without any further encumbrance such as a "validation examination," "placement examination/instrument," "verification instrument," or any other stricture, notwithstanding any institutional or system policy, procedure, or regulation to the contrary.

## Transfer Block, Statewide Agreement, Completion of the AA/AS Degree

The following Transfer Blocks/Statewide Agreements taken at any two-year public institution in South Carolina will be accepted in their totality toward meeting baccalaureate degree requirements at all four-year public institutions in relevant four-year degree programs as follows:

- Arts, Humanities, and Social Sciences: Established curriculum block of 46-48 hours
- Business Administration: Established curriculum block of 46-51 semester hours
- Engineering: Established curriculum block of 33 semester hours
- Science and Mathematics: Established curriculum block of 51-53 semester hours.
- Teacher Education: Established curriculum block of 38-39 semester hours for Early Childhood, Elementary, and Special Education students only. Secondary education majors and students seeking certification who are not majoring in teacher education should consult the Arts, Humanities, and Social Sciences or the Math and Science transfer blocks, as relevant, to assure transferability of coursework.
- Nursing: By statewide agreement, at least 60 semester hours will be accepted by any public four-year institution toward the baccalaureate completion program (BSN) from graduates of any South Carolina public associate degree program in nursing (AND), provided that the program is accredited by the National League of Nursing and that

the graduate has successfully passed the National Licensure Examination (NCLEX) and is currently licensed as a Registered Nurse.

Any "unique" academic program not specifically or by extension covered by one of the statewide transfer blocks/agreements listed in #4 above must either create its own transfer block of 35 or more credit hours with the approval of CHE staff or will adopt either the Arts/Social Science/Humanities or the Science/Mathematics block. The institution at which such program is located will inform the staff of the CHE and every institutional president and vice president for academic affairs about this decision.

Any student who has completed either an Associate of Arts or Associate of Science degree program at any public two-year South Carolina institution which contains within it the total coursework found in either the Arts/Social Sciences/Humanities Transfer Block or the Math/Science Transfer Block will automatically be entitled to junior-level status or its equivalent at whatever public senior institution to which the student might have been admitted. (Note: As agreed by the Committee on Academic Affairs, junior status applies only to campus activities such as priority order for registration for courses, residence hall assignments, parking, athletic event tickets, etc. and not in calculating academic degree credits.)

## Related Reports and Statewide Documents

All applicable recommendations found in the Commission's report to the General Assembly on the School-to-Work Act (approved by the Commission and transmitted to the General Assembly on July 6, 1995) are hereby incorporated into the procedures for transfer of coursework among two and four year institutions.

The policy paper entitled [State Policy on Transfer and Articulation](#), as amended to reflect changes in the numbers of transfer blocks and other Commission action since July 6, 1995, is hereby adopted as the statewide policy for institutional good practice in the sending and receiving of all course credits to be transferred (Contact the Division of Academic Affairs for copies of this report.)

## Assurance of Quality

All claims from any public two- or four-year institution challenging the effective preparation of any other public institution's coursework for transfer purposes will be evaluated and appropriate measures will be taken to reassure that the quality of the coursework has been reviewed and approved on a timely basis by sending all receiving institutions alike. This process of formal review will occur every four years through the staff of the Commission on Higher Education, beginning with the approval of these procedures.

## Statewide Publication and Distribution of Information on Transfer

The staff of the Commission on Higher Education will print and distribute copies of these procedures upon their acceptance by the Commission. The staff will also place this document and the Appendices on the Commission's Home Page on the Internet under the title "Transfer Policies."

By September 1 of each year, all public four-year institutions will place the following materials on their internet websites:

A copy of this entire document.

A copy of the institution's transfer guide.

By September 1 of each year, the State Board for Technical and Comprehensive Education will place the following materials on its internet website:

A copy of their entire document.

Provide to the Commission staff in a format suitable for placing on the Commission's website a list of all articulation agreements that each of the sixteen technical colleges has with public and other four-year institutions of higher education, together with information about how interested parties can access those agreements.

Each two-year and four-year public institutional catalog will contain a section entitled "Transfer: State Policies and Procedures." Such a section at a minimum will:

Publish these procedures in their entirety (except Appendices).

Designate a Chief Transfer Officer at the institutional who will:

- provide information and other appropriate support for students considering transfer and recent transfers
- serve as a clearinghouse for information on Issues of transfer in the State of South Carolina
- provide definitive institutional rulings on transfer questions for the institution's students under these procedures
- work closely with feeder institutions to assure ease in transfer for their students

Designate other programmatic Transfer Officer (s) as the size of the institution and the variety of its programs warrant.

- D. Refer interested parties to the institution Transfer Guide (if applicable).
- E. Refer interested parties to institutional and Commission on Higher Education's websites for further information regarding transfer.

15. In recognition of its widespread acceptance and use through the United States, SPEEDE/EXPRESS should be adopted by all public institutions and systems as the

standard for electronic transmission of all student transfer data.

16. In conjunction with the colleges and universities, develop and implement a statewide Transfer Equivalency Database at the earliest opportunity. (As an electronic counseling guide, this computerized, on-line instrument will allow students and advisors to access all degree requirements for every major at every public four-year institution in South Carolina. Also, the Database will allow students to obtain a better understanding of institutional programs and program requirements and select their transfer courses accordingly, especially when the student knows the institution and the major to which he or she is transferring.)

## Development of Common Course System

Adopt a common statewide course numbering system for common freshman and sophomore courses of the technical colleges, two-year regional campuses of the University of South Carolina, and the senior institutions.

Adopt common course titles and descriptions for common freshman and sophomore courses of the technical colleges, two-year regional campuses of the University of South Carolina, and senior institutions. The Commission will convene statewide disciplinary groups to engage in formal dialogue for these purposes.

(A common course numbering system and common course titles and descriptions for lower-division coursework at all public institutions in the state can help reduce confusion among students about the equivalency of their two-year coursework with lower division coursework at the four-year level. To this end, a common system leaves no doubt about the comparability of content, credit, and purpose among the lower-division courses at all public colleges and universities in South Carolina. It would also help eliminate institutional disagreement over the transferability of much lower-division course work, thus clearing a path for easier movement between the technical colleges and senior institutions.)

## Statewide Articulation Agreement

Listed below are the Statewide Articulation Agreements of Technical Colleges courses that are transferable to Public Senior Institutions.

Course Code	Title of Course	Credits	Course Code	Title of Course	Credits
ACC 101	Accounting Principles I	3	GER 101	Elementary German I	4
ACC 102	Accounting Principles II	3	GER 102	Elementary German II	4
ANT 101	General Anthropology	3	HIS 101	Western Civilization to 1689	3
ART 101	History and Appreciation of Art	3	HIS 102	Western Civilization Post 1689	3
ART 105	Film As Art	3	HIS 201	American History Discovery to 1877	3
AST 101	Solar System Astronomy	4	HIS 202	American History 1887 to Present	3
AST 102	Stellar Astronomy	4	MAT 110	College Algebra	3
BIO 101	Biological Science I	4	MAT 111	College Trigonometry	3
BIO 102	Biological Science II	4	MAT 120	Probability and Statistics	3
BIO 210	Anatomy and Physiology I	4	MAT 122	Finite College Mathematics	3
BIO 211	Anatomy and Physiology II	4	MAT 130	Elementary Calculus	3
BIO 225	Microbiology	4	MAT 140	Analytical Geo. and Calculus I	4
CHM 110	College Chemistry I	4	MAT 141	Analytical Geo. and Calculus II	4
CHM 111	College Chemistry II	4	MAT 242	Differential Equations	4
CHM 112	College Chemistry III	4	MUS 105	Music Appreciation	3
CHM 211	Organic Chemistry I	4	PHI 101	Introduction to Philosophy	3
CHM 212	Organic Chemistry II	4	PHI 105	Introduction to Logic	3
ECO 210	Macroeconomics	3	PHI 106	Logic II: Inductive Reasoning	3
ECO 211	Microeconomics	3	PHI 110	Ethics	3
ENG 101	English Composition I	3	PHI 115	Contemporary Moral Issues	3
ENG 102	English Composition II	3	PHY 201	Physics I	4
ENG 201	American Literature I	3	PHY 202	Physics II	4
ENG 202	American Literature II	3	PHY 221	University Physics I	4
ENG 203	American Literature Survey	3	PHY 222	University Physics II	4
ENG 205	English Literature I	3	PHY 223	University Physics III	4
ENG 206	English Literature II	3	PSC 201	American Government	3
ENG 208	World Literature I	3	PSC 215	State and Local Government	3
ENG 209	World Literature II	3	PSY 201	Introduction to Psychology	3
ENG 214	Fiction	3	PSY 203	Human Growth and Development	3
ENG 218	Drama	3	PSY 205	Human Sexuality	3
ENG 222	Poetry	3	PSY 212	Abnormal Psychology	3
ENG 230	Women in Literature	3	SOC 101	Introduction to Sociology	3
ENG 236	African American Literature	3	SOC 102	Marriage and the Family	3
ENG 260	Adv. Tech. Communication	3	SOC 205	Social Problems	3
FRE 101	Elementary French I	4	SOC 206	Social Problems	3
FRE 102	Elementary French II	4	SOC 210	Juvenile Delinquency	3
FRE 201	Intermediate French I	3	SOC 220	Sociology and the Family	3
FRE 202	Intermediate French II	3	SOC 235	Thanatology	3
GEO 101	Introduction to Geography	3	SPA 101	Elementary Spanish I	3
GEO 102	World Geography	3	SPA 102	Elementary Spanish II	3
			SPA 201	Intermediate Spanish I	3
			SPA 202	Intermediate Spanish II	3

Course Code	Title of Course	Credits
SPC 205	Public Speaking	3
SPC 210	Oral Interpretation of Literature	3
THE 101	Introduction to Theatre	3

### General Education Transfer Block Arts, Humanities, and Social Sciences

#### Technical College Courses

##### Composition

ENG 101	English Composition I	3 Credits
ENG 102	English Composition II	3 Credits
<b>Total Credits:</b>		<b>6</b>

##### Natural Sciences

BIO 101	Biological Sciences I	4 Credits
BIO 102	Biological Sciences II	4 Credits
OR		
CHM 110	College Chemistry I	4 Credits
CHM 111	College Chemistry II	4 Credits
OR		
PHY 201	Physics I	4 Credits
PHY 202	Physics II	4 Credits
OR		
PHY 221	University Physics I	4 Credits
PHY 222	University Physics II	4 Credits
<b>Total Credits :</b>		<b>8</b>

##### Mathematics

MAT 120	Finite Probability and Statistics	3 Credits
MAT 130	Elementary Calculus	3 Credits
OR		
MAT 140	Analytical Geometry and Calculus I	4 Credits
OR		
MAT 141	Analytical Geometry and Calculus II	4 Credits
<b>Total Credits:</b>		<b>6-8</b>

##### Humanities

ENG 205	English Literature I	3 Credits
OR		
ENG 206	English Literature II	3 Credits
OR		
ENG 201	American Literature I	3 Credits
OR		
ENG 202	American Literature II	3 Credits
OR		
ENG 208	World Literature I	3 Credits
OR		
ENG 209	World Literature II	3 Credits
OR		
PHI 101	Introduction to Philosophy	3 Credits
OR		
PHI 110	Ethics	3 Credits
OR		
PHI 201	History of Philosophy	3 Credits
<b>Total Credits:</b>		<b>3</b>

##### History

HIS 101	Western Civilization to 1689	3 Credits
OR		
HIS 102	Western Civilization Post 1689	3 Credits
<b>Total Credits:</b>		<b>3</b>

##### Foreign Languages

FRE 101	Elementary French I	4 Credits
FRE 102	Elementary French II	4 Credits
OR		
GER 101	Elementary German I	4 Credits
GER 102	Elementary German II	4 Credits
OR		
SPA 101	Elementary Spanish I	4 Credits
SPA 102	Elementary Spanish II	4 Credits
<b>Total Credits:</b>		<b>8</b>

##### Fine Arts

ART 101	Art History and Appreciation	3 Credits
OR		
ART 108	History of Western Art	3 Credits
OR		
MUS 105	Music Appreciation	3 Credits
OR		
THE 101	Introduction to Theater	3 Credits
<b>Total Credits:</b>		<b>3</b>

##### Social and Behavioral Sciences

ECO 210	Macroeconomics	3 Credits
ECO 211	Microeconomics	3 Credits
PSY 201	General Psychology	3 Credits
SOC 101	Introduction to Sociology	3 Credits
PSC 201	American Government	3 Credits
GEO 102	World Geography	3 Credits
<b>Total Credits:</b>		<b>9</b>

### General Education and Business Foundations Transfer Block for Baccalaureate Business Degrees

#### Technical College Courses

##### Composition

ENG 101	English Composition I	3 Credits
ENG 102	English Composition II	3 Credits
<b>Total Credits:</b>		<b>6</b>

##### Natural Sciences

BIO 101	Biological Science I	4 Credits
BIO 102	Biological Science II	4 Credits
OR		
CHM 110	College Chemistry I	4 Credits
CHM 111	College Chemistry II	4 Credits
OR		
PHY 201	Physics I	4 Credits
PHY 202	Physics II	4 Credits
OR		
PHY 221	University Physics I	4 Credits
PHY 222	University Physics II	4 Credits
<b>Total Credits:</b>		<b>8</b>

### Mathematics

MAT 130	Elementary Calculus	3 Credits
	OR	
MAT 140	Analytical Geometry and Calculus I	4 Credits
	OR	
MAT 141	Analytical Geometry and Calculus II	4 Credits
	<b>Total Credits:</b>	<b>3-8</b>

### Accounting\*

ACC 101	Principles of Accounting I	3 Credits
ACC 102	Principles of Accounting II	3 Credits
	<b>Total Credits:</b>	<b>6</b>

\*Due to the way some technical colleges in their local areas teach the accounting sequence.

Coastal and FMU accept both courses in the ACC sequence as equivalent to only the first course in their own accounting sequence. The additional 3 credit counts towards elective credit. Check with the Schools of Business at Coastal and FMU for additional information.

### Humanities

Choose 1 course from 2 of the following 3 areas:

#### *Literature:*

	EITHER	
ENG 205	English Literature I	3 Credits
	OR	
ENG 206	English Literature II	3 Credits

#### *History:*

	EITHER	
HIS 101	Western Civilization to 1689	3 Credits
	OR	
HIS 102	Western Civilization Post 1689	3 Credits

#### *Fine Arts:*

	EITHER	
ART 101	Art History and Appreciation	3 Credits
	OR	
MUS 105	Music Appreciation	3 Credits
	(Not Accepting: FMU)	
	<b>Total Credits:</b>	<b>6</b>

### \*\*Foreign Languages

FRE 101	Elementary French I	4 Credits
FRE 102	Elementary French II	4 Credits
	OR	
GER 101	Elementary German I	4 Credits
GER 102	Elementary Germany II	4 Credits
	OR	
SPA 101	Elementary Spanish I	4 Credits
SPA 102	Elementary Spanish II	4 Credits
	<b>**Total Credits:</b>	<b>8</b>

\*\*USC-Spartanburg will accept only 4 credit hours of foreign language credit. Depending on the student's chosen major, additional courses may or may not be creditable toward graduation. Check with the School of Business Administration and Economics at USC-S for additional information.

### Social and Behavioral Sciences

ECO 210	Macroeconomics	3 Credits
ECO 211	Microeconomics	3 Credits
	AND	
	Choose 1 of the following 3 courses:	
PSY 201	General Psychology	3 Credits
SOC 101	Introduction to Sociology	3 Credits
	OR	
PSC 201	American Government	3 Credits
	<b>Total Credits:</b>	<b>9</b>

**Grand Total Credits: 46-51**

### General Education Transfer Block for Baccalaureate Engineering Majors

#### Technical College Courses

##### Composition

ENG 101	English Composition I	3 Credits
ENG 102	English Composition II	3 Credits
	<b>Total Credits:</b>	<b>6</b>

##### Natural Sciences

CHM 110	College Chemistry I	4 Credits
CHM 111	College Chemistry II	4 Credits
PHY 221	University Physics I	4 Credits
	<b>Total Credits:</b>	<b>12</b>

##### Mathematics

MAT 140	Analytical Geometry and Calculus I	4 Credits
MAT 141	Analytical Geometry and Calculus II	4 Credits
	<b>Total Credits:</b>	<b>8</b>

##### Humanities and Sciences

HIS 101	Western Civilization to 1689	3 Credits
	<b>Total Credits:</b>	<b>3</b>

##### Engineering

Approximately 4 credits of EGR prefix coursework to be determined.

**Grand Total Credits: 33 Credits**

## General Education Transfer Block Sciences and Mathematics Majors

### Technical College Courses

#### Composition

ENG 101	English Composition I	3 Credits
ENG 102	English Composition II	3 Credits

**Total Credits: 6**

#### Natural Sciences

CHM 110	College Chemistry I	4 Credits
CHM 111	College Chemistry II	4 Credits
PHY 221	University Physics I	4 Credits
PHY 222	University Physics II	4 Credits

**Total Credits: 16**

#### Mathematics

MAT 140	Analytical Geometry and Calculus I	4 Credits
MAT 141	Analytical Geometry and Calculus II	4 Credits

**Total Credits: 8**

#### Humanities

	EITHER	
HIS 101	Western Civilization to 1689	3 Credits
	OR	
HIS 102	Western Civilization Post 1689	3 Credits

	AND	
	*one 200 level literature course	3 Credits

**Total Credits: 6**

#### Fine Arts

	EITHER	
ART 101	Art History and Appreciation	3 Credits
	OR	
MUS 105	Music Appreciation	3 Credits

	OR	
THE 101	Introduction to Theater	3 Credits

**Total Credits: 3**

#### Foreign Languages\*

FRE 101	Elementary French I	4 Credits
FRE 102	Elementary French II	4 Credits

	OR	
GER 101	Elementary German I	4 Credits

GER 102	Elementary Germany II	4 Credits
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#### Behavioral and Social Sciences

\*One Course from Each of Two of the Following Disciplines:  
Economics, Psychology, Sociology, Political Science

**Total Credits: 6**

**Grand Total Credits: 53**

#### Footnotes on Usage of this Block

Coursework in this block is guaranteed to count as transfer credit towards graduation in all Sciences and Mathematics majors at all public, senior institutions. However, this block may or may not completely satisfy all general education requirements at a particular senior institution.

Some institutions will take pre-calculus mathematics for credit

toward sciences/mathematics majors.

Some majors at senior institutions allow for fewer than 7 elective credits; transfer of this entire block may preclude students transferring into these majors from taking some selective credits at the senior institution.

Completion of this 53 credit hour module will bring a student close to attaining an AA/AS degree. By working closely with advisors at both the technical college and at the senior institution, a student may be able to take enough transferable coursework to complete the AA/AS degree.

Majors in Computer Information Systems and in Applied Mathematics at the College of Charleston should contact these departments directly regarding appropriate transfer coursework in the Natural Sciences and in the Behavioral and Social Sciences.

Choose these courses from the 86 courses listed on the State-wide Articulation Agreement.\*

Some senior institutions offer only 3 credit hour foreign language courses. These institutions may only grant 3 credits per course for technical college foreign language coursework.

## General Education Transfer Block for Early Childhood, Elementary and Special Education Majors\*

### Technical College Courses

#### Composition

ENG 101	English Composition I	3 Credits
ENG 102	English Composition II	3 Credits

**Total Credits: 6**

#### Natural Sciences

BIO 101	Biological Science I	4 Credits
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AND

CHM 110	College Chemistry I	4 Credits
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OR

PHY 201	Physics I	4 Credits
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**Total Credits: 8**

#### \*\*Mathematics

MAT 130	Elementary Calculus	3 Credits
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OR

MAT 140	Analytical Geometry and Calculus I	4 Credits
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**Total Credits: 3-4**

#### Humanities

ENG 208	World Literature I	3 Credits
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OR

ENG 209	World Literature II	3 Credits
---------	---------------------	-----------

AND

HIS 101	Western Civilization to 1689	3 Credits
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OR

HIS 102	Western Civilization Post 1689	3 Credits
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**Total Credits: 9**

#### Fine Arts

ART 101	Art History and Appreciation	3 Credits
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AND

MUS 105	Music Appreciation	3 Credits
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**Total Credits: 6**

**Social and Behavioral Sciences**

Choose 2 of 3

PSC 201 American Government 3 Credits  
 PSY 201 Introduction to Psychology 3 Credits

SOC 101 Introduction to Sociology 3 Credits

**Total Credits: 6**

**Grand Total Credits: 35-39**

**Footnotes on Usage of Block**

These courses are guaranteed to transfer into either the general education component or the electives component of each baccalaureate early childhood, elementary, or special education program at each public senior institution in South Carolina. Moreover, all courses are guaranteed to count toward graduation in these majors without increasing the number of credit hours to degree.

Students majoring in secondary education should consult the Arts and Humanities or Science and Mathematics Block, depending on their majors. Students who major in a field outside education but who desire teacher certification should consult the transfer block related to their majors (i.e., Arts and Humanities or Sciences and Mathematics) to ensure transferability of courses from the technical colleges.\*

Winthrop requires MAT 122, Finite College Mathematics.\*\*

**Courses That Are Transferable To The University of South Carolina –Columbia**

**From Denmark Technical College**

Course	Title of Course	USC COURSES
ACC 101	Accounting Principles I	BADM 225/RETL 161
ACC 102	Accounting Principles II	BADM 226/ RETL 162
ART 101	Art History & Appreciation	ARTE 101
BIO 101	Biological Science I	BIOL 101&101L
BIO 102	Biological Science II	BIOL 102 &102L
BUS 121	Business Law I	OADM 240
BUS 240	Business Statistics	BADM 291
CHM 110	College Chemistry I	CHEM 111
CHM 111	College Chemistry II	CHEM 112
CPT 101	Introduction to Computers	CSCI 101/ BADM 290
CPT111	Basic Programming I	CSCI 102
CPT 114	Computers and Programming	CSCI 102

Course	Title of Course	USC COURSES
CPT 115	COBOL Programming I	W/CPT 215= CSCI 205
CPT 129	Microcomputer Assembler Programmer I	CSCI 210
CPT 132	PASCAL Programming	CSCI 145
CPT 170	Microcomputer Applications	BADM 290
CPT 215	COBOL Programming II	W/CPT 215= CSCI 205
CPT 234	C Programming I	CSCI 207
CPT 244	Data Structures	CSCI 146
CPT 257	Operating Systems	AIME elective (for AIME majors)
CRJ 101	Intro. to Criminal Justice	CRJU 101
CRJ 115	Criminal Law I	CRJU 321 (for Criminal Justice Majors)
CRJ 125	Criminology	CRJU 341 (for Criminal Justice Majors)
CRJ 130	Police Administration	CRJU 211
CRJ 220	The Judicial Process	CRJU 221
CRJ 242	Correctional Systems	CRJU 231
ECO 210	Macroeconomics	ECON 221
ECO 211	Microeconomics	ECON 222
ENG 101	English Composition I	ENGL 101
ENG 102	Basic Communications	ENGL 102
ENG 205	English Literature I	ENGL 288
ENG 206	English Literature II	ENGL 289
HIS 101	Western Civilization to 1689	HIST 101
HIS 102	Western Civilization Post 1689	HIST 102
HIS 201	American History: Discovery to 1877	HIST 111
HIS 202	American History: 1877 to Present	HIST 112
CUL 101	Principles of Food Production I	HRTA elective
CUL 102	Principles of Food Production II	HRTA elective
CUL 103	Nutrition	HRTA elective
CUL 155	Hospitality Sanitation	HRTA elective
CUL 160	Purchasing for Hospitality	HRTA elective
CUL 220	Advanced Bakeshop	HRTA elective
CUL 225	Buffet Organization	HRTA elective
CUL 235	Menu Planning	HRTA elective
MAT 110	College Algebra	MATH 111
MAT 111	College Trigonometry	MATH 112
MAT 112	Pre-Calculus	MATH 115
MAT 122	Finite College Mathematics	MATH 170



Course	Title of Course	USC COURSES
MAT 130	Elementary Calculus	MATH 122
MAT 140	Analytical Geometry & Calculus I	MATH 141
MAT 141	Analytical Geometry & Calculus II	MATH 142
MUS 105	Music Appreciation	MUSC 110
PHI 101	Introduction to Philosophy	PHIL 102
PHS 101	Physical Science II	PHYS 101 & 101L
PHS 102	Physical Science II	PHY 221
PHY 221	University Physics I	PHYS 211
PHY 222	University Physics II	PHYS 212
PSC 201	American Government	GINT 201
PSC 220	Intro. to International Relations	GINT 101
PSY 201	General Psychology	PSYC 101
PSY 230	Interviewing Techniques	Elective
PSY 231	Counseling Techniques	Elective
PSY 235	Group Dynamics	Electives
SOC 01	Introduction to Sociology	SOCY 101
SPC 205	Public Speaking	THSP 140

Course	Title of Course	Sem. Hrs.	SCSU Course	Sem. Hrs.
MUS 103	Chorus III	1	MU 023	1
MUS 104	Chorus IV	1	MU 024	1
MUS 105	Music Appreciation	3	MU 250	3
MUS 110	Music Fundamentals	3	MU 098	2
MUS 111	Band I	1	MU 041	1
MUS 112	Band II	1	MU 042	1
MUS 113	Band III1	1	MU 043	1
MUS 114	Band IV	1	MU 044	1
MUS 115	Elementary Harmony I	4	MU 107	2
MUS116	Elementary Harmony II	4	MU 108	2
MUS 215	Advanced Harmony I	4	MU 207	2
MUS 216	Advanced Harmony II	4	MU 208	2
FRE 101	Elementary French I	4	F 201	3
FRE 102	Elementary French II	4	F 202	3
FRE 201	Intermediate French I	3	F 301	3
FRE 202	Intermediate French II	3	F 302	3
SPA 101	Elementary Spanish I	4	SP 201	3
SPA 102	Elementary Spanish II	4	SP 202	3
SPA 201	Intermediate Spanish I	3	SP 301	3
SPA 202	Intermediate Spanish II	3	SP 302	3
GER 101	Elementary German	4	G 201	3
GER 102	Elementary German II	4	G 202	3
GER 201	Intermediate German I	3	G 301	3
GER 202	Intermediate German II	3	G 302	3
ECO 101	Basic Economics Principles	3	ECON 205	3
ECO 105	Introduction to Economics Principles	3	ECON 205	3
ECO 210	Macroeconomics	3	ECON 201	3
ECO 211	Microeconomics	3	ECON 202	3
HIS 101	Western Civilization to 1689	3	Elective	3
HIS 102	Western Civilization Post 1689	3	Elective	3
HIS 110	Introduction to American History	3	Elective	3
HIS 201	American History Discovery to 1877	3	H103	3
HIS 202	American History Discovery 1877 to Present	3	H 104	3
HIS 205	Western Culture I	3	Elective	3
HIS 206	Western Culture II	3	Elective	3
HIS 210	Introduction to China	3	Elective	3
HIS 215	History / Literature of Bible	3	Elective	3
HIS 220	American Studies I	3	Elective	3

### Courses That Are Transferable To South Carolina State University

#### From Denmark Technical College

Attached you will find an articulated list of courses between South Carolina State University and the Technical Colleges of South Carolina. Listed below is an articulated list of courses between South Carolina State University and the Technical Colleges of South Carolina.

Course	Title of Course	Sem. Hrs.	SCSU Course	Sem. Hrs.
ART 101	Art History and Appreciation	3	A250	3
COL 101	College Orientation	1	ED 101	1
ENG 101	English Composition I	3	E 101	3
ENG 102	English Composition II	3	E 102	3
ENG 205	English Literature I	3	E 201	3
ENG 206	English Literature II	3	E 202	3
ENG 208	World Literature I	3	E 250	3
ENG 209	World Literature II	3	E 251	3
SPC 205	Public Speaking	3	S 103 or 205	3
MUS 101	Chorus I	1	MU 021	1
MUS 102	Chorus II	1	MU 022	1

Course	Title of Course	Sem. Hrs.	SCSU Course	Sem. Hrs.	Course	Title of Course	Sem. Hrs.	SCSU Course	Sem. Hrs.
HIS 221	American Studies II	3	Elective	3	MAT 215	Geometry	3	MED 104	3
PSC 201	American Government	3	PS 202	3	PSY 103	Human Relations	3	Elective	3
PSC 205	Politics and Government	3	PS 201	3	PSY 105	Personal./ Interpersonal Psychology	3	Elective	3
PSC 215	State and Local Government	3	PS 205	3	PSY 120	Organizational Psychology	3	Elective	3
PHI 101	Introduction to Philosophy	3	PHIL 301	3	PSY 201	General Psychology	3	PSY 201	3
PHI 105	Introduction to Logic	3	PHIL305	3	PSY 205	Adolescent Psychology	3	Elective	3
PHI 110	Ethics	3	Elective	3	PSY 208	Human Sexuality	3	PSY 309	3
PHI 115	Contemporary Moral Issues	3	Elective	3	PSY 212	Abnormal Psychology	3	PSY 204	3
PHI 201	History of Philosophy	3	Elective	3	PSY 218	Behavior Modification	3	Elective	3
IDS 101	Human Thoughts and Learning	3	Elective	3	PSY 222	Psychology of Individual Achievement	3	Elective	3
CPT 101	Introduction to Computers	3	Elective	3	PSY 203	Human Growth & Development	3	EPSY 204	3
CPT 111	Basic Programming I	3	CS 104	1	PSY 210	Educational Psychology	3	EPSY 205	3
CPT 115	COBOL Programming I	3	CS 209	3	PSY 214	Psychology of the Exceptional Child	3	SPED 216	3
CPT 116	Essentials of COBOL I	4	CS 209	3	PSY 215	Psychology of the Mentally Retarded	3	SPED 217	3
CPT 120	Fortran Programming	3	CS 105	3	SOC 101	Introduction to Sociology	3	SOC 201	3
CPT 125	Main Frame Assembler Program I	3	CS 301	3	SOC 102	Marriage & Family	3	SOC 202	3
CPT 126	Essentials of Assembler Program	4	CS 301	3	SOC 205	Social Problems	3	SOC 308	3
CPT 132	PASCAL Programming	3	CS 201	3	SOC 220	Sociology of the Family	3	SOC 202	3
CPT 170	Microcomputer Applications	3	CS 107	3	SOC225	Sociology of Gender Roles	3	Elective	3
MAT 110	College Algebra	3	M 105	3	SOC 235	Thantology	3	Elective	3
MAT 111	College Trigonometry	3	M 106	3	ANT 101	General Anthropology	3	SOC 310	3
MAT 112	Pre-Calculus	5	M 106	3	BIO 101	Biological Science	4	BSC 101	3
MAT 120	Probability Statistics	3	M 208	3	BIO 101	Biological Science II	4	BSC 103	3
MAT 122	Finite College Math	3	M 210	3	BIO 102	Biological Science III	4	BSC 102	3
MAT 132	Discrete Mathematics	3	M 213	3	BIO 112	Basic Anatomy & Physiology	4	B 209	4
MAT 140	Analytic Geometry & Calculus I	4	M 203	3	BIO 201	Zoology	4	B 101	4
MAT141	Analytic Geometry &	4	M 204	3	BIO 202	Botany	4	B 103	4
MAT 175	Algebra & Trigonometry I	3	M 105	3	BIO 216	Physiology	4	B 208	4
MAT 176	Algebra & Trigonometry II	3	M 106	3	PHS 101	Physical Science I	4	PSC 101	3
MAT 235	Matrix Algebra	3	M 209	3	PHS 102	Physical Science II	4	PSC 102	3
MAT 240	Analytic Geometry & Calculus III	4	M 307	3	AST 101	Solar System Astronomy	4	PSC 203	3
MAT 242	Differential Equations	4	M 403	3	AST 102	Stellar Astronomy	4	PSC 104	3
MAT 211	Math for Elementary Education I	3	MED 300	3	CHM 110	College Chemistry I	4	C 103	4
					CHM 111	College Chemistry II	4	C 104	4
					PHY 221	University Physics I & II & 222	4	P 201	4

Course	Title of Course	Sem. Hrs.	SCSU Course	Sem. Hrs.
PHY 222 & 223	University Physics II & III	4	P 202	4

