

Denmark Technical College



Academic Catalog 2016 - 2019



2016 - 2019 Academic Catalog

DENMARK TECHNICAL COLLEGE

Established 1947

Denmark Technical College is accredited by
the Southern Association of Colleges and Schools Commission on Colleges
to award Associate Degrees, Diplomas, and Certificates.

Contact the Commission on Colleges at
Southern Association of Colleges and Schools Commission on Colleges,
1866 Southern Lane, Decatur, Georgia 30033-4097,
telephone 404-679-4500, at <http://www.sacscoc.org>

for questions about the accreditation of Denmark Technical College.
Normal inquiries about the institution, such as admission requirements,
financial aid, educational programs, etc., should be addressed directly to
Denmark Technical College and not to the Commission's office.

The Commission on Colleges should be contacted only if there is evidence that
appears to support the college's significant non-compliance with a requirement or standard.

Denmark Technical College
1126 Solomon Blatt Boulevard
Post Office Box 327
Denmark, South Carolina 29042-0327
(803) 793-5176

Accreditations and Policies

PROGRAM ACCREDITATION

Denmark Technical College's Early Care and Education Associate Degree Program is fully accredited by the National Association for the Education of Young Children, 1313 L St., N.W., Suite 500, Washington, DC 20005, Telephone: (202) 232-8777.

Denmark Technical College's Electromechanical Engineering Technology Associate Degree Program is accredited by the Engineering Technology Accreditation Commission of ABET, <http://www.abet.org>, 111 Market Place, Suite 1050, Baltimore, MD 21202-4012, Telephone: (410) 347-7700.

Denmark Technical College's General Business Associate Degree Program is fully accredited by the Accreditation Council for Business Schools and Programs, 11520 West 119th Street Overland Park, Kansas, 66213, Telephone: (913) 339-9356.

Denmark Technical College's Practical Nursing Diploma Program is approved by the South Carolina Board of Nursing, 110 Centerview Drive, Suite 202, Columbia, SC 29210, Telephone: (803) 896-4550.

NON-DISCRIMINATION POLICY

Denmark Technical College is committed to a policy of non-discrimination in the provision of equal opportunity and equal access in student services, programs and student employment, and in faculty and staff employment and advancement without regard to race, color, religion, sex, age, ethnic origin, political affiliation, disability, Veteran status or marital status.

TITLE IX STATEMENT

The Title IX Coordinator is Mrs. Sharon Miller, Academic Counselor and Disability Coordinator, Main Campus, Bldg. 029, Academic Support Center, Telephone: (803) 793-5241.
The Office of Assistant Secretary for Civil Rights, (202) 453-5955.

Updated April, 2017

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Boards, Commissioners, CEOs

STATE BOARD FOR TECHNICAL COMPREHENSIVE EDUCATION

Dr. Tim Hardee	President
Mr. Ralph A. Odom, Jr., (Chair)	Fifth Congressional District
Mr. Warren L. Helm, (Vice-Chair)	First Congressional District
Mr. Robert E. Barnett	Second Congressional District
Mr. Charles G. Wilson	Third Congressional District
Mr. Stephen J. Burry	Fourth Congressional District
Mr. Gregory B. Askins	Sixth Congressional District
Mr. Philip G. Homan	Seventh Congressional District

AT-LARGE

Mrs. Gwendolyn A. Bright	Mr. Matthew L. Yaun	Mr. Montez C. Martin, Jr.
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EX-OFFICIO

Mr. Robert M. Hitt, III, Secretary of Commerce	Ms. Molly M. Spearman, Superintendent of Education
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DENMARK TECHNICAL COLLEGE AREA COMMISSION

Mr. DeWayne Ennis, Chair	Mr. Thomas Williams
Mrs. Peggy Faust, Vice-Chair	Mr. Calvin Wright
Mr. James Hayes, Secretary	Ms. Brenda Williams, At-Large
Ms. Gwendolyn Bright, Ex-Officio	

DENMARK TECHNICAL COLLEGE CHIEF EXECUTIVE OFFICERS

Dr. Christopher J. Hall, Interim President	2017-Present
Dr. Leonard A. McIntyre, President	2014-2017
Dr. Joann R. G. Boyd-Scotland, President	1993-2007; 2011-2014
Dr. Michael M. Townsend, Sr., President	2010-2011
Dr. Walt Tobin, Interim President	2009-2010
Dr. John K. Waddell, President	2007-2009
Dr. Douglas W. Brister, Interim President	1992-1993
Dr. Curtis Eugene Bryan, President	1986-1992
Dr. Marianna W. Davis, Acting President	1985-1986
Mr. John W. Henry, Jr., President	1977-1985
Mr. William L. McDuffie, Director	1969-1977
Mr. Roland B. Grant, Acting Principal	1967-1969
Mr. L. H. Dawkins, Principal	1948-1968

Academic Calendars

2016-2017

2017-2018

2018-2019

Academic Calendar 2016-2017

FALL SEMESTER 2016

August 8-11, 2016	Faculty-Staff Development
August 8, 2016	Opening Fall Convocation (All Faculty & Staff: 8:30 a.m. – 5 p.m.)
August 14, 2016	Dorms Open for New Students (12 Noon)
August 15, 2016	Orientation and Placement of New Students (10 a.m.)
August 16, 2016	Registration of New Students (9:30 a.m. – 7 p.m.) W. L. McDuffie Student Services Center-Gym
August 17, 2016	Dormitory Opens for Returning Students (8 a.m.)
August 17, 2016	Registration of Returning Students (9:30 a.m. - 7 p.m.) W. L. McDuffie Student Services Center-Gym
August 18, 2016	Registration of Students (9:30 a.m. - 7 p.m.) W. L. McDuffie Student Services Center-Gym
August 19, 2016	Registration for All Students (9:30 a.m. - 5 p.m.) W. L. McDuffie Student Services Center-Gym Last Day to Register for (1 st 8 Week)
August 20, 2016	Registration for All Students (9:30 a.m. - 1 p.m.) W. L. McDuffie Student Services Center-Gym
August 22, 2016	Classes Begin
August 22-25, 2016	Late Registration Begins (9:30 am – 5 p.m. (Late Fee Will Apply))
August 29, 2016	Last Day to Register, Change, or Add Courses Without Financial Penalty or Academic Penalty
September 5, 2016	Labor Day Holiday (No Classes)
September 6, 2016	Classes Resume
September 8, 2016	Last Day to Register for (12 Week Session)
September 12, 2016	Classes Begin for (12 Week Session)
September 12-13, 2016	Mid-Term Examinations for (1 st 8 Week Session) Late Registration for (12 Week Session)
September 16, 2016	Mid Term Grades Due (12 noon) for (1 st 8 Week Session)
October 3, 2016	Last Day to Withdraw from a Course without Academic Penalty (“W” Grade)
October 4, 2016	Begin Filing for Fall Semester Graduation
October 10-11, 2016	Final Examinations for (1 st 8 Week Session)

October 10-13, 2016	Mid-Term Examinations
October 14, 2016	Mid-Term Grades Due 12 (Noon) Final Grades Due (1 st 8 Week Session)
October 18, 2016	Last Day to File for Fall Semester Graduation
October 24 – November 3, 2016	Advisement, Counseling and Pre-registration for Spring Semester
November 8, 2016	Election Day (No Classes)
November 11, 2016	Veterans Day Holiday (No Classes – 7.5 hour work week)
November 7-14, 2016	Advisement, Counseling and Pre-registration for Spring Semester (Continues)
November 17, 2016	Dorms Close (5 p.m.)
November 21-25, 2016	Fall Break (No Classes – Students Only)
November 22-25, 2016	Fall Break (Faculty)
November 24-25, 2016	Thanksgiving Holiday (Staff Only – 7.5 Hours Work-Week)
November 27, 2016	Dorms Open (12 Noon)
November 28, 2016	Classes Resume
December 1, 2016	Final Examinations for Graduating Seniors
December 2, 2016	Final Grades Due for Graduating Seniors
December 12-13, 2016	Final Examinations
December 13, 2016	Dorms Close (5 p.m.)
December 14, 2016	Final Grades Due
December 12-15, 2016	Faculty Development
December 16, 2016	Last Day of Term
December 19, 2016 – January 2, 2016	Holidays – Staff and Administration

FIRST EIGHT-WEEK TERM 2016

August 20, 2016	Last Day to Register for Minimester (8-Week Session) (Late Fee Will Apply)
August 22, 2016	Classes Begin
August 22-25, 2016	Late Registration (Late Fee Will Apply)
August 29, 2016	Last Day to Drop or Add a Course Without Financial Penalty or Academic Penalty
September 5, 2016	Labor Day Holiday
September 12-13, 2016	Mid-Term Examinations

September 16, 2016	Mid-Term Grades Due (12 Noon)
October 10-11, 2016	Final Examinations
October 14, 2016	Final Grades Due (12 Noon)

TWELVE-WEEK TERM 2016

September 8, 2016	Last Day to Register for Minimester (12-Week Session)
September 12, 2016	Classes Begin
September 12-15, 2016	Late Registration (Late Fee Will Apply)
September 19, 2016	Last Day to Drop or Add Courses without Financial Penalty or Academic Penalty
October 17-20, 2016	Mid-Term Examinations
October 24, 2016	Mid-Term Grades Due (12 Noon)
November 1-10, 2016	Advisement, Counseling and Pre-registration for Spring Semester
November 11, 2016	Veterans Day Holiday
November 14-17, 2016	Advisement, Counseling and Pre-registration for Spring Semester (Continues)
November 17, 2016	Dorms Close (5 p.m.)
November 21-25, 2016	Fall Break (No Classes)
November 27, 2016	Dorms Open (12 Noon)
November 28, 2016	Classes Resume
November 30 –December 1, 2016	Final Examinations for Graduating Seniors
December 2, 2016	Final Grades Due for Graduating Seniors
December 12-13, 2016	Final Examinations
December 13, 2016	Dorms Close (5 p.m.)
December 14, 2016	Final Grades Due

TEN-WEEK TERM 2016

September 22, 2016	Last Day to Register for Minimester (10-Week Session)
September 26, 2016	Classes Begin
September 26-29, 2016	Late Registration (Late Fee Will Apply)
October 3, 2016	Last Day to Drop or Add Courses without Financial Penalty or Academic Penalty
October 24-27, 2016	Mid-Term Examinations

October 31, 2016	Mid-Term Grades Due (12 Noon)
November 1-10, 2016	Advisement, Counseling and Pre-registration for Spring Semester
November 11, 2016	Veterans Day Holiday
November 14-17, 2016	Advisement, Counseling and Pre-registration for Spring Semester (Continues)
November 17, 2016	Dorms Close (5 p.m.)
November 21-25, 2016	Fall Break (No Classes – Students Only) November 27, 2016 Dorms Open (12 Noon)
November 28, 2016	Classes Resume
November 30 – December 1, 2016	Final Examinations for Graduating Seniors
December 2, 2016	Final Grades Due for Graduating Seniors
December 12-13, 2016	Final Examinations
December 13, 2016	Dorms Close (5 p.m.)
December 14, 2016	Final Grades Due

SECOND EIGHT-WEEK TERM 2016

October 11, 2016	Last Day to Register for Minimester (8-Week Session)
October 12, 2016	Classes Begin
October 12-13, 2016	Late Registration (Late Fee Will Apply)
October 19, 2016	Last Day to Drop or Add Courses without Financial Penalty or Academic Penalty
October 24-27, 2016	Advisement, Counseling and Pre-registration for Spring Semester
November 9-10, 2016	Mid-Term Examinations
November 11, 2016	Veterans Holiday
November 14, 2016	Mid-Term Grades Due
November 17, 2016	Dorms Close (5 p.m.)
November 21-25, 2016	Fall Break (No Classes – Students Only)
November 27, 2016	Dorms Open (12 Noon)
November 28, 2016	Classes Resume
November29-30, 2016	Final Examinations for Graduating Seniors
December 2, 2016	Final Grades Due for Graduating Seniors
December 12-13, 2016	Final Examinations
December 13, 2016	Dorms Close (12 Noon)

December 14, 2016	Final Grades Due
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SPRING SEMESTER 2017

January 8, 2017	Dorms Opens (10 a.m.)
January 9, 2017	College Re-Opens (8:30 a.m.)
January 10, 2017	Orientation for New Students (9:00 a.m.) Registration for New Students (1 p.m. – 7 p.m.) W. L. McDuffie Student Services Center
January 10-12, 2017	Registration for all Students (9:30 a.m. – 6 p.m.)
January 13, 2017	Registration for all Students (9:30 a.m. – 1 p.m.) W. L. McDuffie Student Services Center
January 16, 2017	Martin Luther King Birthday (Holiday) (Campus Closed)
January 17, 2017	Classes Begin
January 17-18, 2017	Late Registration Begins (9:30 a.m. – 6 p.m.) (Late Fee will Apply.)
January 24, 2017	Last Day to Change or Add Courses without Financial Penalty or Academic Penalty
February 6, 2017	Begin Filing for Spring Semester Graduation
February 20, 2017	President’s Day (Holiday) (Campus Closed)
February 21, 2017	Classes Resume
March 1-2, 2017	Mid-Term Examinations
March 6, 2017	Mid-Term Grades Due 12 Noon
March 6, 2017	Last Day to File for Spring Semester Graduation
March 13-24, 2017	Advisement and Pre-registration for Fall Semester and Summer Term
April 17 – 21, 2017	Spring Break
April 24, 2017	Classes Resume
April 10-13, 2017	Final Examinations for Graduating Seniors
April 24, 2017	Grades Due for Graduating Seniors (12 Noon)
April 27- May 2, 2017	Final Examinations
May 4, 2017	Dorms Close 12 Noon
May 4, 2017	Final Grades Due End of Term
May 5, 2017	Graduation Ceremony – 1 p.m.

FIRST EIGHT-WEEK TERM 2017

January 17, 2017	Last Day to Register for Minimester (8-Week Session)
January 17, 2017	Classes Begin
January 24, 2017	Last Day to Drop or Add a Course Without Financial Penalty or Academic Penalty
February 6-7, 2017	Mid-Term Examinations
February 9, 2017	Mid-Term Grades Due (12 Noon)
February 20, 2017	President’s Day (Holiday)
March 6-7, 2017	Final Examinations
March 10, 2017	Final Grades Due (12 Noon)

TWELVE-WEEK TERM 2017

February 1, 2017	Last Day to Register for Minimester (10-Week Session)
February 7, 2017	Classes Begin
February 7 – 13, 2017	Late Registration
February 13, 2017	Last Day to Drop or Add Courses without Financial Penalty and Academic Penalty
March 13 - 16, 2017	Mid-Term Examinations
March 20, 2017	Mid-Term Grades Due 12 Noon
April 17-21, 2017	Spring Break
April 24, 2017	Classes Resume
April 27-May 2, 2017	Final Examinations
May 3, 2017	Dorms Close 12 Noon
May 3, 2017	Final Grades Due /End of Term
May 5, 2017	Graduation Ceremony 1 p.m.

TEN-WEEK TERM 2017

February 20, 2017	Last Day to Register for Minimester (10-Week Session)
February 21, 2017	Classes Begin
February 22, 2017	Last Day to Drop or Add Courses without Financial Penalty and Academic Penalty
March 22-23, 2017	Mid-Term Examinations
March 24, 2017	Mid-Term Grades Due 12 Noon
April 17-21, 2017	Spring Break
April 24, 2017	Classes Resume

April 27-May 2, 2017	Final Examinations
May 3, 2017	Dorms Close 12 Noon
May 3, 2017	Final Grades Due /End of Term
May 5, 2017	Graduation Ceremony 1 p.m.

SECOND EIGHT-WEEK TERM 2017

March 7, 2017	Last Day to Register for Minimester (8-Week Session)
March 8, 2017	Classes Begin
March 9-13, 2017	Last Day to Drop or Add Courses without Financial Penalty and Academic Penalty
March 29 - 30, 2017	Mid-Term Examinations
April 3, 2017	Mid-Term Grades Due (12 Noon)
April 17 - 21, 2017	Spring Break
April 24, 2017	Classes Resume
May 1-2, 2017	Final Examinations
May 3, 2017	Dorms Close 12 Noon
May 3, 2017	Final Grades Due /End of Term
May 5, 2017	Graduation Ceremony - 1 p.m.

SUMMER TERM 2017 FIRST FIVE-WEEK TERM

May 8, 2017	Faculty Workdays /Registration for Summer Session (9:30 a.m. – 6 p.m.) in the William L. McDuffie Student Services Center-
May 10, 2017	Confederate Memorial Day (College Closed)
May 11, 2017	Registration for Summer Session (9:30 a.m. – 5 p.m.) in the William L. McDuffie Student Services Center-Gym
May 15, 2017	Classes Begin, Late Registration/Add-Drop Period for the Summer Session, Begin Filing for Summer Graduation
May 16, 2017	Last Day to Change or Add Courses without Financial Penalty or Academic Penalty
May 29, 2017	National Memorial Day Holiday (No Classes)
May 30, 2017	Classes Resume
May 30-31, 2017	Mid-Term Examinations
May 31, 2017	Last Day to File for Summer Graduation
June 1, 2017	Mid-Term Grades Due
June 14-15, 2017	Final Examinations, Dorms Close 5 p.m.
June 19, 2017	Final Grades Due 12:00 Noon

SUMMER TERM 2017 SECOND FIVE-WEEK TERM

May 8, 2017	Faculty Workdays /Registration for Summer Session (9:30 a.m. – 6 p.m.) in the William L. McDuffie Student Services Center-Gym
May 10, 2017	Confederate Memorial Day (College Closed)
May 11, 2017	Registration for Summer Session (9:30 a.m. – 5 p.m.) in the William L. McDuffie Student Services Center-Gym
June 15, 2017	Late Registration/Add-Drop Period for the Summer Session
June 19, 2017	Classes Begin
June 19-20, 2017	Last Day to Change or Add Courses without Financial Penalty or Academic Penalty
July 4, 2017	Independence Day Holiday (Campus Closed)
July 5, 2017	Classes Resume
July 5-6, 2017	Mid-term Examinations
July 10, 2017	Mid-Term Grades Due
July 19-20, 2017	Final Examinations, Dorms Close 5 p.m.
July 21, 2017	Final Grades Due 12:00 Noon

SUMMER TERM 2017 – THIRD FIVE-WEEK TERM (High School Initiatives, Cybersecurity, STEM camps, etc.)

May 8, 2017	Faculty Workdays, Registration for Summer Session (9:30 a.m. – 6 p.m.) in the William L. McDuffie Student Services Center-Gym
May 10, 2017	Confederate Memorial Day (College Closed)
May 11, 2017	Registration for Summer Session (9:30 a.m. – 5 p.m.) in the William L. McDuffie Student Services Center-Gym
June 15, 2017	Late Registration/Add-Drop Period for the Summer Session
June 19, 2017	Classes Begin
June 19-20, 2017	Last Day to Change or Add Courses without Financial Penalty or Academic Penalty
July 4, 2017	Independence Day Holiday (Campus Closed)
July 5, 2017	Classes Resume
July 5-6, 2017	Mid-term Examinations
July 10, 2017	Mid-Term Grades Due
July 19-20, 2017	Final Examinations
July 21, 2017	Final Grades Due 12 Noon

Academic Calendar 2017-2018

FALL SEMESTER 2017

August 1-3, 2017	Faculty-Staff Development
August 1, 2017	Opening Fall Convocation (All Faculty & Staff: 8:30 a.m. – 5:00 p.m.)
August 6, 2017	Dorms Open for New Students (12:00 Noon)
August 7, 2017	Orientation and Placement of New Students (10:00 a.m.)
August 8, 2017	Registration of New Students (9:30 a.m. – 7:00 p.m.) W. L. McDuffie Student Services Center-Gym (Advisement: Faculty Offices)
August 9, 2017	Dormitory Opens for Returning Students (8:00 a.m.)
August 9, 2017	Registration of Returning Students (9:30 a.m. - 7:00 p.m.) W. L. McDuffie Student Services Center-Gym (Advisement: Faculty Offices)
August 10, 2017	Registration of Students (9:30 a.m. - 7:00 p.m.) W. L. McDuffie Student Services Center-Gym (Advisement: Faculty Offices)
August 11, 2017	Registration for All Students (9:30 a.m.- 5:00 p.m.) W. L. McDuffie Student Services Center-Gym (Advisement: Faculty Offices)
August 12, 2017	Registration for All Students (9:30 a.m.- 1:00 p.m.) W. L. McDuffie Student Services Center-Gym (Advisement: Faculty Offices)
August 14, 2017	Classes Begin
August 14-17, 2017	Late Registration Begins (9:30 am – 5:00 p.m. (Late Fee Will Apply)
August 21, 2017	Last Day to Register, Change, or Add Courses Without Financial Penalty or Academic Penalty
September 4, 2017	Labor Day Holiday (No Classes)
September 5, 2017	Classes Resume
October 2, 2017	Last Day to Withdraw from a Course without Academic Penalty (“W” Grade)
October 3, 2017	Begin Filing for Fall Semester Graduation
October 2-5, 2017	Mid-Term Examinations
October 9, 2017	Mid-Term Grades Due 12:00 noon
October 17, 2017	Last Day to File for Fall Semester Graduation
October 23 – November 9, 2017	Advisement, Counseling and Pre-registration for Spring Semester

November 10, 2017	Veterans Day Holiday (No Classes – 7.5 hour work week)
November 16, 2017	Dorms Close (5:00 p.m.)
November 20-24, 2017	Fall Break (No Classes – Students Only)
November 21-24, 2017	Fall Break (Faculty)
November 23-24, 2017	Thanksgiving Holiday (Staff Only – 7.5 Hours Work-Week)
November 26, 2017	Dorms Open (12:00 Noon)
November 27, 2017	Classes Resume
November 27-30, 2017	Final Examinations for Graduating Seniors
December 1, 2017	Final Grades Due for Graduating Seniors
December 4-7, 2017	Final Examinations
December 7, 2017	Dorms Close (5:00 p.m.)
December 8, 2017	Final Grades Due
December 11-14, 2017	Faculty Development
December 15, 2017	Last Day of Term
December 19, 2017 –January 2, 2018	Holidays – Staff and Administration

FIRST EIGHT-WEEK TERM 2017

August 12, 2017	Last Day to Register for Minimester (8-Week Session) (Late Fee Will Apply))
August 14, 2017	Classes Begin
August 14-17, 2017	Late Registration (Late Fee Will Apply)
August 21, 2017	Last Day to Drop or Add a Course Without Financial Penalty or Academic Penalty
September 4, 2017	Labor Day Holiday (No Classes – 7.5 hour work week)
September 5, 2017	Classes Resume
September 5-11, 2017	Mid-Term Examinations
September 13, 2017	Mid-Term Grades Due (12:00 Noon)
October 2-5, 2017	Final Examinations
October 9, 2017	Final Grades Due (12:00 Noon)

FALL TWELVE-WEEK TERM 2017

September 7, 2017	Last Day to Register for Minimester (12-Week Session)
September 11, 2017	Classes Begin
September 11-14, 2017	Late Registration (Late Fee Will Apply)

September 18, 2017	Last Day to Drop or Add Courses without Financial Penalty or Academic Penalty
October 16-19, 2017	Mid-Term Examinations
October 20, 2017	Mid-Term Grades Due (12:00 Noon)
October 23 – November 9, 2017	Advisement, Counseling and Pre-registration for Spring Semester
November 10, 2017	Veterans Day Holiday (Observed)
November 16, 2017	Dorms Close (5:00 p.m.)
November 20-27, 2017	Fall Break (No Classes – Students Only)
November 21-24, 2017	Fall Break (No Classes – Faculty Only)
November 23-24, 2017	Thanksgiving Holidays (Staff Only – 7.5 Hours Work-Week)
November 26, 2017	Dorms Open (12:00 Noon)
November 27, 2017	Classes Resume
November 27-30, 2017	Final Examinations for Graduating Seniors
December 1, 2017	Final Grades Due for Graduating Seniors
December 4-7, 2017	Final Examinations
December 7, 2017	Dorms Close (5:00 p.m.)
December 8, 2017	Final Grades Due

FALL TEN-WEEK TERM 2017

September 14, 2017	Last Day to Register for Minimester (10-Week Session)
September 18, 2017	Classes Begin
September 18-21, 2017	Late Registration (Late Fee Will Apply)
September 25, 2017	Last Day to Drop or Add Courses without Financial Penalty or Academic Penalty
October 16-19, 2017	Mid-Term Examinations
October 23, 2017	Mid-Term Grades Due (12:00 Noon)
October 31 – November 9, 2017	Advisement, Counseling and Pre-registration for Spring Semester
November 10, 2017	Veterans Day Holiday (Observed)
November 16, 2017	Dorms Close (5:00 p.m.)
November 20-24, 2017	Fall Break (No Classes – Students Only)
November 21-24, 2017	Fall Break (No Classes – Faculty Only)
November 23-24, 2017	Thanksgiving Holidays (Staff Only – 7.5 Hours Work-Week)
November 26, 2017	Dorms Open (12:00 Noon)

November 27, 2017	Classes Resume
November 27-30, 2017	Final Examinations for Graduating Seniors
December 1, 2017	Final Grades Due for Graduating Seniors
December 4-7, 2017	Final Examinations
December 7, 2017	Dorms Close (5:00 p.m.)
December 8, 2017	Final Grades Due

FALL SECOND EIGHT-WEEK TERM 2017

October 2, 2017	Last Day to Register for Minimester (8-Week Session)
October 9, 2017	Classes Begin
October 9-12, 2017	Late Registration (Late Fee Will Apply)
October 16, 2017	Last Day to Drop or Add Courses without Financial Penalty or Academic Penalty
October 23 - November 9, 2017	Advisement, Counseling and Pre-registration for Spring Semester
November 6-9, 2017	Mid-Term Examinations
November 10, 2016	Veterans Holiday (Observed)
November 13, 2017	Mid-Term Grades Due
November 16, 2017	Dorms Close (5:00 p.m.)
November 20-24, 2017	Fall Break (No Classes – Students Only)
November 21-24, 2017	Fall Break (No Classes – Faculty Only)
November 23-24, 2017	Thanksgiving Holiday (Staff Only – 7.5 Hours Work-Week)
November 26, 2017	Dorms Open (12:00 Noon)
November 27, 2017	Classes Resume
November 27-30, 2017	Final Examinations for Graduating Seniors
December 1, 2017	Final Grades Due for Graduating Seniors
December 4-7, 2017	Final Examinations
December 7, 2017	Dorms Close (12:00 Noon)
December 8, 2017	Final Grades Due

SPRING SIXTEEN-WEEK SEMESTER 2018

January 2, 2018	Dorms Opens (10:00 a.m.)
January 2, 2018	College Re-Opens (8:30 a.m.)
January 2, 2018	Orientation for New Students (9:00 a.m.) Registration for New Students (1:00 p.m. – 7:00 p.m.), W. L. McDuffie Student Services Center
January 3-4, 2018	Registration for all Students (9:30 a.m. – 6:00 p.m.)
January 5, 2018	Registration for all Students (9:30 a.m. – 1:00 p.m.) W. L. McDuffie Student Services Center
January 8, 2018	Classes Begin
January 8-11, 2018	Late Registration Begins (9:30 a.m. – 6:00 p.m.) (Late Fee will Apply)
January 15, 2018	Martin Luther King Birthday (Holiday) (Campus Closed)
January 16, 2018	Classes Resume. Last Day to Change or Add Courses without Financial Penalty or Academic Penalty
February 5, 2018	Begin Filing for Spring Semester Graduation
February 19, 2018	President’s Day (Holiday) (Campus Closed)
February 20, 2018	Classes Resume
February 26 -March 1, 2018	Mid-Term Examinations
March 5, 2018	Mid-Term Grades Due 12:00 Noon
March 5, 2018	Last Day to File for Spring Semester Graduation
March 12-22, 2018	Advisement and Pre-registration for Fall Semester and Summer Term
March 26-30, 2018	Spring Break (No Classes)
April 2, 2018	Classes Resume
April 9-12, 2018	Final Examinations for Graduating Seniors
April 16, 2018	Grades Due for Graduating Seniors (12:00 Noon)
April 30- May 3, 2018	Final Examinations
May 3, 2018	Dorms Close 12:00 Noon
May 3, 2018	Final Grades Due, End of Term
May 4, 2018	Graduation Ceremony – 1:00 p.m.

SPRING FIRST EIGHT-WEEK TERM 2018

January 6, 2018	Last Day to Register for Minimester (8-Week Session)
January 8, 2018	Classes Begin
January 15, 2018	Martin Luther King Birthday (Holiday) (Campus Closed)
January 16, 2018	Classes Resume. Last Day to Drop or Add a Course Without Financial Penalty or Academic Penalty
January 29 – February 1, 2018	Mid-Term Examinations
February 5, 2018	Mid-Term Grades Due (12:00 Noon)
February 19, 2018	President’s Day (Holiday)
February 20, 2018	Classes Resume
February 26 – March 1, 2018	Final Examinations
March 5, 2018	Final Grades Due (12:00 Noon)

SPRING TWELVE-WEEK TERM 2018

February 1, 2018	Last Day to Register for Minimester (12-Week Session)
February 5, 2018	Classes Begin
February 5-8, 2018	Late Registration
February 12, 2018	Last Day to Drop or Add Courses without Financial Penalty and Academic Penalty
February 19, 2018	President’s Day (Holiday)
February 20, 2018	Classes Resume
March 12– 15, 2018	Mid-Term Examinations
March 19, 2018	Mid-Term Grades Due 12:00 Noon
March 26-30, 2018	Spring Break
April 2, 2018	Classes Resume
April 9-12, 2018	Final Examinations for Graduating Seniors
April 16, 2018	Grades Due for Graduating Seniors (12:00 Noon)
April 30- May 3, 2018	Final Examinations
May 3, 2018	Dorms Close 12:00 Noon
May 3, 2018	Final Grades Due End of Term
May 4, 2018	Graduation Ceremony – 1:00 p.m.

SPRING TEN-WEEK TERM 2018

February 16, 2018	Last Day to Register for Minimester (10-Week Session)
February 19, 2018	President’s Day (Holiday)
February 20, 2018	Classes Begin
February 21, 2018	Last Day to Drop or Add Courses without Financial Penalty and Academic Penalty
March 19 – 22, 2018	Mid-Term Examinations
March 26, 2018	Mid-Term Grades Due 12:00 Noon
March 26-30, 2018	Spring Break
April 2, 2018	Classes Resume
April 9-12, 2018	Final Examinations for Graduating Seniors
April 16, 2018	Grades Due for Graduating Seniors (12:00 Noon)
April 30- May 3, 2018	Final Examinations
May 3, 2018	Dorms Close 12:00 Noon
May 3, 2018	Final Grades Due End of Term
May 4, 2018	Graduation Ceremony – 1:00 p.m.

SPRING SECOND EIGHT-WEEK TERM 2018

March 1, 2018	Last Day to Register for Minimester (8-Week Session)
March 5, 2018	Classes Begin
March 6, 2018	Last Day to Drop or Add Courses without Financial Penalty and Academic Penalty
March 19 – 22, 2018	Mid-Term Examinations
March 23, 2018	Mid-Term Grades Due (12:00 Noon)
April 2-6, 2018	Spring Break
April 9, 2018	Classes Resume
April 9-12, 2018	Final Examinations for Graduating Seniors
April 16, 2018	Grades Due for Graduating Seniors (12:00 Noon)
April 30- May 3, 2018	Final Examinations
May 3, 2018	Dorms Close 12:00 Noon
May 3, 2018	Final Grades Due, End of Term
May 4, 2018	Graduation Ceremony – 1:00 p.m.

SUMMER TERM 2018 - 1st 5 Week Session

May 7, 2018	Faculty Workdays
May 8, 2018	Registration for Summer Session (9:30 a.m. – 6:00 p.m.) in the William L. McDuffie Student Services Center
May 9, 2018	Registration for Summer Session (9:30 a.m. – 5:00 p.m.) in the William L. McDuffie Student Services Center
May 10, 2018	Confederate Memorial Day (College Closed)
May 14, 2018	Classes Begin, Late Registration/Add-Drop Period for the Summer Session, Begin Filing for Summer Graduation
May 15, 2018	Last Day to Change or Add Courses without Financial Penalty or Academic Penalty
May 28, 2018	National Memorial Day Holiday (No Classes)
May 29, 2018	Classes Resume
May 29-30, 2018	Mid-Term Examinations
May 30, 2018	Last Day to File for Summer Graduation
May 31, 2018	Mid-Term Grades Due
June 13-14, 2018	Final Examinations, Dorms Close 5:00 p.m.
June 15, 2018	Final Grades Due 12:00 Noon

SUMMER TERM 2018 - 2nd 5 Week Session

May 7, 2018	Faculty Workdays
May 8, 2018	Registration for Summer Session (9:30 a.m. – 6:00 p.m.) in the William L. McDuffie Student Services Center-Gym
May 9, 2018	Registration for Summer Session (9:30 a.m. – 5:00 p.m.) in the William L. McDuffie Student Services Center-Gym
May 10, 2018	Confederate Memorial Day (College Closed)
June 18, 2018	Classes Begin, Late Registration/Add-Drop Period for the Summer Session. Begin Filing for Summer Graduation
June 19, 2018	Last Day to Change or Add Courses without Financial Penalty or Academic Penalty
July 2-3, 2018	Mid-term Examinations
July 4, 2018	Independence Day Holiday (Campus Closed – 7.5 hour work week)
July 5, 2018	Classes Resume
July 9, 2018	Mid-Term Grades Due
July 18-19, 2018	Final Examinations. Dorms Close 5:00 p.m.
July 20, 2018	Final Grades Due 12:00 Noon

SUMMER TERM 2018 - 3rd 5 Week Session (High School Initiatives, Cybersecurity, STEM camps, etc.)

May 7, 2018	Faculty Workdays
May 8, 2018	Registration for Summer Session (9:30 a.m. – 6:00 p.m.) in the William L. McDuffie Student Services Center-Gym
May 9, 2018	Registration for Summer Session (9:30 a.m. – 5:00 p.m.) in the William L. McDuffie Student Services Center-Gym
May 10, 2018	Confederate Memorial Day (College Closed)
May 14, 2018	Registration for Summer Session (9:30 a.m. – 5:00 p.m.) in the William L. McDuffie Student Services Center-Gym June 11-14, 2018. Registration for High School Students
June 18, 2018	Classes Begin
June 19, 2018	Last Day to Change or Add Courses without Financial Penalty or Academic Penalty
July 2-3, 2018	Mid-term Examinations
July 4, 2018	Independence Day Holiday (Campus Closed – 7.5 hour work week)
July 5, 2018	Classes Resume
July 9, 2018	Mid-Term Grades Due
July 18-19, 2018	Final Examinations
July 20, 2018	Final Grades Due 12:00 Noon

Academic Calendar 2018-2019

FALL SIXTEEN-WEEK SEMESTER 2018

August 1-2, 2018	Faculty-Staff Development
August 1, 2018	Opening Fall Convocation (All Faculty & Staff: 8:30 a.m. – 5:00 p.m.)
August 5, 2018	Dorms Open for New Students (12:00 Noon)
August 6, 2018	Orientation and Placement of New Students (10:00 a.m.)
August 7, 2018	Registration of New Students (9:30 a.m. – 7:00 p.m.) W. L. McDuffie Student Services Center-Gym
August 8, 2018	Dormitory Opens for Returning Students (8:00 a.m.)
August 8, 2018	Registration of Returning Students (9:30 a.m. – 7:00 p.m.) W. L. McDuffie Student Services Center-Gym
August 9, 2018	Registration of Students (9:30 a.m. – 7:00 p.m.) W. L. McDuffie Student Services Center-Gym
August 10, 2018	Registration for All Students (9:30 a.m. – 5:00 p.m.) W. L. McDuffie Student Services Center-Gym
August 11, 2018	Registration for All Students (9:30 a.m. – 1:00 p.m.) W. L. McDuffie Student Services Center-Gym
August 13, 2018	Classes Begin
August 13-16, 2018	Late Registration Begins (9:30 am – 5:00 p.m. (Late Fee Will Apply)
August 20, 2018	Last Day to Register, Change, or Add Courses Without Financial Penalty or Academic Penalty
September 3, 2018	Labor Day Holiday (No Classes)
September 4, 2018	Classes Resume
October 3, 2018	Begin Filing for Fall Semester Graduation
October 3, 2018	Last Day to Withdraw from a Course without Academic Penalty (“W” Grade)
October 1-4, 2018	Mid-Term Examinations
October 8, 2018	Mid-Term Grades Due 12:00 (Noon)
October 22 – November 15, 2018	Advisement, Counseling and Pre-registration for Spring Semester
October 31, 2018	Last Day to File for Fall Semester Graduation
November 6, 2018	Election Day (No Classes – Students Only)
November 7, 2018	Classes Resume
November 12, 2018	Veterans Day Holiday (Observed – College Closed)
November 13, 2018	Classes Resume

November 13-15, 2018	Final Examinations for Graduating Seniors
November 19, 2018	Final Grades Due for Graduating Seniors
November 15, 2018	Dorms Close (5:00 p.m.)
November 19-22, 2018	Fall Break (No Classes – Students Only)
November 20-22, 2018	Fall Break (Faculty)
November 21-23, 2018	Thanksgiving Holiday (Staff Only – 7.5 Hours Work-Week)
November 25, 2018	Dorms Open (12:00 Noon)
November 26, 2018	Classes Resume
December 3-6, 2018	Final Examinations
December 6, 2018	Dorms Close (5:00 p.m.)
December 10, 2018	Final Grades Due
December 10-12, 2018	Faculty Development
December 13, 2018	Last Day of Term
December 17, 2018 - January 2, 2019	Holidays – Staff and Administration

FALL FIRST EIGHT-WEEK TERM 2018

August 9, 2018	Last Day to Register for Minimester (8-Week Session)
August 13, 2018	Classes Begin
August 13-16, 2018	Late Registration (Late Fee Will Apply)
August 20, 2018	Last Day to Drop or Add a Course Without Financial Penalty or Academic Penalty
September 3, 2018	Labor Day Holiday (No Classes)
September 4-10, 2018	Mid-Term Examinations
September 11, 2018	Mid-Term Grades Due (12:00 Noon)
October 1-4, 2018	Final Examinations
October 8, 2018	Final Grades Due (12:00 Noon)

FALL TWELVE-WEEK TERM 2018

September 6, 2018	Last Day to Register for Minimester (12-Week Session)
September 10, 2018	Classes Begin
September 10-13, 2018	Late Registration (Late Fee Will Apply)
September 17, 2018	Last Day to Drop or Add Courses without Financial Penalty or Academic Penalty
October 15-18, 2018	Mid-Term Examinations
October 22, 2018	Mid-Term Grades Due (12:00 Noon)
October 22 – November 15, 2018	Advisement, Counseling and Pre-registration for Spring Semester
October 31, 2018	Last Day to File for Fall Semester Graduation
November 6, 2018	Election Day (No Classes – Students Only)
November 7, 2018	Classes Resume
November 12, 2018	Veterans Day Holiday (Observed – No Classes)
November 13, 2018	Classes Resume
November 13-15, 2018	Final Examinations for Graduating Seniors
November 19, 2018	Final Grades Due for Graduating Seniors
November 15, 2018	Dorms Close (5:00 p.m.)
November 19-22, 2018	Fall Break (No Classes – Students Only)
November 20-23, 2018	Fall Break (Faculty)
November 21-23, 2018	Thanksgiving Holiday (Staff Only – 7.5 Hours Work-Week)
November 25, 2018	Dorms Open (12:00 Noon)
November 26, 2018	Classes Resume
December 3-6, 2018	Final Examinations
December 6, 2018	Dorms Close (5:00 p.m.)
December 10, 2018	Final Grades Due
December 10-12, 2018	Faculty Development
December 13, 2018	Last Day of Term
December 17, 2018 – January 2, 2019	Holidays – Staff and Administration

FALL TEN-WEEK TERM 2018

September 20, 2018	Last Day to Register for Minimester (10-Week Session)
September 24, 2018	Classes Begin
September 24-27, 2018	Late Registration (Late Fee Will Apply)
October 1, 2018	Last Day to Drop or Add Courses without Financial Penalty or Academic Penalty
October 26-29, 2018	Mid-Term Examinations
November 3, 2018	Mid-Term Grades Due (12:00 Noon)
October 22 – November 15, 2018	Advisement, Counseling and Pre-registration for Spring Semester
October 31, 2018	Last Day to File for Fall Semester Graduation
November 6, 2018	Election Day (No Classes – Students Only)
November 7, 2018	Classes Resume
November 12, 2018	Veterans Day Holiday (Observed – No Classes)
November 13, 2018	Classes Resume
November 13-15, 2018	Final Examinations for Graduating Seniors
November 19, 2018	Final Grades Due for Graduating Seniors
November 15, 2018	Dorms Close (5:00 p.m.)
November 19-23, 2018	Fall Break (No Classes – Students Only)
November 20-23, 2018	Fall Break (Faculty)
November 21-23, 2018	Thanksgiving Holiday (Staff Only – 7.5 Hours Work-Week)
November 25, 2018	Dorms Open (12:00 Noon)
November 26, 2018	Classes Resume
December 3-6, 2018	Final Examinations
December 6, 2018	Dorms Close (5:00 p.m.)
December 10, 2018	Final Grades Due
December 10-12, 2018	Faculty Development
December 13, 2018	Last Day of Term
December 17, 2018 – January 2, 2019	Holidays – Staff and Administration

FALL SECOND EIGHT-WEEK TERM 2018

October 11, 2018	Last Day to Register for Minimester (8-Week Session)
October 15, 2018	Classes Begin
October 15-18, 2018	Late Registration (Late Fee Will Apply)
October 22, 2018	Last Day to Drop or Add Courses without Financial Penalty or Academic Penalty
October 22 – November 15, 2018	Advisement, Counseling and Pre-registration for Spring Semester
October 31, 2018	Last Day to File for Fall Semester Graduation
November 6, 2018	Election Day (No Classes – Students Only)
November 7, 2018	Classes Resume
November 12, 2018	Veterans Day Holiday (Observed – No Classes)
November 13, 2018	Classes Resume
November 13-15, 2018	Final Examinations for Graduating Seniors
November 19, 2018	Final Grades Due for Graduating Seniors
November 15, 2018	Dorms Close (5:00 p.m.)
November 19-22, 2018	Fall Break (No Classes – Students Only)
November 20-22, 2018	Fall Break (Faculty)
November 21-22, 2018	Thanksgiving Holiday (Staff Only – 7.5 Hours Work-Week)
November 25, 2018	Dorms Open (12:00 Noon)
November 26, 2018	Classes Resume
December 3-6, 2018	Final Examinations
December 6, 2018	Dorms Close (5:00 p.m.)
December 10, 2018	Final Grades Due

SPRING SIXTEEN-WEEK SEMESTER 2019

January 2, 2019	Dorms Opens (10:00 a.m.)
January 2, 2019	College Re-Opens (8:30 a.m.)
January 2, 2019	Orientation for New Students (9:00 a.m.) Registration for New Students (1:00 p.m. – 7:00 p.m.) W. L. McDuffie Student Services Center
January 3-4, 2019	Registration for all Students (9:30 a.m. – 6:00 p.m.)
January 5, 2019	Registration for all Students (9:30 a.m. – 1:00 p.m.) W. L. McDuffie Student Services Center
January 7, 2019	Classes Begin
January 7-10, 2019	Late Registration Begins (9:30 a.m. – 6:00 p.m.) (Late Fee will Apply)
January 14, 2019	Last Day to Change or Add Courses without Financial Penalty or Academic Penalty
January 21, 2019	Martin Luther King Birthday (Holiday) (Campus Closed)
January 22, 2019	Classes Resume
February 4, 2019	Begin Filing for Spring Semester Graduation
February 18, 2019	President’s Day (Holiday) (Campus Closed)
February 19, 2019	Classes Resume
February 25-28, 2019	Mid-Term Examinations
March 4, 2019	Mid-Term Grades Due 12:00 Noon
March 4, 2019	Last Day to File for Spring Semester Graduation
March 11-21, 2019	Advisement and Pre-registration for Fall Semester and Summer Term
April 8-11, 2019	Final Examinations for Graduating Seniors
April 12, 2019	Grades Due for Graduating Seniors (12:00 Noon)
April 15-19, 2019	Spring Break (No Classes)
April 22, 2019	Classes Resume
April 29 - May 2, 2019	Final Examinations
May 2, 2019	Dorms Close 12:00 Noon
May 2, 2019	Final Grades Due /End of Term
May 3, 2019	Graduation Ceremony – 1:00 p.m.

SPRING FIRST EIGHT-WEEK TERM 2019

January 5, 2019	Last Day to Register for Minimester (8-Week Session)
January 7, 2019	Classes Begin
January 7-10, 2019	Late Registration Begins (9:30 a.m. – 6:00 p.m.) (Late Fee will Apply)
January 14, 2019	Last Day to Change or Add Courses without Financial Penalty or Academic Penalty
January 21, 2019	Martin Luther King Birthday (Holiday) (Campus Closed)
January 22, 2019	Classes Resume
January 28-31, 2019	Mid-Term Examinations
February 4, 2019	Mid-Term Grades Due (12:00 Noon)
February 18, 2019	President’s Day (Holiday)
February 19, 2019	Classes Resume
February 25-28, 2019	Final Examinations
March 4, 2019	Final Grades Due (12:00 Noon)

SPRING TWELVE-WEEK TERM 2019

January 31, 2019	Last Day to Register for Minimester (12-Week Session)
February 4, 2019	Classes Begin
February 4-7, 2019	Late Registration (Late Fee will Apply)
February 11, 2019	Last Day to Drop or Add Courses without Financial Penalty and Academic Penalty
February 18, 2019	Presidents’ Day (Holiday) (No Classes)
February 19, 2019	Classes Resume
March 4, 2019	Last Day to File for Spring Semester Graduation
March 4-7, 2019	Mid-Term Examinations
March 11, 2019	Mid-Term Grades Due 12:00 Noon
March 11-21, 2019	Advisement and Pre-registration for Fall Semester and Summer Term
April 8-11, 2019	Final Examinations for Graduating Seniors
April 12, 2019	Grades Due for Graduating Seniors (12:00 Noon)
April 15-19, 2019	Spring Break (No Classes)
April 22, 2019	Classes Resume
April 29 - May 2, 2019	Final Examinations
May 2, 2019	Dorms Close 12:00 Noon
May 2, 2019	Final Grades Due /End of Term
May 3, 2019	Graduation Ceremony – 1:00 p.m.

SPRING TEN-WEEK TERM 2019

February 14, 2019	Last Day to Register for Minimester (10-Week Session)
February 18, 2019	Presidents’ Day (Holiday)
February 19, 2019	Classes Begin
February 19-21, 2019	Late Registration (Late Fee will Apply)
February 21, 2019	Last Day to Drop or Add Courses without Financial Penalty and Academic Penalty
March 4, 2019	Last Day to File for Spring Semester Graduation
March 11-14, 2019	Mid-Term Examinations
March 18, 2019	Mid-Term Grades Due 12:00 Noon
March 11-21, 2019	Advisement and Pre-registration for Fall Semester and Summer Term
April 8-11, 2019	Final Examinations for Graduating Seniors
April 12, 2019	Grades Due for Graduating Seniors (12:00 Noon)
April 15-19, 2019	Spring Break (No Classes)
April 22, 2019	Classes Resume
April 29 - May 2, 2019	Final Examinations
May 2, 2019	Dorms Close 12:00 Noon
May 2, 2019	Final Grades Due /End of Term
May 3, 2019	Graduation Ceremony – 1:00 p.m.

SUMMER TERM 2019 - 1st 5 Week Session

May 13, 2019	Faculty Workdays
May 14, 2019	Registration for Summer Session (9:30 a.m. – 6:00 p.m.) in the William L. McDuffie Student Services Center
May 15, 2019	Registration for Summer Session (9:30 a.m. – 5:00 p.m.) in the William L. McDuffie Student Services Center
May 16, 2019	Registration for Summer Session (9:30 a.m. – 5:00 p.m.) in the William L. McDuffie Student Services Center
May 20, 2019	Classes Begin Late Registration/Add-Drop Period for the Summer Session /Begin Filing for Summer Graduation
May 21, 2019	Last Day to Change or Add Courses without Financial Penalty or Academic Penalty
May 27, 2019	National Memorial Day Holiday (No Classes)
May 28, 2019	Classes Resume
June 4-5, 2019	Mid-Term Examinations
June 5, 2019	Last Day to File for Summer Graduation

June 6, 2019	Mid-Term Grades Due
June 12-13, 2019	Final Examinations /Dorms Close 5:00 p.m.
June 14, 2019	Final Grades Due 12:00 Noon

SUMMER TERM 2019 - 2nd 5 Week Session

May 13, 2019	Faculty Workdays
May 14, 2019	Registration for Summer Session (9:30 a.m. – 6:00 p.m.) in the William L. McDuffie Student Services Center
May 15, 2019	Registration for Summer Session (9:30 a.m. – 5:00 p.m.) in the William L. McDuffie Student Services Center
May 16, 2019	Registration for Summer Session (9:30 a.m. – 5:00 p.m.) in the William L. McDuffie Student Services Center
June 17, 2019	Classes Begin /Late Registration/Add-Drop Period for the Summer Session /Begin Filing for Summer Graduation
June 18, 2019	Last Day to Change or Add Courses without Financial Penalty or Academic Penalty
July 2-3, 2019	Mid-term Examinations
July 4, 2019	Independence Day Holiday (Campus Closed – 7.5 hour work week)
July 8, 2019	Classes Resume /Mid-Term Grades Due
July 17-18, 2019	Final Examinations /Dorms Close 5:00 p.m.
July 19, 2019	Final Grades Due 12:00 Noon

**SUMMER TERM 2019 - 3rd 5 Week Session
(High School Initiatives, Cybersecurity, STEM
camps, etc.)**

May 13, 2019	Faculty Workdays
May 14, 2019	Registration for Summer Session (9:30 a.m. – 6:00 p.m.) in the William L. McDuffie Student Services Center
May 15, 2019	Registration for Summer Session (9:30 a.m. – 5:00 p.m.) in the William L. McDuffie Student Services Center
May 16, 2019	Registration for Summer Session (9:30 a.m. – 5:00 p.m.) in the William L. McDuffie Student Services Center
June 10-13, 2019	Registration for High School Students
June 17, 2019	Classes Begin
June 18, 2019	Last Day to Change or Add Courses without Financial Penalty or Academic Penalty
July 2-3, 2019	Mid-term Examinations
July 4, 2019	Independence Day Holiday (Campus Closed – 7.5 hour work week)
July 8, 2019	Classes Resume /Mid-Term Grades Due
July 17-18, 2019	Final Examinations
July 19, 2019	Final Grades Due 12:00 Noon





President's Message

Welcome to Denmark Technical College on behalf of the dedicated faculty and staff. We would like to welcome you to explore the numerous opportunities that our institution offers. Whether your goal is to join the workforce or transfer to a four year university, the caring faculty and staff of Denmark Technical College are prepared to offer you the personal attention and assistance needed to have a successful college experience.

The mission of Denmark Technical College is to provide an affordable, high-quality education with a personal touch. Our academic programs utilize technology integration, engaging classroom experiences, and personal attention, as we continue to find ways to meet the needs of students.

With a strong student life component that includes Student Government Association, Athletics, and social activities the college provides opportunities for students to develop many supportive skills needed in the workplace. These efforts are led by dedicated individuals who understand the need for a balanced approach to learning.

Affordability, accessibility, and individualized services are the cornerstones on which the college stands. Denmark Technical College promotes a learner centered approach in all its program offerings and services; and prides itself as a place “Where great things are happening!” We applaud your decision on becoming a member of the Denmark Technical College Family.

Sincerely,

Dr. Christopher Hall

Dr. Christopher J. Hall
Interim President, Denmark Technical College

“If you need help achieving your dreams,
stand on our shoulders!”

General Information



History

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

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

Mission

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

seminars, and other special community projects.

Institutional Goals

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

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

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

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

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

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

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

Campus Facilities

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



Campus Buildings

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

Learning Resources

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

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

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

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

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

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



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

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

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

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

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

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

Enrollment Management

Admission

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

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

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

Admission Requirements

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

Admission Process

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

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

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

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

Admission to a Specific Academic Program

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

Residency Requirements

1. Policy

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

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

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

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

2. Factors in Making a Determination of Residency

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

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

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

3. Changes in Residency

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

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

4. Penalties for Willful Misrepresentation

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

5. Proof of Eligibility for In-State Tuition

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

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

- Receipts for housing

Enrollment of Senior Citizens

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

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

International Students

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

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

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

Transfer Students

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

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

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

Advanced Standing Transfer Credit

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

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

Transfer Procedures

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

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

Applying for Re-Admission

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

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

Transient Students

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

Dual Enrollment Students

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

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

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

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

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

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

Academic Forgiveness

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

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

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

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

Student Orientation

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

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

Career Planning and Placement

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

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

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

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

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



Student Services & Academic Support

Applying for On-Campus Housing:

1. Student must be fully accepted to Denmark Technical College

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

2. Complete a Housing Application

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

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

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

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

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

Required Immunizations:

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

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

2. Proof of Tuberculin Skin Test (PPD) Administration

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

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

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

Strongly Recommended Immunizations:

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

Exemptions from compliance with the immunization policy include:

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

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

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

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

5. Payment of Room and Board Fees

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

6. Re-Admitted Students

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

Student Health Services

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

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

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

Mental Health Policy

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

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

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

IMPORTANT NOTE: Psychiatric and Psychological Services

Psychiatric and Psychological Services

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

Counseling and Mentoring

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

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

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

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

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

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

Students With Disabilities

The Student Services Division provides counseling and support which helps students with disabilities pursue an academic program of their choice and participate fully in campus life. The counseling office and academic support can arrange counseling, special parking, priority registration and other services needed by students with disabilities. If you need to talk with someone about accommodations, contact the Disabilities Coordinator, Mrs. Sharon Miller at (803) 793-5241 in Bldg. 029, Academic Support Center, on the main campus.

Academic Support Center

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

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

demands of the classroom as well as the tutoring needs of students.

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



The Academic Support Center provides tutoring and mentoring support to all registered Denmark Technical College students. Through these services, students will be afforded the opportunity to become independent learners and strengthen their academic weaknesses. The center is located in building 025, Smith Hall and is equipped with a tutorial computer lab for on-line tutoring services. Students may apply for tutoring at any point in a semester. Services are free to currently enrolled DTC students.

Get ahead before you get behind: set yourself up for success with our help. Check out all of our free services designed to help you succeed academically.

Services Offered:

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

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

Hours of Operation

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

Thursday 8:00 a.m. to 5:30 p.m.

Student Activities

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

Students who maintain a “C” average or above shall be excused with the instructor’s permission to attend approved student activities in which they participate.

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

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

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

Student Government Association

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



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

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

Student Social Functions

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

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

Intercollegiate Athletics

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



Intramural Sports

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

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

Clubs and Organizations

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

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

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

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

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

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

and off campus.

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

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

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

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

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

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

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

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

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

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



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

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

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

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

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

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



Student Clubs & Organizations Requirements

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

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

Advisors to Organizations

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

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

Cultural Enrichment Program

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

The following cultural activities are sponsored through this program:

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

Transportation

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

Policies, Rules and Regulations

Conduct

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



Smoke-Free Campus

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

Dormitory Loitering Policy

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

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

Campus Police

Public Safety Regulations

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

1. **Vandalism**

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

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

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

Misdemeanor -

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

3. **Alcohol and Drug Use on Campus**

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

4. **Speeding or Failing to Stop for Stop Sign**

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

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

5. **Disorderly Conduct**

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

6. **Loitering on Campus**

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

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

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

Weapons on Campus

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

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

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

Parking and Traffic Regulations

General

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

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

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

Vehicle Registration/Liability Insurance

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

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

Traffic Controls

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

Towing and Impoundment

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

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

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

Parking Decals

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

Campus Parking Fines

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

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

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

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

Regulations

Animal Regulations

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

Cafeteria Regulations

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

- 1. Male students are requested to remove hats, caps or any head piece.
- 2. Large containers, jars, jugs, etc. are not allowed in the cafeteria.
- 3. Boom boxes (large stereos) are not allowed in the cafeteria.

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

Student Center Regulations

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

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

Gym Regulations

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

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

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

Regulations for Outdoor Sports Facilities

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

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

Campus Sexual Assault Procedure

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

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

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

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

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

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

If sexual assault occurs off-campus, the police officers from the proper jurisdiction should be notified immediately. Emergency

Medical Services should be notified. In order to have the evidence needed for investigation, the victim should avoid douching, showering, changing clothes, brushing teeth, drinking or disturbing the crime scene in any way.

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

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

Any student or employee who experiences sexual harassment (including sexual misconduct, sexual assault or sexual violence), harassment or discrimination on the basis of sex is encouraged to contact Mrs. Sharon Miller, the DTC Title IX Coordinator. The office is located on the Main Campus in Bldg. 029, (Academic Support Center) and she may be reached at (803) 793-5241 or

email address millers@denmarktech.edu. Students and employees are also encouraged to contact the DTC Campus Police at (803) 793-5170 or email shulere@denmarktech.edu to report alleged sexual harassment, sexual misconduct, sexual violence, or sexual assault or any other criminal behavior based upon their sex.

Any administrator or supervisor, including a department chair, or other administrator, or person in a position with power over a student or employee who receives notice of a student’s or employee’s complaint of alleged prohibited harassment, including sexual misconduct, sexual violence, sexual assault or any other criminal behavior based upon sex or discrimination, must immediately contact the DTC Title IX Coordinator. Failure to immediately report any Title IX matter may result in disciplinary action against any person, (administrators, faculty or staff member) in a position of power over a student or employee. The Title IX Coordinator will work in coordination with Student Development Services administrators in cases involving students and with the Office of Human Resources in cases involving DTC employees.



Residential Life

Denmark Technical College maintains college operated residen- tial facilities for full-time students. Students must be actively enrolled for at least 12 credit hours (9 hours in the summer) in order to reside in the dorm. If at any point during the semester the student’s course load drops below the 12 credit hours (9 hours in the summer) he or she must move out of the dormitory. An application is necessary to ensure a room in a residential cen- ter. The initial application for housing is made when the student is accepted to the College.

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

Breakage Fee

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

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

Procedures

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

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

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

Rules for Campus Living

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

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

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

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

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

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

14. ALCOHOL AND DRUGS: Possession of any alcohol or non-prescription drugs is prohibited. The sale, barter, exchange or gift of such drugs or alcohol from anyone without legal authority to possess them is prohibited. Violators will face disciplinary actions which could result in suspension from school or prosecution by law. NOTE: Penalty for possessing, using, or distributing narcotics or unlawful drugs on or off Denmark Technical College Property: ANY STUDENT WHO IS FOUND TO BE IN THE POSSESSION OF, USING, OR DISTRIBUTING ANY NAR- COTICS OR UNLAWFUL DRUGS, OR DRUG PARAPHENEIA ON OR OFF DENMARK TECHNICAL COLLEGE PROPERTY WILL BE EXPELLED FROM THE COLLEGE AND REMOVED FROM THE CAMPUS IMMEDIATELY.
15. CLEANLINESS – Occupants of residence halls are re- quired to keep their rooms clean and tidy. Dirty and untidy rooms create a health and safety hazard. Failure to adhere to this rule will result in cancellation of the housing contract and fines.
16. SMOKE-FREE ENVIRONMENT - Smoking is prohibited in the residence halls in compliance with South Carolina guide lines for state buildings. Students who do not have a breakage fee will receive a full refund. Students who have breakage damages less than the breakage deposit, will receive an appropriate refund equaling the deposit. If students have breakage damages in excess of the breakage deposit, their account will be charged for the amount due.

Alcohol/Drugs Policy

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

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

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

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

The South Carolina Technical College System recognizes that chemical dependency through the use of controlled or uncon- trolled substances, including alcohol, is a treatable illness. The agency supports and recommends employee and student reha- bilitation and assistance programs, and encourages employees and students to use such programs.

All locations will also implement drug-free awareness programs for employees and students. Such programs will annually ensure employees and students are aware that:

1. Alcohol and other drugs at the workplace and in the educational setting are dangerous because they lead to physical impairment, loss of judgment, safety violations and the risk of injury, poor health or even death. Information concerning health risks and effects of controlled substances and alcohol will be provided to students and employees.
2. Alcohol and other drug abuse can also significantly lower performance on the job and in the classroom, thus impacting on the agency and the College Mission, as well as seriously affecting the student's educational and career goals.
3. Employees must report any personal conviction under a criminal drug statute for conduct at the workplace to their personnel officer within five days.
4. It is a condition of employment and admission that all employees and students must abide by the policy on alcohol and other drug use and related procedures/statements/laws/ guidelines. Violation of any provisions may result in disciplinary action up to and including termination or expulsion respectively, and may have further legal consequences consistent with federal and state laws and regulations. Additionally, management may require an employee or student to enter an employee/student assistance or drug rehabilitation program as a condition of employment or enrollment.
5. Use of employee assistance programs (EAP), student assistance programs, (SAP), or drug/alcohol rehabilitation services is encouraged.

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

Curfew Policy

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

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

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

Campus Leave Policy

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

Noise Code Policy

No radio, stereos, or other music players should be placed in

windows or played openly on campus. Radios should be played at a level maintained in the room. Radios, stereos, or other music players played loudly and heard outside rooms and windows will be confiscated and held until the end of the semester in a secured room in the Student Services area.

Consideration of others is requested when playing stereos, radios, and/or other music players

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

Vandalism Policy

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

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



Student Code

Student Code and Grievance Procedure

General Provisions

I. Principles

Technical college students are members of both the Community at large and the academic community. As members of the academic community, students are subject to the obligations that accrue to them by virtue of this membership. As members of the larger community of which the College is a part, students are entitled to all rights and protection accorded them by the laws of that community.

By the same token, students are also subject to all laws; the enforcement of which is the responsibility of duly constituted authorities. When students violate laws, they may incur penalties prescribed by legal authorities. In such instance, college discipline will be initiated only when the presence of the student on campus will disrupt the educational process of the College. However, when a student’s violation of the law also adversely affects the College’s pursuit of its recognized educational objectives, the College may enforce its own regulations. When students violate College regulations, they are subject to disciplinary action by the College whether or not their conduct violates the law. If a student’s behavior simultaneously violates both college regulations and the law, the College may take disciplinary action independent of that taken by legal authorities. The Student Code and Grievance Procedure for Denmark Technical College sets forth the rights and responsibilities of the individual student.



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

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

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

- F. “Student” means a person taking any course(s) offered by the College.
- G. “Instructor” means any person employed by the College to conduct class.
- H. “Staff” means any person employed by the College for reasons other than conducting class.
- I. “SGA” means Student Government Association of the college.
- J. “Campus” means any place where the College conducts or sponsors educational, public service, or research activities.
- K. “Violation of Law” means a violation of a law of the United States or any law or ordinance of a state or political subdivision which has jurisdiction over the place in which the violation occurs.
- L. “Suspension” means a temporary separation of The College and student under specified conditions.
- M. “Expulsion” means permanent separation of the College and student.

Student Code

I. General Rights of Students

A. Non-discrimination

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

B. Freedom of Speech and Assembly

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

C. Freedom of Press

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

D. Protection Against Unreasonable Searches and Seizures

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

E. Student Representation in College Governance

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

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

F. Classroom Behavior

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

G. Evaluation and Grading

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

H. Privacy

Information about individual student views, beliefs, and political associations acquired by instructors, counselors, or administrators in the course of their work is confidential. It can be disclosed to others only with prior written consent of the student involved or under legal compulsion.

I. Records

1. General

The Student Records Office will maintain and safeguard student records. All official student and former student records are private and confidential and shall be preserved by the college. Separate record files may be maintained

for the following categories: (1) academic, (2) medical, psychiatric and counseling, (3) placement, (4) financial aid, (5) disciplinary, (6) financial and (7) veterans affairs.

2. Confidentiality of Records

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

- a. To instructors and administrators for legitimate educational purposes.
- b. To accrediting organizations to carry out their functions.
- c. To appropriate parties to protect the health and safety of students or other individuals in emergencies with the understanding that only information essential to the emergency situation will be released.
- d. The Chief Student Services Office releases directory information as authorized by the College through federal and state privacy legislation.
- e. If the inquirer has a court order, the Chief Student Services Officer or someone designated by that official will release information from the student’s file.

3. Disciplinary Records

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

4. Treatment of Records after Student Graduation or Withdrawal

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

II. Student Government and Student Organizations

A. Student Government Associations

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

B. Student Organizations

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

	constitution or by-law must be prepared, and a person must be identified who is willing to serve as faculty advisor and the names of at least 10 charter members must be submitted.	transporting, or soliciting in whole or part the contents of a test prior to its administration.
III. Proscribed Conduct		<ul style="list-style-type: none"> e. Bribing or coercing any other person to obtain tests or information about tests. f. Substituting for another student, or permitting any other person to substitute for oneself. g. Cooperating or aiding in any of the above.
A. General	Certain conduct is proscribed and upon violation of such proscriptions, a student shall be subject to one or more of the sanctions specified in Section IV.D.2.c. However, it is expected that the more severe sanctions of suspension and expulsion will be imposed sparingly and only for more extreme or aggravated violations or for repeated violations.	<ul style="list-style-type: none"> 2. “Plagiarism” is defined as the appropriation of any other person’s work and the unacknowledged incorporation of that work in one’s own work offered for credit. 3. “Collusion” means knowingly assisting another person in an act of academic dishonesty. 4. “Fabrication” is defined as falsifying or inventing information in such academic exercises as reports, laboratory results, and citations to the sources of information.
B. Abuse of the Privilege of Freedom of Speech or Assembly	No student, acting alone or with others, shall obstruct or disrupt any teaching, administrative, disciplinary, public service, research, or other activity authorized or conducted on the campus of the College or any other location where such activity is conducted or sponsored by the College. This disruption does not necessarily have to involve violence or force for the student to face disciplinary action. In the event of illegal or disruptive activity on the College campus, the Chief Student Services Officer and Academic Support or other administrative officer will request those involved either to leave the campus or abide by the regulations governing the uses of, or presence on the campus. The Chief Student Services Officer and Academic Support or other official will further announce that failure to disperse will result in Enforcement of Section 16-17-420 of the South Carolina Code of Laws pertaining to illegal or disruptive activity on a college campus. According to South Carolina law, “It shall be unlawful for any person willfully or unnecessarily (a) to interfere with or disturb in any way or in any place the students or teachers of any school or college in this state, (b) to enter upon any such school or school premises, (c) to loiter around the premises, except on business, without the permission of the principal or president in charge, or, (d) to act in an obnoxious manner thereon.” (Section 16-17-420 part 2 of South Carolina Code of Laws).	<ul style="list-style-type: none"> D. Falsification of information, and other unlawful acts, with intent to deceive is defined as: <ul style="list-style-type: none"> 1. Forgery, alteration or misuse of college documents, records, or identification cards. 2. Destruction of evidence with the intent to deny its presentation to the appropriate hearing or appeals panel when properly notified to appear. E. Infringement of Rights of Others includes, but is not limited to the following: <ul style="list-style-type: none"> 1. Physical or verbal abuse inflicted on another person. Severe emotional distress inflicted on another person or other property. Theft, destruction, damage, or misuse of the private property of members of the College community or nonmembers of the College community occurring on campus or off campus during any College approved activity. 2. Sexual Harassment inflicted on another person. This is defined as sexual discrimination where the harassing conduct created a hostile environment. Therefore, unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitutes sexual harassment when the conduct is sufficiently severe, persistent to limit an individual’s ability to participate in or benefit from the education program, or to create a hostile or abusive educational environment. 3. Stalking, defined as engaging in a course of conduct that would place a reasonable person in fear for their safety, and that has, in fact, placed an individual in such fear
C. Academic Misconduct	All forms of academic misconduct including, but not limited to, cheating on tests, plagiarism, collusion and falsification of information will call for discipline. Alleged violations will be handled according to the procedures presented in Section IV.B.	<ul style="list-style-type: none"> F. Other unlawful acts which call for discipline include, but are not limited to: <ul style="list-style-type: none"> 1. Destruction, theft, damage, or misuse of college property occurring on or off campus. 2. Unauthorized entry upon the property of the College after closing hours. 3. Unauthorized presence in any college facility after hours.
		<ul style="list-style-type: none"> 1. Cheating on tests is defined to include the following: <ul style="list-style-type: none"> a. Copying from another student’s test or answer sheet. b. Using materials or equipment during a test not authorized by the person giving the test. c. Collaborating with any other person on a test without permission. d. Knowingly obtaining, using, buying, selling,

	<ul style="list-style-type: none"> 4. Unauthorized possession or use of a key to any college facility or other property. 5. Possession or use on campus of any firearm or other dangerous weapon or incendiary device or explosive unless such possession or use has been authorized by the College. 6. Possession, use, or distribution on campus of any narcotics, dangerous or unlawful drugs as defined by the laws of the United States or the State of South Carolina. 7. Possession, use, or distribution on campus of any beverage containing alcohol. 8. Violation of institutional policies while on campus or off campus when participating in a college sponsored activity. 9. Violation of South Carolina and/or federal laws while on campus or off campus when participating in a college sponsored activity. 10. Engaging in any activity that disrupts the educational process of the college, interferes with the rights of others or adversely interferes- with other normal functions and services.
IV. Rules of Student Disciplinary Procedures and Sanctions	The sanctions that follow are designed to channel faculty, staff or student complaints against students. Due process of law is essential in dealing with infractions of college regulations and state and federal states. Consequently, any disciplinary sanction imposed on a student or organization will follow the provisions of this code.
A. Administrative Suspension	<ul style="list-style-type: none"> 1. If an act of misconduct threatens the health or well being of any member of the academic community or seriously disrupts the function and good order of the college, an administrative officer may direct the students involved to cease and desist such conduct and advise the students that failing to cease and desist may result in immediate administrative suspension. If the students fail to cease and desist, or if the students’ continued presence constitutes danger, the President of the College, or his/her designee, may temporarily suspend the students from the College, pending the outcome of a disciplinary hearing on the charge(s). 2. The President, or his/her designee, shall notify the Chief Student Services Officer and Academic Support in writing before 5:00 p.m. of the first class day following its imposition of the administrative suspension. The Chief Student Services Officer and Academic Support will inform the student in writing about the decision. This written notice will be hand-delivered to the student or sent by certified mail within two working days of receiving the information from the President or his/her designee.
B. Academic Misconduct	<ul style="list-style-type: none"> 1. An instructor who has reason to believe that a

student enrolled in his/her class has committed an act of academic misconduct must meet with the student to discuss this matter. The instructor must advise the student of the alleged act of academic misconduct and the information upon which it is based. The student must be given an opportunity to refute the allegation.
<ul style="list-style-type: none"> 2. If the instructor, after meeting with the student determines that the student has engaged in academic misconduct as alleged, the instructor will inform the student about the decision and the academic sanction that will be imposed. The instructor may impose one of the following academic sanctions: <ul style="list-style-type: none"> a. Assign a lower grade or score to the paper, project, assignment or examination involved in the act of misconduct. b. Require the student to repeat or resubmit the paper, project, assignment, or examination involved in the act of misconduct. c. Assign a failing grade for the course. d. Require the student to withdraw from the course. 3. If the student is found responsible for the academic misconduct, within five working days of the meeting, the instructor will submit a written report about the incident and the sanction imposed to the Chief Instructional Officer. 4. The Chief Instructional Officer, or designee, will send a letter to the student summarizing the incident, the finding, the terms of imposed sanction, and informing the student that he/she may appeal the decision and/or the sanction by submitting a written request to the Chief Instructional Officer within several working days of the date of the Chief Instructional Officer’s letter. 5. If the student requests an appeal, the Chief Instructional Officer, or designee, will schedule a time for the meeting. The Chief Instructional Officer, or designee, will send a certified letter to the student. In addition to informing the student that the Chief Instructional Officer, or designee, will hear the appeal, this letter must also contain the following information: <ul style="list-style-type: none"> a. A restatement of the charges. b. The time, place, and location of the meeting. c. A list of witnesses that may be called. d. A list of the student’s procedural rights. These procedural rights are presented in the Student Code and Grievance Policy, Section V.A.2.e. 6. On the basis of the information presented at the appeal, the Chief Instructional Officer, or designee, will render one of the following: <ul style="list-style-type: none"> a. accept the decision and the sanction imposed by the instructor.

- b. accept the instructor’s decision but impose a less severe action.
 - c. overturn the instructor’s decision
- 7. The Chief Instruction Officer, or designee, will send the student a letter within two working days of the meeting. This letter will inform the student of the decision and inform the student that the decision can be appealed to the President of the College by sending a letter detailing the reasons for the appeal to the President’s Office within five working days.
- 8. After receiving the student’s request, the President will review all written materials relating to this incident and render one of the following decisions:
 - a. accept the decision and the sanction imposed.
 - b. accept the decision but impose a less severe sanction.
 - c. overturn the decisionThe President’s decision cannot be appealed further.

C. Student Misconduct

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

within 2 working days after receipt of the decision unless a request is made and approved for an extension of time. The Chief Student Services Officer shall refer the matter to the Committee together with a report of the nature of the alleged misconduct, the name of the complainant, the name of the student against whom the charge has been filed, and the relevant facts revealed by the preliminary investigation.

D: The Student Appeals Committee

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

1. Membership of the Committee shall be composed of the following:
 - a. Three faculty members appointed by the Chief Academic Officer and approved by the President.
 - b. Three student members appointed by the appropriate student governing body and approved by the President.
 - c. One member of the Student Services staff appointed by the Executive Dean of Student Services and approved by the President.
 - d. The Chief Student Services Officer serves as an ex-officio nonvoting member of the Committee.
 - e. The President shall appoint the Committee Chair from among the committee membership. Ex-officio members of the Committee may not serve as the Committee Chair.
2. Functions of the Committee are described as follows:
 - a. To hear an appeal from a student charged with an infraction that may result in disciplinary action.
 - b. To hand down a decision based only on evidence introduced at the hearing.
 - c. To provide the student defendant with a statement of the Committee’s decision including findings of fact and if applicable, to impose one or more of the following sanctions:
 - (1) Academic Misconduct
 - a) Assign a lower grade or score to the paper, project, assignment or examination involved in the act of misconduct.
 - b) Require the student to repeat or resubmit the paper, project, assignment or examination involved in the act of misconduct.

- c) Assign a failing grade for the course.
 - d) Require the student to withdraw from the course.
- (2) Student Misconduct
 - a) A written reprimand.
 - b) An obligation to make restitution or reimbursement.
 - c) A suspension or termination or particular student privileges.
 - d) Disciplinary probation.
 - e) Suspension from the College.
 - f) Expulsion from the College.
 - g) Any combination of the above.

V. **Procedures for Hearings before the Student Appeals Committee**

A. Procedural Duties of the Chief Student Services Officer

1. At least 7 working days prior to the date set for a hearing before the Committee, the Chief Student Services Officer shall send written notice to all involved and a certified letter to the student’s last known address providing the student with the following information:
 - a. A restatement of the charge or charges.
 - b. The time and place of the hearing.
 - c. A list of all witnesses who might be called to testify.
 - d. The names of Committee members.
 - e. A statement of the student’s basic procedural rights. These rights follow:
 - 1) The right to counsel. The role of the person acting as counsel is solely to advise the student. The counsel shall not address the Committee. Payment of legal fees is the responsibility of the student.
 - 2) The right to produce witnesses on one’s behalf.
 - 3) The right to request, in writing, that the President disqualify any member of the committee for prejudice or bias. (At the discretion of the President, reasons for disqualification may be required.) A request for disqualification, if made, must be submitted at least 2 working days prior to the hearing. If such disqualification occurs, the appropriate nominating body shall appoint a replacement to be approved by the President.
 - 4) The right to present evidence. The Committee may determine as to what evidence is admissible.
 - 5) The right to know the identity of the person(s) bringing the charge(s).
 - 6) The right to hear witnesses on behalf of the person bringing the charges.

- 7) The right to testify or to refuse to testify without such refusal being detrimental to the student
 - 8) The right to appeal the decision of the Committee to the President who will review the official record of the hearing. The appeal must be in writing and it must be made within 7 working days after receipt of the decision.
- 2. **On written request of the student, the hearing may be held prior to the expiration of the 7 day advance notification period, if the Chief Student Services Officer agrees with this change.**

B. The Conduct of the Committee Hearings

1. Hearings before the Committee shall be confidential and shall be closed to all persons except the following:
 - a. The student and the person who initiated the charges. However the hearing may be conducted without either party present if either party ignores the notice of the hearing and is absent without cause.
 - b. Counsels for the student and the College.
 - c. A person, mutually agreed upon by the student and the Committee, to serve in the capacity of recorder.
 - d. Witnesses who shall:
 - (1) Give testimony singularly and in the absence of other witnesses.
 - (2) Leave the committee meeting room immediately upon completion of the testimony.
2. The Committee shall have the authority to adopt supplementary rules of procedure consistent with this code, complaint; a conference with the Chief Student Services Officer may replace the first step of the grievance procedure. The Chief Student Services Officer will counsel with the student to determine the appropriate action that is required.
3. The Committee shall have the authority to render written advisory opinions concerning the meaning and application of this code.
4. The conduct of hearings before this Committee is unaffected by charges of local, state, or federal authorities against the student for acts that are the same, or similar to, charges of misconduct to be heard by the Committee.
5. Two separate jurisdictions are involved in such cases. Therefore, hearings may be held and decisions rendered independent of any resolution by the court system.
6. In addition to written notes, the hearing may be tape recorded, except for the Committee’s deliberations. After the conclusion of the hearing, the tape will be kept in the office of the Chief Student Services Officer. The student may listen to the tape

- of his/her hearing under the supervision of the Chief Student
- Services Officer or designee. The student is not entitled to a copy of the tape or a written transcript of the hearing.
 - Upon completion of a hearing, the Committee shall meet in executive session to determine concurrence or non-concurrence with the original finding and to impose sanctions, if applicable.
 - Decisions of the Committee shall be made by majority vote.
 - Within 2 working days after the decision of the Committee, the chairperson shall send a certified letter to the student's last known address providing the student with the committee's decision and a summary of the rationale for the decision.

C. Appeal to the President

- When the student appeals to the President, the President, whose decision is final, shall have the authority to:
- Receive from the student an appeal of the Committee's decision.
 - Review the findings of the proceedings of the Committee.
 - Hear from the student, the Chief Student Services Officer, and the members of the Committee before ruling on an appeal.
 - Approve, modify, or overturn the decision of the Committee.
 - Inform the student in writing of the final decision within 10 working days of the receipt of the appeal.

D. Appeal to the SC Technical College System

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

structional weekdays of receipt of the appeal. The System President's decision is final.

Student Grievance Procedure

I. Purpose

- The purpose of the student grievance procedure is to provide a system to channel student complaints against faculty or staff, concerning the following:
- Alleged discrimination on the basis of age, gender, race, disability or veteran's status excluding sexual harassment complaints.
 - Because of the sensitive nature of this type of complaint, alleged sexual harassment complaints should be directed to the Chief Student Services Officer and a conference with the Chief Student Services Officer will replace the first step of the grievance procedure. The Chief Student Services Officer will counsel with the student to determine the appropriate action that is required. If the grievance is not resolved after this meeting, then the remainder the grievance procedure will be followed.
 - Academic matters, excluding individual grades except when the conditions in items A or B above apply.

II. Definitions

- When used in this document, unless the content requires other meaning,
- "College" means any college in the South Carolina Technical College System.
 - "President" means the Chief Executive Officer of the college.
 - "Administrative Officer" means anyone designated at the college as being on the administrative staff, such as President, Chief Academic Officer, Chief Student Services Officer, etc.
 - "Chief Student Services Officer" means the Administrative Officer at the College who has overall management responsibility for the student services or his/her designee.
 - "Chief Academic Officer" means the Administrative Officer at the College who has overall management responsibility for academic programs and services for his/her designee.
 - "Student" means the person taking any course(s) offered by the college.
 - "Instructor" means any person employed by the college to conduct classes.
 - "Staff" means any person employed by the college for reasons other than conducting classes.
 - "Campus" means any place where the college conducts or sponsors educational, public service, or research activities.

III. Procedures

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

B. Second Step

- If the student is not satisfied with the outcome of the informal conference, the student may file a written grievance. The Chief Student Services Officer, or designee, shall make a grievance form available to the student and explain the grievance process to the student. The completed grievance form must be presented to the Chief Student Services Officer, or designee, within thirty instructional weekdays after satisfying the first step in the grievance process. The Chief Student Services Officer, or designee, shall give written acknowledgement of receipt of the grievance form. The Chief Student Services Officer, or designee, will then refer the grievance to the immediate supervisor involved. The supervisor shall respond in writing to the student within ten instructional weekdays of receipt of the grievance form. As a part of the effort to resolve the issue, the supervisor will consult with the accused and Chief Administrative Officer of the division or component concerned.

C. Third Step

- If the supervisor's written response does not resolve the matter; the student may a request to appear before the Student Grievance Committee. The student must submit a written request within five instructional weekdays after receiving the supervisor's written response. The request shall include a copy of the original grievance form and the reason why the supervisor's response was unsatisfactory. The student must attach a copy of the supervisor's response to the request. The Chief Services Officer shall immediately notify the President who shall ensure that the Committee is organized in a manner consistent with Section IV.A of this procedure. The Chief Student Services Officer, or designee, will send copies of the appeal to the members of the Committee, the employee, and the employee's supervisor. The employee against whom the grievance was filed shall be given an opportunity to respond in writing to the chairperson of the Committee. The Student Grievance Committee's meeting(s) shall be conducted between five and fifteen instructional weekdays following the date of the request. The chairperson may grant a postponement if either party submits a written request prior to the scheduled meeting.

D. Fourth Step

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

IV. The Student Grievance Committee

- The Student Grievance Committee shall be composed of the following:
 - Three students recommended by the governing body of the student body.
 - Two faculty members recommended by the Chief Instructional Officer.

- One Student Services staff member recommended by the Chief Student Services Officer.
- One administrator, other than the Chief Student Services Officer, to serve as the Committee's chairperson.
- The Chief Student Services Officer, or designee, who serves as an ex-officio, non-voting member of the Committee. The President must approve all recommended members.

B. Purpose and Function of Grievance Committee

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

- C. When a grievance committee is scheduled, the parties involved are entitled to:
- A written notice of the complaint that shall be forwarded to all parties at least five instructional weekdays prior to the meeting unless the student filing the complaint waives this requirement. This notice shall include the following:
 - A brief description of the complaint, including the name of the person filing the complaint:
 - the date, time and location of the meeting, and
 - The name of any person who might be called as a witness.
 - Review all available evidence, documents or exhibits that each party may present at the meeting. This review must take place under the supervision of the Chief Student Services Officer or his/her designee.
 - Appear in person and present information on his/her behalf and present additional evidence to the Committee, subject to the Committee's judgment that the evidence is relevant to the appeal.
 - Call witnesses who are dismissed after providing testimony and responding to questions posed by the Committee and either party in the appeal.
 - An advisor who shall not address the Committee or ask any witness a question. Payment of legal fees is the student's responsibility.

D: Hearing Procedures

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

Student Complaints about the English Fluency of a Faculty Member

The Denmark Technical College policy provides a procedure for students to register complaints if they cannot understand the English used by an instructor in classroom instruction.

- 1. Students can register a complaint regarding language proficiency (the inability to understand the English used to communicate by the instructor) with the Division Dean in which the instructor teaches. Complaints can be verbally discussed with the Dean in an informal manner, but must be in writing

appeal, the tape recording will be kept for three months in the Office of the Chief Student Services Officer. Either party in the appeal may listen to this tape recording under the supervision of the Chief Student Services Officer or designee.

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

for formal action to be taken. When a student files a written complaint with the Division Dean regarding the English Fluency of an instructor, the Division Dean in consultation with the Vice President of Academic Affairs will recommend whatever action (i.e., a communication development program) is deemed necessary to address the complaint.

- 2. If it is determined that the complaint is warranted, the instructor will be referred within 10 working days to the English Fluency Evaluation Committee for a proficiency evaluation.
- 3. An instructor who is judged proficient by the Committee will continue teaching assignments without any further action. However, if student complaints continue or the supervisor determines a continuing fluency/communication problem exists, appropriate actions can be initiated.
- 4. A permanent instructor judged deficient by the Committee will be given one academic term to develop sufficient English fluency to be judged proficient by the Committee. If during the term, the instructor has not shown evidence of satisfactory progress in overcoming the deficiency, disciplinary action may be taken, up to and including termination. An adjunct instructor judged deficient by the Committee may be immediately terminated.
- 5. If the plan of action does not produce the desired result and the complaint is not alleviated within a reasonable period of time, an additional appeal may be made by the student to the Vice President for Academic Affairs for further action to be taken.
- 6. Students may discuss their complaint regarding communication proficiency with the Vice President for Student Affairs and Enrollment Management and secure help with this issue from this office before approaching the Division Dean with their concern.



Student Grievance Form

Filing Date _____

I. Name of Grievant _____ Phone Number _____

Address _____

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

III. Nature of Grievance: _____

IV. Desired Solutions _____

V. Action Taken by Grievant to Date: _____

ATTACH ALL PERTINENT WRITTEN DOCUMENTATION AND FORWARD TO APPROPRIATE SUPERVISOR

SIGNATURE OF GRIEVANT

DATE

SIGNATURE OF DEAN

DATE

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

General Principles

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

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

Special Provisions

Student Users Shall:

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

Student Users Shall Not:

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

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

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



Fees and Student Aid

Expenses for 2016-2017 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

1st Semester Costs payable before August 16th

2nd Semester Costs payable before January 21st

	South Carolina Students	Out-of-State Students
Tuition	\$1670.00	\$3,340.00
Technology Fee	56.00	56.00
Insurance	48.00	48.00
Student Activity Fee	54.00	54.00
Student Capital Fee	<u>400.00</u>	<u>400.00</u>
Total Fee (Off Campus)	\$2,228.00	\$3,898.00

-RESIDENCE-

Tuition/Instructional Fee	\$2,228.00	\$3,898.00
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Room Rent (Adjustment in charges, when necessary, will be made after rooms are occupied).

A) Fall Rent	935.00	935.00
Breakage	50.00	50.00
B) Spring Rent	935.00	935.00
Breakage	50.00	50.00

Boarding (Required of all students who reside in dormitories).

A) Board Fall	1034.00	1034.00
B) Board Spring	1034.00	1034.00

Total for each semester

A) Fall	4,247.00	5,917.00
B) Spring	4,247.00	5,917.00

TOTAL FOR THE YEAR \$8,494.00 \$11,834.00

Books (estimated at \$375.00 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

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 webpage at: 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	\$111.00
Out of State Student Cost Per Credit Hour	\$223.00
Technology Fee - All Part-Time Students	\$55.00

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

Technology Fee

The Technology Fee is assessed to all students. This fee is used to defray the cost of maintaining and upgrading hardware and software to meet the technological changes in curriculum requirements.

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 undergraduate 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 training. 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. 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:

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

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

Certificate Programs	17-30
Credit Hrs. Attempted	Minimum GPA
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.

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 students’ 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
TOTAL		15		30
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. 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 form 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 institu-tion 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 Den-mark Technical College course must exist within the student’s curriculum with the course content and credit hours being equiv-alent 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 Articula-tion Agreement. The College maintains articulation agreements for specific majors with the following state 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 guide-lines 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 en-rolled 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
ACC 101	Accounting Principles I	3
ACC 102	Accounting Principles II	3
ANT 101	General Anthropology	3
ART 101	History and Appreciation of Art	3
ART 105	Film As Art	3
AST 101	Solar System Astronomy	4
AST 102	Stellar Astronomy	4
BIO 101	Biological Science I	4
BIO 102	Biological Science II	4
BIO 210	Anatomy and Physiology I	4
BIO 211	Anatomy and Physiology II	4
BIO 225	Microbiology	4
CHM 110	College Chemistry I	4
CHM 111	College Chemistry II	4
CHM 112	College Chemistry III	4
CHM 211	Organic Chemistry I	4
CHM 212	Organic Chemistry II	4
ECO 210	Macroeconomics	3
ECO 211	Microeconomics	3
ENG 101	English Composition I	3
ENG 102	English Composition II	3
ENG 201	American Literature I	3
ENG 202	American Literature II	3
ENG 203	American Literature Survey	3
ENG 205	English Literature I	3
ENG 206	English Literature II	3
ENG 208	World Literature I	3
ENG 209	World Literature II	3
ENG 214	Fiction	3
ENG 218	Drama	3
ENG 222	Poetry	3
ENG 230	Women in Literature	3
ENG 236	African American Literature	3
ENG 260	Adv. Tech. Communication	3
FRE 101	Elementary French I	4
FRE 102	Elementary French II	4
FRE 201	Intermediate French I	3
FRE 202	Intermediate French II	3
GEO 101	Introduction to Geography	3
GEO 102	World Geography	3

Course Code	Title of Course	Credits
GER 101	Elementary German I	4
GER 102	Elementary German II	4
HIS 101	Western Civilization to 1689	3
HIS 102	Western Civilization Post 1689	3
HIS 201	American History Discovery to 1877	3
HIS 202	American History 1887 to Present	3
MAT 110	College Algebra	3
MAT 111	College Trigonometry	3
MAT 120	Probability and Statistics	3
MAT 122	Finite College Mathematics	3
MAT 130	Elementary Calculus	3
MAT 140	Analytical Geo. and Calculus I	4
MAT 141	Analytical Geo. and Calculus II	4
MAT 242	Differential Equations	4
MUS 105	Music Appreciation	3
PHI 101	Introduction to Philosophy	3
PHI 105	Introduction to Logic	3
PHI 106	Logic II: Inductive Reasoning	3
PHI 110	Ethics	3
PHI 115	Contemporary Moral Issues	3
PHY 201	Physics I	4
PHY 202	Physics II	4
PHY 221	University Physics I	4
PHY 222	University Physics II	4
PHY 223	University Physics III	4
PSC 201	American Government	3
PSC 215	State and Local Government	3
PSY 201	Introduction to Psychology	3
PSY 203	Human Growth and Development	3
PSY 205	Human Sexuality	3
PSY 212	Abnormal Psychology	3
SOC 101	Introduction to Sociology	3
SOC 102	Marriage and the Family	3
SOC 205	Social Problems	3
SOC 206	Social Problems	3
SOC 210	Juvenile Delinquency	3
SOC 220	Sociology and the Family	3
SOC 235	Thanatology	3
SPA 101	Elementary Spanish I	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
Total Credits:		6

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
Total Credits :		8

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
Total Credits:		6-8

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
Total Credits:		3

History

HIS 101	Western Civilization to 1689	3 Credits
OR		
HIS 102	Western Civilization Post 1689	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
OR		
SPA 101	Elementary Spanish I	4 Credits
SPA 102	Elementary Spanish II	4 Credits
Total Credits:		8

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
Total Credits:		3

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
Total Credits:		9

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
Total Credits:		6

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
Total Credits:		8

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
Total Credits:		3-8

Accounting*

ACC 101	Principles of Accounting I	3 Credits
ACC 102	Principles of Accounting II	3 Credits
Total Credits:		6

*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)		
Total Credits:		6

**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
**Total Credits:		8

**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
Total Credits:		9

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
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
Total Credits:		12

Mathematics

MAT 140	Analytical Geometry and Calculus I	4 Credits
MAT 141	Analytical Geometry and Calculus II	4 Credits
Total Credits:		8

Humanities and Sciences

HIS 101	Western Civilization to 1689	3 Credits
Total Credits:		3

Engineering

Approximately 4 credits of EGR prefix coursework to be determined.

Total Credits: 4

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

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
AND		
CHM 110	College Chemistry I	4 Credits
OR		
PHY 201	Physics I	4 Credits
Total Credits: 8		

**Mathematics

MAT 130	Elementary Calculus	3 Credits
OR		
MAT 140	Analytical Geometry and Calculus I	4 Credits
Total Credits: 3-4		

Humanities

ENG 208	World Literature I	3 Credits
OR		
ENG 209	World Literature II	3 Credits
AND		
HIS 101	Western Civilization to 1689	3 Credits
OR		
HIS 102	Western Civilization Post 1689	3 Credits
Total Credits: 9		

Fine Arts

ART 101	Art History and Appreciation	3 Credits
AND		
MUS 105	Music Appreciation	3 Credits

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
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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

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.
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

Course	Title of Course	Sem. Hrs.	SCSU Course	Sem. Hrs.
HIS 221	American Studies II	3	Elective	3
PSC 201	American Government	3	PS 202	3
PSC 205	Politics and Government	3	PS 201	3
PSC 215	State and Local Government	3	PS 205	3
PHI 101	Introduction to Philosophy	3	PHIL 301	3
PHI 105	Introduction to Logic	3	PHIL305	3
PHI 110	Ethics	3	Elective	3
PHI 115	Contemporary Moral Issues	3	Elective	3
PHI 201	History of Philosophy	3	Elective	3
IDS 101	Human Thoughts and Learning	3	Elective	3
CPT 101	Introduction to Computers	3	Elective	3
CPT 111	Basic Programming I	3	CS 104	1
CPT 115	COBOL Programming I	3	CS 209	3
CPT 116	Essentials of COBOL I	4	CS 209	3
CPT 120	Fortran Programming	3	CS 105	3
CPT 125	Main Frame Assembler Program I	3	CS 301	3
CPT 126	Essentials of Assembler Program	4	CS 301	3
CPT 132	PASCAL Programming	3	CS 201	3
CPT 170	Microcomputer Applications	3	CS 107	3
MAT 110	College Algebra	3	M 105	3
MAT 111	College Trigonometry	3	M 106	3
MAT 112	Pre-Calculus	5	M 106	3
MAT 120	Probability Statistics	3	M 208	3
MAT 122	Finite College Math	3	M 210	3
MAT 132	Discrete Mathematics	3	M 213	3
MAT 140	Analytic Geometry & Calculus I	4	M 203	3
MAT141	Analytic Geometry &	4	M 204	3
MAT 175	Algebra & Trigonometry I	3	M 105	3
MAT 176	Algebra & Trigonometry II	3	M 106	3
MAT 235	Matrix Algebra	3	M 209	3
MAT 240	Analytic Geometry & Calculus III	4	M 307	3
MAT 242	Differential Equations	4	M 403	3
MAT 211	Math for Elementary Education I	3	MED 300	3

Course	Title of Course	Sem. Hrs.	SCSU Course	Sem. Hrs.
MAT 215	Geometry	3	MED 104	3
PSY 103	Human Relations	3	Elective	3
PSY 105	Personal./ Interpersonal Psychology	3	Elective	3
PSY 120	Organizational Psychology	3	Elective	3
PSY 201	General Psychology	3	PSY 201	3
PSY 205	Adolescent Psychology	3	Elective	3
PSY 208	Human Sexuality	3	PSY 309	3
PSY 212	Abnormal Psychology	3	PSY 204	3
PSY 218	Behavior Modification	3	Elective	3
PSY 222	Psychology of Individual Achievement	3	Elective	3
PSY 203	Human Growth & Development	3	EPSY 204	3
PSY 210	Educational Psychology	3	EPSY 205	3
PSY 214	Psychology of the Exceptional Child	3	SPED 216	3
PSY 215	Psychology of the Mentally Retarded	3	SPED 217	3
SOC 101	Introduction to Sociology	3	SOC 201	3
SOC 102	Marriage & Family	3	SOC 202	3
SOC 205	Social Problems	3	SOC 308	3
SOC 220	Sociology of the Family	3	SOC 202	3
SOC225	Sociology of Gender Roles	3	Elective	3
SOC 235	Thantology	3	Elective	3
ANT 101	General Anthropology	3	SOC 310	3
BIO 101	Biological Science	4	BSC 101	3
BIO 101	Biological Science II	4	BSC 103	3
BIO 102	Biological Science III	4	BSC 102	3
BIO 112	Basic Anatomy & Physiology	4	B 209	4
BIO 201	Zoology	4	B 101	4
BIO 202	Botany	4	B 103	4
BIO 216	Physiology	4	B 208	4
PHS 101	Physical Science I	4	PSC 101	3
PHS 102	Physical Science II	4	PSC 102	3
AST 101	Solar System Astronomy	4	PSC 203	3
AST 102	Stellar Astronomy	4	PSC 104	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



Continuing Education Division

General Information

Continuing Education Admissions

Requirements for admission to the various courses in Continuing Education (Personal Interest, Occupational Advancement, Community Service) depend on the nature of the course involved. Generally, the student enrolls in the selected course by completing general information and paying fees. Information on these courses may be obtained by contacting the Office of Continuing Education at the College. For further information check the continuing education section of this catalog.

Registration

Students may register at the first class meeting or come to the Office of Continuing Education at the College. By telephoning the office at (803) 793-5153, a student may request a mail-in registration form.

Fees

The registration fee for each course depends on the nature of the course. All checks should be made payable to Denmark Technical College.

Books and Supplies

The cost of textbooks and supplies for most courses is included in the registration fee. Most books and some supplies are normally available at the Bookstore on campus.

Continuing Education Program

The Continuing Education Division is committed to the instructional development and support of the institution. The Continuing Education program strives to meet the continuing community needs and interests. It endeavors to enhance the educational and economic advancement, personal fulfillment or enrichment, and general social effectiveness of the society it serves.

The Continuing Education program consists of any courses, or organized groupings of courses, structured to meet specific occupational or professional needs offered for a specified number of class meetings for which no institutional credit toward a diploma or degree is awarded. Courses offered in this program are specially planned, designed, and conducted for the purpose of:

1. Maintaining and/or improving professional competence;
2. Advancing vocational/occupational growth; and
3. Preparing/upgrading for career-changing demands and adjustments.

Continuing Education Units (CEUs) are awarded on the basis of 10 student contact hours equaling one Continuing Education Unit. Certificates of completion are awarded for specific educational activities which do not meet standards for CEU awards.

Programs in Continuing Education

Occupational Upgrading

Continuing Education courses, seminars or workshops are offered to the general public for professional, technical, occupational, and vocational skills development or improvement that meet the Occupational Upgrading criteria and/or requirements for CEU classification.

Industrial Training

This is a customized program of instruction requested by an industry, trade or professional organization. Training is conducted for a specific group of employees, using unique instructional objectives, at the request of a business, industrial or organizational representative. Programs included in this category must meet the requirements of Occupational Upgrading.

ReadySC

ReadySC is operated under the management of the Economic

Development Division of the State Technical and Comprehensive Education System on a statewide

basis in cooperation with the College. These services ensure industry of trained employees necessary for plant start-up. Special training is also available to existing industries which are expanding plant operations in the College's service area. Each program is individually designed to meet the manpower needs of the company. Training is coordinated with the South Carolina Employment Security Commission.

Seminars and Workshops

Short-term training is designed to develop, reinforce, or refine knowledge, skills, and/or attitudes.

Community Service and Personal Interest

Courses are scheduled as a service to the tri-county area of Denmark Technical College – Allendale, Bamberg, and Barnwell counties. Non-credit courses of interest to the public are offered and then are taught when the required enrollment level is reached. The courses are self-supporting.

WorkKeys

The WorkKeys system is an advanced, computerized system of job analysis designed to meet the needs of the individuals who want to work, employers who want qualified employees, and educators and trainers who want to help learners become qualified employees. As WorkKeys Service Center licensed by ACT, Denmark Technical College will provide unique and special access to all services of the WorkKeys system including job profiling (analysis), assessment, instructional support, reporting services and job placement/matching.



The WorkKeys system currently includes eight workplace skills: Applied Mathematics, Applied Technology, Listening, Locating Information, Observation, Reading for Information, Teamwork, and Writing. Each skill is described by a skill scale. The same skill scale is the basis of the system and its four components:

The assessments measure the skills of the individual; profiling measures the level of skill required for a particular job or occupation; instructional support provides structure for teaching the skills; and reports and research serve as the communication links between examiners, employers, and educators.

The WorkKeys system from American College Testing (ACT) is an effective network of information services designed to help bridge this skills gap. By providing individuals with reliable information regarding their own workplace skill levels and the skill levels required by jobs, WorkKeys empowers individuals to make informed career decisions. By providing employers with a common metric for evaluating the jobs they need to staff, and people who want to work, WorkKeys facilitates fair and useful hiring strategies.



Nursing



Admission Procedure

The application process for the Practical Nursing (PN) Program is as follows:

- Apply to Denmark Technical College
- Take college placement tests
 - Minimum scores for the PN Program application must be met.
- Attend a Nursing Information Session
- Apply to the PN Program
- Take the Kaplan Entrance Test
 - Must score 60% or higher
- Arrange for a criminal background check through DTC
 - (Fee paid to the DTC Cashier)
- Take a drug screening

Admission to the PN Program has additional admission requirements due to the limited availability of admission slots. Program admission is academically competitive with admission decisions based on the applicant's academic preparation, assessment results, clear drug screening and clear criminal background check. The clinical facilities require several screenings prior to approval for student eligibility for participation in clinical experiences. One is the criminal background check, provided by SLED for South Carolina residents and by the FBI for non-South Carolina residents and drug screening. Clinical facilities may refuse student participation in clinical experiences if screenings reveal unclear reports. Students must be able to attend all clinical experiences during the academic year to complete course and program requirements.

Selected program applicants are admitted once per year in the

fall semester. After acceptance into the PN Program, students are required to attend a Practical Nursing Orientation Session and provide required current medical information.

Progression Procedure

The Practical Nursing curriculum is divided into general education and nursing courses. To be eligible to graduate from the program a student must meet the following criteria:

1. Make a minimum grade of "C" on all nursing courses, courses that have a PNR prefix. Any student that fails to meet the minimum grade requirement of "C" or above will not be able to progress in the program. The student will receive notification by the Nursing faculty immediately that he/she will not be able to enroll in the next semester in the nursing courses. The student may proceed in the general education courses if desired. The student will be informed of their options for readmission if desired.
2. Make a minimum grade of "C" on all co-requisite general education courses. General education courses are those that have an ENG, BIO, MAT or PSY prefix. A student that does not meet the minimum grade requirement of "C" or above in a co-requisite course will not be allowed to progress in the nursing program. This includes any grade of D, F, W, or WF.

Examples:

- Must achieve a grade of "C" or above in PNR 110 to progress to PNR 120.
- Must achieve a grade of "C" or above in PNR 120, BIO 210, ENG 101, and MAT 155 to progress to PNR

- 122 and PNR 130.
 - Must achieve a grade of “C” or above in PNR 130 to progress to PNR 140.
 - Must achieve a grade of “C” or above in PNR 140, PNR 122, and BIO 211 to progress to PNR 165 and PNR 170.
 - Must achieve a grade of “C” or above in PSY 201, PNR 165 and PNR 170 to graduate from the PN program.
3. Have a minimum GPA of 2.5 and completed all PN program curriculum courses, both nursing and co-requisite general education courses, with a “C” or better to be considered for graduation from the program.
 4. An overall grade of Satisfactory is required on the lab/clinical component of the course. A grade of “Satisfactory” or “Unsatisfactory” will be based on mastery of stated lab/clinical competencies as outlined on the evaluation form. The student will be evaluated and a rating of “Satisfactory” must be achieved. A student who achieves a theory grade of 80% or above but has an “Unsatisfactory” rating on the lab/clinical component fails the course and will be withdrawn from the program. A student who achieves a “Satisfactory” rating on a lab/clinical component and achieves a theory grade of less than 80% fails the course and will be withdrawn from the program.
 5. Academic Dismissal: The student may be academically dismissed at any time by:
 - a. Earning a grade of less than a “C” in a required nursing course or required general education course.
 - b. Not maintaining a GPA of 2.5.

Students should refer to Student Code and Grievance Procedure found in the Denmark Technical College Academic Catalog and Student Handbook
 6. Nursing courses are offered in sequence and the program requires three consecutive semesters of coursework for completion.
 7. Should a criminal background check disclose an adverse report resulting in not being able to participate in clinical experiences, the student will be withdrawn from the program.
 8. A student who does not have a “C” average in any course at midterm is encouraged to discuss their situation with their instructor.
 9. Students who withdraw prior to midterm will receive a grade of W. Students who withdraw after midterm with a “C” or better receive a grade of W. Students who withdraw after midterm without a grade of “C” or better will receive a WF.

Grading Scale for Nursing Courses

The grading scale for all nursing courses is as follows:

Grade	Average (GPA)
A 93-100	4.0
B 85-92	3.0

C 80-84	2.0
D 75-79	1.0
F 74 & below	0.0

The nursing grading scale is more stringent than other DTC courses. Nursing students are held to a higher standard of success and competency due to the critical component for safe nursing practice. As a result, the nursing grading scale is elevated to a level more consistent with expectations on the NCLEX-PN licensure exam.

Nursing Graduates Procedure

Practical Nursing (PN) graduates are eligible to apply to take the National Council Licensure Examination for the Practical Nurse (NCLEX-PN). An endorsement of completion will be sent to the SC State Board of Nursing by the PN Program Dean for eligible students that meet all endorsement criteria. In order to meet graduation requirements of the Practical Nursing Program, a student must do the following:

- Have a minimum overall GPA of 2.5 with a “C” or better in all courses in the curriculum.
- Show safe and adequate nursing practice on all clinical evaluations.
- File a DTC graduation application.
- Complete applications to take the National Council Licensure Examination for the Practical Nurse (NCLEX-PN).
- Obtain fingerprinting background check.
- Mail in a passport picture, copy of Driver’s License and Social Security Card.

****Any student that has a prior conviction of a crime (excluding minor traffic violations) or a drug or alcohol abuse problem could make the student ineligible to take the NCLEX-PN. Early notification to the South Carolina State Board of Nursing is suggested. See the Dean of Nursing for questions regarding the NCLEX-PN.**

Practical Nurse Licensure Examination

Upon graduation from an approved nursing program, the National Council Licensure Examination for the Practical Nurse (NCLEX-PN) is required for licensure as a licensed practical nurse as required by the South Carolina Board of Nursing and the National Council of State Boards of Nursing. Please go to the South Carolina Board of Nursing website for current information regarding requirements for licensure at: <http://www.llr.state.sc.us.POL/NURSING/>.

Practical Nursing Program Readmission Procedure

1. Student may only apply for readmission into the Practical Nursing Program one time.
2. A Request to Re-Enter Form (see appendix) must be completed and submitted to the Dean of Nursing at the beginning of the course prior to the desired readmission date. Forms may be picked up from the Nursing Division.

3. All nursing courses must be completed within a 2-year period beginning at the first admission into the program. The 2-year period is the academic year when the student was unsuccessful and the immediately following academic year (example: In 2008-2009 the student was unsuccessful; they must apply for readmission into the 2009-2010 academic year). Readmission candidates not able to complete the program the following academic year must reapply to the program as a new student and begin with PNR 110 Fundamentals of Nursing and progress through the entire program schedule of classes.
4. Readmission is based on space availability and eligibility. Currently progressing students have priority in enrollment in nursing courses, as there are only 30 slots available in each nursing course.
5. If there are more students seeking readmission than can be accommodated, the date the student completed all requirements for readmission will be the deciding factor in the order in which available space is awarded.
6. To be eligible for readmission, the student is required to meet current admission criteria into the nursing program.

7. Submit an application to the Enrollment Services office for readmission into the college the semester prior to requested readmission.
8. Follow PN application process as outlined in the nursing readmission application packet.
9. A student requesting readmission into the nursing program are required to submit updated criminal background check and updated drug screen results.
10. Submit current CPR and First Aid cards and updated medical form, including current PPD (TB test) and immunizations.
11. A dropped, withdrawn or failed course must be successfully completed before the student can progress to the next nursing course(s).
12. A student who makes a D, F, or WF in a nursing course on the first attempt, must make a “C”, 80 or above, on the second attempt. No required nursing course may be attempted more than twice in order to earn a “C”. If the student fails to earn a “C” on the second attempt, he/she will not be eligible for future readmission into the nursing program.



Academic Programs

Transitional Studies

Option I Students

These are high school graduates who did not score successfully on the Placement Test in Mathematics, Reading and/or English and therefore need remediation. Option I students are advised by both the program advisor and Transitional Studies advisor.

Option II Students

As of July 1, 2012, students who are non-high school graduates do not qualify for Title IV funds unless they meet Denmark Technical College’s guidelines and policy and procedures for the equivalency of a high school diploma.

These are students who are not high school graduates and are admitted into one of the certificate programs that do not require high school credentials.

Upon receiving high school credentials, these students have the option to change their program or continue in the certificate program they are currently enrolled in.

Option II students are advised by both the program advisor and Transitional Studies advisor.

It is advised that students complete requirements for Transitional Studies in two semesters.

Degrees, Diplomas and Certificates

Associate in Arts and Science Majors

Associate in Arts

Associate in Science

Associate in Applied Science Majors

Administrative Office Technology

Computer Technology

Criminal Justice Technology

Early Care and Education

Electromechanical Engineering Technology

General Business

General Technology

Human Services

Diploma in Applied Science Majors

Administrative Support

Barbering

Cosmetology

Practical Nursing

Certificate in Applied Science Majors

Accounting

Building Construction Fundamentals

Computer Servicing and Repair

Criminal Justice

Culinary Arts

Cybersecurity

Early Childhood Development

Entrepreneurship/Small Business

Management

General Studies

Gerontology

Multimedia Web Graphics Design

Nurse Aide Assistant

Plumbing

Pre-Medical

Welding

Word Processing

General Education Core

The General Education Core at Denmark Technical College is composed of courses designed to develop knowledge and skills that will serve students in their academic studies and careers. The General Education Core is made up of collegiate level courses from Humanities, Natural Sciences/Mathematics and Social/Behavioral Sciences. Courses from the Core at Denmark Technical College serve as the common foundation for the associate degree and diploma programs; however, certain programs may have specific core requirements. Courses in Humanities, Natural Sciences/Mathematics and Social Behavior Sciences satisfy the general education requirements for the associate degree and diploma programs.

HUMANITIES/FINE ARTS

***Denotes Pure Humanities Course**

ART 101

***Art History and Appreciation 3 SHC**

This is an introductory course to the history and appreciation of art, including the elements and principles of the visual arts.

ENG 101

English Composition I 3 SHC

This is a (college transfer) course in which the following topics are presented: a study of composition in conjunction with appropriate literary selections, with frequent theme assignments to reinforce effective writing. A review of standard usage and the basic techniques of research are also presented.

ENG 102

English Composition II 3 SHC

This is a (college transfer) course in which the following topics are presented: development of writing skills through logical organization, effective style, literary analysis and research. An introduction to literary genre is also included.

ENG 201

***American Literature I 3 SHC**

This course is a study of American literature from the Colonial Period to the Civil War.

ENG 202

***American Literature II 3 SHC**

This course is a study of American literature from the Civil War to present.

ENG 205

***English Literature I 3 SHC**

This is a (college transfer) course in which the following top-

ics are presented: the study of English literature from the Old English Period to the Romantic Period with emphasis on major writers and periods.

ENG 206

***English Literature II 3 SHC**

This is a (college transfer) course in which the following topics are presented: the study of English literature from the Romantic Period to the present with emphasis on major writers and periods.

ENG 208

***World Literature I 3 SHC**

This course is a study of masterpieces of world literature in translation from the ancient world to the sixteenth century.

ENG 209

***World Literature II 3 SHC**

This course is a study of masterpieces of world literature in translation from the seventeenth century to the present.

HIS 101

***Western Civilization to 1689 3 SHC**

This course is a survey of Western Civilization from ancient times to 1689, including the major political, social, economic, and intellectual factors shaping Western cultural tradition.

HIS 102

***Western Civilization: Post 1689 3 SHC**

This course is a survey of Western Civilization form 1689 to the present, including major political, social, economic, and intellectual factors which shape the modern Western world.

HIS 115

***African-American History 3 SHC**

This course is a study of the history of African-Americans, including African heritage, American history, and significant contributions by individuals.

HIS 201

***American History: Discovery to 1877 3 SHC**

This course is a survey of U.S. history from discovery to 1877. This course includes political, social, economic, and intellectual developments during this period.

HIS 202

***American History: 1877 to Present 3 SHC**

This course is a survey of U.S. history from 1877 to the present. This course includes political, social, economic, and intellectual developments during this period.

MUS 101	
Chorus I	1 SHC
This course includes the study and performance of selected choral music.	
MUS 102	
Chorus II	1 SHC
This course includes the study and performance of selected choral music.	
MUS 103	
Chorus III	1 SHC
This course includes the study and performance of selected choral music.	
MUS 104	
Chorus IV	1 SHC
This course includes the study and performance of selected choral music.	
MUS 105	
Music Appreciation	3 SHC
This course is an introduction to the study of music with focus on the elements of music and their relationships, the musical characteristics of representative works and composers, common musical forms and genres of various western and non-western historical style periods, and appropriate listening experiences.	
MUS 110	
Music Fundamentals	3 SHC
This course is an introduction to the elements of music and music notation with keyboard applications.	
SPA 101	
*Elementary Spanish I	4 SHC
This course is a study of the four basic language skills: listening, speaking, reading and writing, including an introduction to Hispanic cultures.	
SPA 102	
*Elementary Spanish II	4 SHC
This course continues development of the basic language skills and the study of Hispanic cultures.	
SPC 205	
Public Speaking	3 SHC
This course is an introduction to principles of public speaking with application of speaking skills.	

THE 101	
*Introduction to Theater	3 SHC
This course includes the appreciation and analysis of theatrical literature, history and production.	

SOCIAL BEHAVIORAL SCIENCE

ECO 210	
Macroeconomics	3 SHC
This course includes the study of fundamental principles and policies of a modern economy to include markets and prices, national income accounting, cycles, employment theory and fiscal policy, banking and monetary controls, and the government’s role in economic decisions and growth.	

ECO 211	
Microeconomics	3 SHC
This course includes the study of fundamental principles and policies of a modern economy to include markets and prices, national income accounting, cycles, employment theory and fiscal policy, banking and monetary controls, and the government’s role in economic decisions and growth.	

PSC 201	
American Government	3 SHC
This course is a study of national governmental institutions with emphasis on the Constitution, the functions of the executive, legislative and judicial branches, civil liberties and the role of the electorate.	

PSY 201	
General Psychology	3 SHC
This course includes the following topics and concepts in the science of behavior: scientific methods, biological basis for behavior, perception, motivation, learning memory, development, personality, abnormal behavior, therapeutic techniques, and social psychology.	

SOC 101	
Introduction to Sociology	3 SHC
This course emphasizes the fundamental concepts and principles of sociology, including culture, socialization, interaction, social groups and stratification, effects of population growth, and technology in society and social institutions.	

NATURAL SCIENCES/MATHEMATICS

BIO 101	
Biological Science I	4 SHC
This course is the first of a sequence introducing biology. Topics include the scientific method, basic biochemistry, cell structure and function, cell physiology, cell reproduction and development, Mendelian genetics, population genetics, natural selection, evolution, and ecology.	

BIO 102	
Biological Science II	4 SHC
This is a continuation of introductory biology which includes classification of organisms and structural and functional considerations of all kingdoms (particularly major phyla as well as viruses). Vertebrate animals and vascular plants are emphasized.	

BIO 210	
Anatomy and Physiology I	4 SHC
This course is the first in a sequence of courses, including an intensive coverage of the body as an integrated whole. All body systems are studied.	

BIO 211	
Anatomy and Physiology II	4 SHC
This course is a continuation of a sequence of courses, including coverage of the body as an integrated whole. All body systems are studied.	

CHM 110	
College Chemistry I	4 SHC
This is the first course in a sequence which includes the following topics: atomic and molecular structure, nomenclature and equations, properties, reactions and states of matter, stoichiometry, gas laws, solutions and equilibria.	

CHM 111	
College Chemistry II	4 SHC
This course is a continuation of the study of atomic and molecular structure, nomenclature and equations, properties, reactions and states of matter, stoichiometry, gas laws, solutions, and equilibria. Pre-requisite: CHM 110	

MAT 110	
College Algebra	3 SHC
This course includes the following topics: polynomial, rational, logarithmic, and exponential functions; inequalities; systems of equations and inequalities; matrices; determinants; simple linear programming; solutions of higher degree polynomials; combinatorial algebra, including the binomial theorem; and introduction to probability. Prerequisite: MAT 102	

MAT 111	
College Trigonometry	3 SHC
This course includes the following topics: circular functions; trigonometric identities; solution of right and oblique triangles; solution of trigonometric equations, polar coordinates, and complex numbers, including Demoivre’s Theorem; vectors; conic sections; sequences; and series. Prerequisite: MAT 110	

MAT 112	
Pre-Calculus	5 SHC
This course includes the following topics: algebraic, exponential, logarithmic, and trigonometric functions and their graphs; analytic trigonometry; analytic geometry; and applications of trigonometry.	

MAT 130	
Elementary Calculus	3 SHC
This course includes the following topics: differentiation and integration of polynomials; rational, logarithmic, and exponential function; and interpretation and application of these processes. Prerequisite: MAT 110	

MAT 140	
Analytical Geometry and Calculus I	4 SHC
This course includes the following topics: derivatives and integrals or polynomial, rational, logarithmic, exponential, trigonometric and inverse trigonometric functions; curve sketching; maxima and minima of functions; related rates; work; and analytic geometry. (Prerequisite: a college algebra course and a college trigonometry course or pre-calculus)	

MAT 141	
Analytical Geometry and Calculus II	4 SHC
This course includes the following topics: continuation of calculus of one variable, including analytic geometry, techniques of integration, volumes by integration, and other applications; infinite series, including Taylor series and improper integrals. (Prerequisite: Analytical Geometry and Calculus I)	

MAT 155	
Contemporary Mathematics	3 SHC
This course includes techniques and applications of the following topics: elementary number theory; algebra; geometry; measurement; graph sketching and interpretations; and descriptive statistics.	

MAT 177	
Calculus	3 SHC
This course includes the following topics: differentiation and integration of polynomial and rational functions with applications of these processes.	

MAT 215
Geometry **3 SHC**
This course includes the following topics: Euclidean geometry of points, lines, triangles, circles, and polygons; right triangle trigonometry; and analytical geometry of the straight line. (This course is designed primarily for elementary teachers.)

PHS 101
Physical Science I **4 SHC**
This is the first of a sequence of courses in physical science and includes an introduction to science with emphasis on science terminology and investigations of the physical world. Topics are selected from astronomy, chemistry, geology, and physics.

PHS 102
Physical Science II **4 SHC**
This course is a continuation of the introduction to science with emphasis on science terminology and investigations of the physical world. Topics are selected from astronomy, chemistry, geology, and physics.

PHY 201
Physics I **4 SHC**
This is the first in a sequence of Physics courses. Topics include mechanics, wave motion, sound, heat, electromagnetism, optics, and modern physics.



Academic Program Display Sheets

The following section contains the Academic Program Display Sheets used by Denmark Technical College students, academic counselors, and faculty advisors to guide each student’s academic career.

A copy of the student’s display sheet is maintained in his advising file. Each academic program display sheet contains the following:

- Program Entrance Requirements which include Reading, Math, and English placement test score minimums
- General Education Requirements
- Core Subject Area Requirements
- Other Hours Required for Graduation
- Curriculum Course Sequence
- Program Description Indicating Career Opportunities

For academic programs that are nationally accredited or have specific entrance or licensing requirements, the information is also found on the display sheet.



Index to Academic Program Display Sheets

College Transfer Associate Degrees

Associate in Arts
Associate in Science

Associate Degrees

Administrative Office Technology
Computer Technology
Criminal Justice Technology
Early Care and Education
Electromechanical Engineering Technology
General Business
General Technology
Human Services

Diplomas

Administrative Support
Barbering
Cosmetology
Practical Nursing

Certificates

Accounting
Building Construction Fundamentals
Computer Servicing & Repair
Criminal Justice
Culinary Arts
Cybersecurity
Early Childhood Development
Entrepreneurship/Small Business Management
General Studies
Gerontology
Multimedia Web Graphics Design
Nurse Aide Assistant
Plumbing
Pre-Medical
Welding
Word Processing



DENMARK TECHNICAL COLLEGE



DENMARK TECHNICAL COLLEGE



ASSOCIATE DEGREE: ASSOCIATE IN ARTS (MIN - 63 SHC)

GENERAL EDUCATION: MINIMUM (63 SHC)

Student must be a high school graduate.

Student Name: _____

PLACEMENT _____ RDG _____ MAT _____ ENG _____ MAT _____

Student ID: _____

Semester: _____

If the required placement test scores are not met for this major, the student is required to take the course as indicated.

COURSE	LECT	LAB	SHC	SEMESTER TAKEN	GRADE
RDG	_____	_____	_____	_____	_____
MAT	_____	_____	_____	_____	_____
ENG	_____	_____	_____	_____	_____

HUMANITIES/FINE ARTS (HUM)

42 SHC

1ST SEM

(SHC)

TERM

GRADE

ENG101	ENGLISH COMPOSITION I (3-0-3)*	ENG 101	_____	_____	_____
ENG 102	ENGLISH COMPOSITION II (3-0-3)*	COL 103	_____	_____	_____
SPC 205	PUBLIC SPEAKING (3-0-3)*	SBS REQ.	_____	_____	_____
ENG 205	ENGLISH LITERATURE I (3-0-3)	HUM REQ.	_____	_____	_____
ENG 206	ENGLISH LITERATURE II (3-0-3)	NSM REQ.	_____	_____	_____
ENG 208	WORLD LITERATURE I (3-0-3)				
ENG 209	WORLD LITERATURE II (3-0-3)				
ENG 236	AFRICAN-AMERICAN LITERATURE (3-0-3)				
HIS 101	WESTERN CIVILIZATION TO 1689(3-0-3)				
HIS 102	WESTERN CIVILIZATION: POST 1689(3-0-3)				
HIS 201	AMERICAN HISTORY: DISCOVERY TO 1877(3-0-3)				
HIS 202	AMERICAN HISTORY: 1877 TO PRESENT (3-0-3)				
ART 101	ART HISTORY & APPRECIATION (3-0-3)				
MUS 105	MUSIC APPRECIATION (3-0-3)				
THE 101	INTRODUCTION TO THEATER (3-0-3)				
SPA 101	ELEMENTARY SPANISH I (3-3-4)				
SPA 102	ELEMENTARY SPANISH II (3-3-4)				
SPA 201	INTERMEDIATE SPANISH I (3-0-3)				
	*REQUIRED				

NATURAL SCIENCES/MATHEMATICS (NSM)

MIN 6 SHC

4TH SEM

(SHC)

TERM

GRADE

BIO 101	BIOLOGICAL SCIENCE I (3-3-4)				
BIO 102	BIOLOGICAL SCIENCE II (3-3-4)				
BIO 210	ANATOMY AND PHYSIOLOGY I (3-3-4)				
BIO 211	ANATOMY AND PHYSIOLOGY II (3-3-4)				
CHM 110	COLLEGE CHEMISTRY I (3-3-4)				
CHM 111	COLLEGE CHEMISTRY II (3-3-4)				
MAT 110	COLLEGE ALGEBRA (3-0-3)				
MAT 120	PROBABILITY AND STATISTICS (3-0-3)				
PHS 101	PHYSICAL SCIENCE I (3-3-4)+				
PHS 102	PHYSICAL SCIENCE II (3-3-4)+				
	+ CHECK SCTRAC FOR TRANSFERABILITY.				

SOCIAL/BEHAVIORAL SCIENCES (SBS)

6 SHC

SOC101	INTRODUCTION TO SOCIOLOGY (3-0-3)
ECO210	MACROECONOMICS (3-0-3)
ECO211	MICROECONOMICS (3-0-3)
PSC 201	AMERICAN GOVERNMENT (3-0-3)
PSY 201	GENERAL PSYCHOLOGY (3-0-3)

OTHER HOURS FOR GRADUATION

9 SHC

COL 103	COLLEGE SKILLS (3-0-3)
CPT 101	INTRODUCTIONS TO COMPUTERS (3-0-3)

ELECTIVE (3-0-3)

TOTAL 63 SHC

Associate in Arts

Program Description: The Associate in Arts Program is designed to prepare students for transfer to a four-year college or university for study in the areas of humanities, social and behavioral sciences, or fine arts. The student along with his/her academic advisor will plan a program of study to meet the requirements of the college to which the student expects to transfer. Students who receive the Associate in Arts degree can expect to find employment in the career fields of English, foreign language, geography, history, international studies, journalism, law, political science, psychology, social work and sociology.

ASSOCIATE DEGREE: ASSOCIATE IN SCIENCE (MIN - 62 SHC)

GENERAL EDUCATION: MINIMUM (62SHC)

Student must be a high School graduate.

Student Name: _____

PLACEMENT _____ RDG _____ MAT _____ ENG _____ MAT _____

Student ID: _____

Semester: _____

If the required placement test scores are not met for this major, the student is required to take the course as indicated.

COURSE	LECT	LAB	SHC	SEMESTER TAKEN	GRADE
RDG	_____	_____	_____	_____	_____
MAT	_____	_____	_____	_____	_____
ENG	_____	_____	_____	_____	_____

HUMANITIES/FINE ARTS(HUM)

23 SHC

ENG 101	ENGLISH COMPOSITION I (3-0-3)*
ENG 102	ENGLISH COMPOSITION II (3-0-3)*
SPC 205	PUBLIC SPEAKING(3-0-3)*
ENG 205	ENGLISH LITERATURE I (3-0-3)
ENG 206	ENGLISH LITERATURE II (3-0-3)
ENG 208	WORLD LITERATURE I (3-0-3)
ENG 209	WORLD LITERATURE II (3-0-3)
ENG 236	AFRICAN-AMERICAN LITERATURE (3-0-3)
HIS 101	WESTERN CIVILIZATION TO 1689(3-0-3)
HIS 102	WESTERN CIVILIZATION: POST 1689(3-0-3)
HIS 201	AMERICAN HISTORY: DISCOVERY TO 1877(3-0-3)
HIS 202	AMERICAN HISTORY:1877 TO PRESENT(3-0-3)
ART 101	ART HISTORY & APPRECIATION (3-0-3)
MUS 105	MUSIC APPRECIATION (3-0-3)
THE 101	INTRODUCTION TO THEATER (3-0-3)
SPA 101	ELEMENTARY SPANISH I (3-3-4)
SPA 102	ELEMENTARY SPANISH II (3-3-4)
SPA 201	INTERMEDIATE SPANISH I (3-0-3)
	*REQUIRED

NATURAL SCIENCES/MATHEMATICS (NSM)

MIN 24 SHC

BIO 101	BIOLOGICAL SCIENCE I (3-3-4)
BIO 102	BIOLOGICAL SCIENCE II (3-3-4)
BIO 210	ANATOMY AND PHYSIOLOGY I (3-3-4)
BIO 211	ANATOMY AND PHYSIOLOGY II (3-3-4)
CHM 110	COLLEGE CHEMISTRY I (3-3-4)
CHM 111	COLLEGE CHEMISTRY II (3-3-4)
CHM 211	ORGANIC CHEMISTRY I (3-3-4)
CHM 212	ORGANIC CHEMISTRY II (3-3-4)
MAT 110	COLLEGE ALGEBRA (3-0-3)
MAT 111	COLLEGE TRIGONOMETRY (3-0-3)
MAT 120	PROBABILITY AND STATISTICS (3-0-3)
MAT 122	FINITE COLLEGE MATHEMATICS (3-0-3)
MAT 130	ELEMENTARY CALCULUS (3-0-3)
MAT 140	ANALYTICAL GEOMETRY AND CALCULUS I (4-0-4)
MAT 141	ANALYTICAL GEOMETRY AND CALCULUS II (4-0-4)
MAT 240	ANALYTICAL GEOMETRY AND CALCULUS III (4-0-4)
MAT 242	DIFFERENTIAL EQUATIONS (4-0-4)
PHS 101	PHYSICAL SCIENCE I (3-3-4)*
PHS 102	PHYSICAL SCIENCE II (3-3-4)*
	+ CHECK SCTRAC FOR TRANSFERABILITY.

SOCIAL/BEHAVIORAL SCIENCES (SBS)

6 SHC

SOC 101	INTRODUCTION TO SOCIOLOGY (3-0-3)
ECO 210	MACROECONOMICS (3-0-3)
ECO 211	MICROECONOMICS (3-0-3)
PSC 201	AMERICAN GOVERNMENT (3-0-3)
PSY 201	GENERAL PSYCHOLOGY (3-0-3))

Associate in Science

Program Description: The Associate in Science Program is designed to prepare students for transfer to a four-year college or university for study in the areas of the physical sciences, natural sciences or mathematics. The student along with his/her academic advisor will plan a program of study to meet the requirements of the college to which the student expects to transfer. Students who complete the Associate of Science degree requirements can expect to find employment in the science and mathematics career fields.



ASSOCIATE DEGREE: APPLIED SCIENCE IN COMPUTER TECHNOLOGY (63 SHC)

GENERAL EDUCATION: MINIMUM (15 SHC)
Student must be a high School graduate.

Student Name: _____

PLACEMENT _____

RDG _____

MAT _____

ENG _____

MAT _____

Student ID: _____

Semester: _____

If the required placement test scores are not met for this major, the student is required to take the course as indicated.

<u>HUMANITIES/FINE ARTS</u>		9 SHC	1 ST SEM	(SHC)	TERM	GRADE
ENG 101	ENGLISH COMPOSITION I (3-0-3)*		SBS REQ.	_____	_____	_____
SPC 205	PUBLIC SPEAKING (3-0-3)*		BUS 101	_____	_____	_____
HIS 101	WESTERN CIVILIZATION TO 1689(3-0-3)		ENG 101	_____	_____	_____
HIS 102	WESTERN CIVILIZATION: POST 1689(3-0-3)		CPT 101	_____	_____	_____
HIS 115	AFRICAN-AMERICAN HISTORY (3-0-3)		NUM REQ.	_____	_____	_____
HIS 201	AMERICAN HISTORY: DISCOVERY TO 1877(3-0-3)		COL 103	_____	_____	_____
*REQUIRED						
<u>NATURAL SCIENCES/MATHEMATICS (NSM)</u>		3 SHC	2 ND SEM	(SHC)	TERM	GRADE
BIO 101	BIOLOGICAL SCIENCE I (3-3-4)		HUM REQ.	_____	_____	_____
BIO 102	BIOLOGICAL SCIENCE II (3-3-4)		CPT 212	_____	_____	_____
CHM 110	COLLEGE CHEMISTRY I (3-3-4)		CPT 168	_____	_____	_____
CHM 111	COLLEGE CHEMISTRY II (3-3-4)		CPT 170	_____	_____	_____
MAT 155	CONTEMPORARY MATHEMATICS (3-0-3)		CPT 242	_____	_____	_____
PHS 101	PHYSICAL SCIENCE I (3-3-4)		3 RD SEM	(SHC)	TERM	GRADE
PHS 102	PHYSICAL SCIENCE II (3-3-4)		CPT 115	_____	_____	_____
			CPT 234	_____	_____	_____
			CPT 264	_____	_____	_____
			IST 220	_____	_____	_____
			SPC 205	_____	_____	_____
<u>SOCIAL/BEHAVIORAL SCIENCES (SBS)</u>		3 SHC	4 TH SEM	(SHC)	TERM	GRADE
ECO 210	MACROECONOMICS (3-0-3)		CPT 215	_____	_____	_____
ECO 211	MICROECONOMICS (3-0-3)		CPT 235	_____	_____	_____
PSC 201	AMERICAN GOVERNMENT (3-0-3)		CPT 257	_____	_____	_____
			IST 245	_____	_____	_____
			ELECTIVE	_____	_____	_____
<u>REQUIRED CORE SUBJECT AREAS</u>		18 SHC				
CPT 115	COBOL PROGRAMMING I (3-0-3)					
CPT 170	MICROCOMPUTER APPLICATIONS (3-0-3)					
CPT 215	COBOL PROGRAMMING II (3-0-3)					
CPT 257	OPERATING SYSTEMS (3-0-3)					
CPT 264	SYSTEMS AND PROCEDURES (3-0-3)					
IST 220	DATA COMMUNICATIONS (3-0-3)					
<u>OTHER HOURS FOR GRADUATION</u>		27 SHC				
COL 103	COLLEGE SKILLS (3-0-3)					
BUS 101	INTRODUCTION TO BUSINESS (3-0-3)					
CPT 212	VISUAL BASIC PROGRAMMING (3-0-3)					
CPT 235	C PROGRAMMING II (3-0-3)					
CPT 168	PROGRAM LOGIC & DESIGN (3-0-3)					
CPT 234	C PROGRAMMING I (3-0-3)					
CPT 242	DATABASE (3-0-3)					
IST 245	LOCAL AREA NETWORK (3-0-3)					
CPT 101	INTRODUCTION TO COMPUTERS (3-0-3)					
<u>ELECTIVE</u>		3 SHC				
_____	(3-0-3)					
		TOTAL 63 SHC				

Computer Technology

Program Description: The Computer Technology Program is designed to train students in computer programming languages and computer operations. Graduates of this degree program may pursue positions in entry level computer operations and programming.

ASSOCIATE DEGREE: APPLIED SCIENCE IN CRIMINAL JUSTICE TECHNOLOGY (60 SHC)

GENERAL EDUCATION: MINIMUM (15SHC)
Student must be a high School graduate.

Student Name: _____

PLACEMENT _____

RDG _____

MAT _____

ENG _____

MAT _____

Student ID: _____

Semester: _____

If the required placement test scores are not met for this major, the student is required to take the course as indicated.

<u>HUMANITIES/FINE ARTS</u>		9 (12) SHC	1 ST SEM	(SHC)	TERM	GRADE
ENG 101	ENGLISH COMPOSITION I (3-0-3)*		COL 103	_____	_____	_____
SPC 205	PUBLIC SPEAKING(3-0-3)*		ENG 101	_____	_____	_____
HIS 101	WESTERN CIVILIZATION TO 1689(3-0-3)		CRJ 101	_____	_____	_____
HIS 102	WESTERN CIVILIZATION: POST 1689(3-0-3)		CRJ 115	_____	_____	_____
HIS 115	AFRICAN AMERICAN HISTORY		CPT 101	_____	_____	_____
HIS 201	AMERICAN HISTORY: DISCOVERY TO 1877(3-0-3)					
HIS 202	AMERICAN HISTORY:1877 TO PRESENT(3-0-3)		2 ND SEM	(SHC)	TERM	GRADE
	*REQUIRED		CRJ 125	_____	_____	_____
			CRJ 222	_____	_____	_____
			CRJ 236	_____	_____	_____
			CRJ 242	_____	_____	_____
			SBS REQ	_____	_____	_____
<u>NATURAL SCIENCES/MATHEMATICS(NSM)</u>		3(4) SHC	3 RD SEM	(SHC)	TERM	GRADE
BIO 101	BIOLOGICAL SCIENCE I (3-3-4)		CRJ 102	_____	_____	_____
BIO 102	BIOLOGICAL SCIENCE II (3-3-4)		CRJ 145	_____	_____	_____
CHM 110	COLLEGE CHEMISTRY I (3-3-4)		CRJ 230	_____	_____	_____
CHM 111	COLLEGE CHEMISTRY II (3-3-4)		NSM REQ.	_____	_____	_____
PHS 101	PHYSICAL SCIENCE I (3-3-4)		ELECTIVE	_____	_____	_____
PHS 102	PHYSICAL SCIENCE II (3-3-4)					
MAT 110	COLLEGE ALGEBRA (3-0-3)					
MAT 120	PROBABILITY AND STATISTICS (3-0-3)					
MAT 155	CONTEMPORARY MATHEMATICS (3-0-3)					
<u>SOCIAL/BEHAVIORAL SCIENCES (SBS)</u>		6(3) SHC	4 TH SEM	(SHC)	TERM	GRADE
SOC 101	INTRODUCTION TO SOCIOLOGY (3-0-3)*		CRJ 130	_____	_____	_____
ECO 210	MACROECONOMICS (3-0-3)		CRJ 244	_____	_____	_____
ECO 211	MICROECONOMICS (3-0-3)		SPC 205	_____	_____	_____
PSC 201	AMERICAN GOVERNMENT (3-0-3)		HUM REQ.	_____	_____	_____
PSY 201	GENERAL PSYCHOLOGY (3-0-3)		ELECTIVE	_____	_____	_____
	*REQUIRED					
<u>REQUIRED CORE SUBJECT AREAS</u>		21 SHC				
CRJ 101	INTRODUCTION TO CRIMINAL JUSTICE (3-0-3)					
CRJ 115	CRIMINAL LAW (3-0-3)					
CRJ 125	CRIMINOLOGY (3-0-3)					
CRJ 236	CRIMINAL EVIDENCE (3-0-3)					
CRJ 242	CORRECTIONAL SYSTEMS (3-0-3)					
<u>OTHER HOURS FOR GRADUATION</u>		24 SHC				
COL 103	COLLEGE SKILLS(3-0-3)					
CRJ 102	INTRODUCTION TO SECURITY(3-0-3)					
CRJ 130	POLICE ADMINISTRATION(3-0-3)					
CRJ 145	JUVENILE DELINQUENCY (3-0-3)					
CRJ 222	ETHICS IN CRIMINAL JUSTICE(2-3-3)					
CRJ 230	CRIMINAL INVESTIGATION(3-0-3)					
CRJ 244	PROBATION, PARDON, AND PAROLE(3-0-3)					
CPT 101	INTRODUCTIONS TO COMPUTERS (3-0-3)					
		TOTAL 66 (67) SHC				

Criminal Justice

Program Description: The Criminal Justice Program is designed to provide course offerings for both law enforcement and corrections. Students who seek employment after graduation can pursue career opportunities in adult and juvenile corrections, city and county police, state patrol, private and industrial security, federal law enforcement agencies, and with the military.



ASSOCIATE DEGREE: APPLIED SCIENCE IN EARLY CARE AND EDUCATION (66-67 SHC)

GENERAL EDUCATION: MINIMUM (15SHC)

Student must be a high School graduate.

Student Name:

PLACEMENT

RDG

MAT

ENG

MAT

If the required placement test scores are not met for this major, the student is required to take the course as indicated.

Student ID: _____

COURSE

LECT

LAB

SHC

SEMESTER TAKEN

GRADE

Semester: _____

RDG

MAT

ENG

HUMANITIES/FINE ARTS		9 (12) SHC	1ST SEM	(SHC)	TERM	GRADE
ART 101	ART HISTORY & APPRECIATION (3-0-3)*		ENG 101	_____	_____	_____
ENG 101	ENGLISH COMPOSITION I (3-0-3)*		ECD 101	_____	_____	_____
SPC 205	PUBLIC SPEAKING(3-0-3)*		ECD 102	_____	_____	_____
HIS 101	WESTERN CIVILIZATION TO 1689(3-0-3)		COL 103	_____	_____	_____
HIS 102	WESTERN CIVILIZATION: POST 1689(3-0-3)		CPT 101	_____	_____	_____
HIS 115	AFRICAN-AMERICAN HISTORY (3-0-3)		HUM REQ.	_____	_____	_____
HIS 201	AMERICAN HISTORY: DISCOVERY TO 1877(3-0-3)					
HIS 202	AMERICAN HISTORY: 1877 TO PRESENT(3-0-3)		2ND SEM	(SHC)	TERM	GRADE
MUS 105	MUSIC APPRECIATION (3-0-3)		SPC 205	_____	_____	_____
THE 101	INTRODUCTION TO THEATER (3-0-3)		ECD 133	_____	_____	_____
	*REQUIRED		ECD 105	_____	_____	_____
			ECD 107	_____	_____	_____
NATURAL SCIENCES/MATHEMATICS(NSM)		3(4) SHC	SBS REQ	_____	_____	_____
BIO 101	BIOLOGICAL SCIENCE I (3-3-4)		ART 101	_____	_____	_____
BIO 102	BIOLOGICAL SCIENCE II (3-3-4)					
CHM 110	COLLEGE CHEMISTRY I (3-3-4)		3RD SEM	(SHC)	TERM	GRADE
CHM 111	COLLEGE CHEMISTRY II (3-3-4)		NSM REQ.	_____	_____	_____
PHS 101	PHYSICAL SCIENCE I (3-3-4)		ECD 132	_____	_____	_____
PHS 102	PHYSICAL SCIENCE II (3-3-4)		ECD 135	_____	_____	_____
MAT 110	COLLEGE ALGEBRA (3-0-3)		ECD 237	_____	_____	_____
			ECD 108	_____	_____	_____
SOCIAL/BEHAVIORAL SCIENCES (SBS)		6(3) SHC				
SOC 101	INTRODUCTION TO SOCIOLOGY (3-0-3)*		4TH SEM	(SHC)	TERM	GRADE
ECO 210	MACROECONOMICS (3-0-3)		ECD 109	_____	_____	_____
ECO 211	MICROECONOMICS (3-0-3)		ECD 131	_____	_____	_____
PSC 201	AMERICAN GOVERNMENT (3-0-3)		ECD 201	_____	_____	_____
PSY 201	GENERAL PSYCHOLOGY (3-0-3)		ECD 243	_____	_____	_____
			ECD 203	_____	_____	_____
REQUIRED CORE SUBJECT AREAS		21 SHC				
ECD 101	INTRODUCTION TO EARLY CHILDHOOD (3-0-3)					
ECD 102	GROWTH AND DEVELOPMENT (2-3-3)					
ECD 105	GUIDANCE AND CLASSROOM MANAGEMENT (3-0-3)					
ECD 135	HEALTH, SAFETY AND NUTRITION (3-0-3)					
ECD 203	GROWTH AND DEVELOPMENT II (2-3-3)					
ECD 107	EXCEPTIONAL CHILDREN (3-0-3)					
ECD 243	SUPERVISED FIELD EXPERIENCE(1-6-3)					
OTHER HOURS FOR GRADUATION		27 SHC				
COL 103	COLLEGE SKILLS(3-0-3)					
ECD 108	FAMILY AND COMMUNITY RELATIONS(3-0-3)					
ECD 109	ADMINISTRATION AND SUPERVISION(3-0-3)					
ECD 131	LANGUAGE ARTS (3-0-3)					
ECD 132	CREATIVE EXPERIENCES(2-3-3)					
ECD 133	SCIENCE AND MATH CONCEPTS (2-3-3)					
ECD 201	PRINCIPLES OF ETHICS AND LEADERSHIP(3-0-3)					
ECD 237	METHODS AND MATERIALS(3-0-3)					
CPT 101	INTRODUCTIONS TO COMPUTERS (3-0-3)					
		TOTAL 66 (67) SHC				

Early Care and Education

Program Description: The Early Care and Education major is designed to train students for specific career and employment goals who are currently employed in the field and wish to enhance their skills, as well as students with no previous experience. The program provides the theory and practical application in the growth and development, learning and behavior of preSchool children. Students who matriculate in this program must have a Tuberculin Skin Test, a SLED Clearance and CPR/First Aid Training. Courses in this program are transferable to a number of senior institutions. Graduates of this program may pursue employment opportunities as teacher assistants in public Schools, as childcare providers in day care centers and nursery Schools, as lead and assistant teachers in Head Start Centers, and as coordinators in other Child Development agencies.



ASSOCIATE DEGREE: APPLIED SCIENCE IN ELECTROMECHANICAL ENGINEERING TECHNOLOGY (69 SHC)

GENERAL EDUCATION: MINIMUM (25 SHC)

Student must be a high School graduate.

Student Name:

PLACEMENT

RDG

MAT

ENG

MAT

If the required placement test scores are not met for this major, the student is required to take the course as indicated.

Student ID: _____

COURSE

LECT

LAB

SHC

SEMESTER TAKEN

GRADE

Semester: _____

RDG

MAT

ENG

HUMANITIES/FINE ARTS		9 SHC	1ST SEM	(SHC)	TERM	GRADE
ENG 101	ENGLISH COMPOSITION I (3-0-3)*		COL 103	_____	_____	_____
SPC 205	PUBLIC SPEAKING (3-0-3)*		ENG 101	_____	_____	_____
HIS 101	WESTERN CIVILIZATION TO 1689(3-0-3)		EET 113**	_____	_____	_____
HIS 102	WESTERN CIVILIZATION: POST 1689(3-0-3)		EGR 194**	_____	_____	_____
HIS 115	AFRICAN-AMERICAN HISTORY (3-0-3)		MAT 110**	_____	_____	_____
HIS 201	AMERICAN HISTORY: DISCOVERY TO 1877 (3-0-3)		CPT 101	_____	_____	_____
HIS 202	AMERICAN HISTORY: 1877 TO PRESENT (3-0-3)					
	*REQUIRED		2ND SEM	(SHC)	TERM	GRADE
			SPC 205	_____	_____	_____
NATURAL SCIENCES/MATHEMATICS (NSM)		13 SHC	EET 145	_____	_____	_____
MAT 110	COLLEGE ALGEBRA (3-0-3)**		EET 114	_____	_____	_____
MAT 111	COLLEGE TRIGONOMETRY (3-0-3)		MAT 111	_____	_____	_____
MAT 130	ELEMENTARY CALCULUS (3-0-3)		MET 227**	_____	_____	_____
PHY 201	PHYSICS I (3-0-3)					
SOCIAL/BEHAVIORAL SCIENCES (SBS)		3 SHC	3RD SEM	(SHC)	TERM	GRADE
ECO 210	MACROECONOMICS (3-0-3)		EGT 151	_____	_____	_____
ECO 211	MICROECONOMICS (3-0-3)		EET 227	_____	_____	_____
PSC 201	AMERICAN GOVERNMENT (3-0-3)		MET 224	_____	_____	_____
			PHY 201	_____	_____	_____
			MAT 130	_____	_____	_____
REQUIRED CORE SUBJECT AREAS		15 SHC	4TH SEM	(SHC)	TERM	GRADE
EET 113	ELECTRICAL CIRCUITS I (3-3-4)**		EET 233	_____	_____	_____
EET 114	ELECTRICAL CIRCUITS (3-3-4)		MET 231	_____	_____	_____
EET 145	DIGITAL CIRCUITS (3-3-4)		MET 214	_____	_____	_____
CPT 101	INTRODUCTION TO COMPUTERS (3-0-3)		SBS REQ.	_____	_____	_____
			HUM REQ.	_____	_____	_____
OTHER HOURS FOR GRADUATION		29 SHC				
COL 103	COLLEGE SKILLS (3-0-3)					
EGR 194	STATICS AND STRENGTH OF MATERIAL (3-3-4)**					
EGT 151	INTRODUCTION TO CAD (2-3-3)					
MET 214	FLUID MECHANICS (3-0-3)					
MET 224	HYDRAULICS AND PNEUMATICS (2-3-3)					
MET 227	INSTRUMENTATION PRINCIPLES (1-3-2)**					
EET 223	CONTROL SYSTEMS (3-3-4)					
EET 227	ELECTRICAL MACHINERY (2-3-3)					
MET 231	MACHINE DESIGN (3-3-4)					
		TOTAL 69 SHC				

THIS COURSE IS A PREREQUISITE FOR HIGHER LEVEL EET COURSES:
*MAT 110 MUST BE TAKEN PRIOR TO 200 LEVEL COURSES IN THE MAJOR. **EET 113 MUST BE TAKEN PRIOR TO EET 114; EET 145; EET 227; AND MET 227 IN THE MAJOR. **MET 227 MUST BE TAKEN PRIOR TO EET 233 IN THE MAJOR. **EGR 194 MUST BE TAKEN PRIOR TO MET 231 IN THE MAJOR.

Electromechanical Engineering

Program Description: The Electromechanical Engineering Program trains students in basic circuit analysis, electronic circuits, and applications of engineering principles in the manufacturing, installation, testing, and testing and repair of electromechanical systems. Graduates of this program can explore career opportunities in manufacturing, general engineering technology, energy conversion, energy utilization and sales fields





DIPLOMA: APPLIED SCIENCE IN ADMINISTRATIVE SUPPORT (45 SHC)

GENERAL EDUCATION: MINIMUM (9 SHC)

Student must be a high school graduate.

Student Name: _____
Student ID: _____
Semester: _____

PLACEMENT	RDG _____	MAT _____	ENG _____		
If the required placement test scores are not met for this major, the student is required to take the course as indicated.					
COURSE	LECT	LAB	SHC	SEMESTER TAKEN	GRADE
RDG _____	_____	_____	_____	_____	_____
MAT _____	_____	_____	_____	_____	_____
ENG _____	_____	_____	_____	_____	_____

DIPLOMA IN APPLIED SCIENCE PROGRAMS

Administrative Support
Barbering
Cosmetology
Practical Nursing

<u>COMMUNICATIONS</u>		3 SHC	1 ST SEM	(SHC)	TERM	GRADE
ENG 101 ENGLISH COMPOSITION I (3-0-3)			COL 103	_____	_____	_____
			AOT 133	_____	_____	_____
<u>HUMANITIES/FINE ARTS</u>		3 SHC	ENG 101	_____	_____	_____
HIS 101 WESTERN CIVILIZATION TO 1689 (3-0-3)			MAT 155	_____	_____	_____
HIS 102 WESTERN CIVILIZATION: POST 1689 (3-0-3)			CPT 101	_____	_____	_____
HIS 115 AFRICAN-AMERICAN HISTORY (3-0-3)			2 ND SEM	(SHC)	TERM	GRADE
HIS 201 AMERICAN HISTORY: DISCOVERY TO 1877 (3-0-3)			AOT 110	_____	_____	_____
HIS 202 AMERICAN HISTORY: 1877 TO PRESENT (3-0-3)			AOT 141	_____	_____	_____
			AOT 163	_____	_____	_____
<u>NATURAL SCIENCES/MATHEMATICS (NSM)</u>		3 SHC	CPT 170	_____	_____	_____
MAT 155 CONTEMPORARY MATHEMATICS (3-0-3)						
<u>REQUIRED CORE SUBJECT AREAS</u>		15 SHC	3 RD SEM	(SHC)	TERM	GRADE
CPT 101 INTRODUCTION TO COMPUTERS (3-0-3)			ACC 101	_____	_____	_____
AOT 105 KEYBOARDING (3-0-3)			HUM REQ .	_____	_____	_____
AOT 110 DOCUMENT FORMATTING (3-0-3)			AOT 120	_____	_____	_____
AOT 141 OFFICE PROCEDURES I (3-0-3)			AOT 167	_____	_____	_____
AOT 163 WORD PROCESSING (3-0-3)			MKT 135	_____	_____	_____
<u>OTHER HOURS FOR GRADUATION</u>		21 SHC				
COL 103 COLLEGE SKILLS (3-0-3)						
ACC 101 ACCOUNTING PRINCIPLES I (3-0-3)						
AOT 120 INTRODUCTION TO MACHINE TRANSCRIPTION (3-0-3)						
AOT 133 PROFESSIONAL DEVELOPMENT (3-0-3)						
CPT 170 MICROCOMPUTER APPLICATION (3-0-3)						
MKT 135 CUSTOMER SERVICE TECHNIQUES (3-0-3)						
		TOTAL 45 SHC				

Administrative Support

Program Description: The Administrative Support Program prepares students in basic word-processing, machine transcription, filing, and computer and calculator functions for employment in these career fields.



DENMARK TECHNICAL COLLEGE



DENMARK TECHNICAL COLLEGE



DIPLOMA: APPLIED SCIENCE IN BARBERING (49 SHC)

GENERAL EDUCATION: MINIMUM (9 SHC)

Student must be a high school graduate.

Student Name: _____

PLACEMENT RDG _____ MAT _____ ENG _____

If the required placement test scores are not met for this major, the student is required to take the course as indicated.

Student ID: _____

COURSE LECT LAB SHC SEMESTER TAKEN GRADE

Semester: _____

RDG _____
MAT _____
ENG _____

COMMUNICATIONS		3 SHC	1ST SEM	(SHC)	TERM	GRADE
ENG 160	TECHNICAL COMMUNICATIONS (3-0-3)		ENG 160	_____	_____	_____
NATURAL SCIENCES/MATHEMATICS (NSM)	3 SHC		COL 103	_____	_____	_____
MAT 155	CONTEMPORARY MATHEMATICS (3-0-3)		BAR 101	_____	_____	_____
			BAR 115	_____	_____	_____
			BAR 120	_____	_____	_____
			BAR 135	_____	_____	_____
HUMANITIES/FINE ARTS		3 SHC	2ND SEM	(SHC)	TERM	GRADE
HIS 101	WESTERN CIVILIZATION TO 1689(3-0-3)		MAT 155	_____	_____	_____
HIS 102	WESTERN CIVILIZATION: POST 1689(3-0-3)		BAR 130	_____	_____	_____
HIS 115	AFRICAN-AMERICAN HISTORY (3-0-3)		BAR 240	_____	_____	_____
HIS 201	AMERICAN HISTORY: DISCOVERY TO 1877 (3-0-3)		BAR 235	_____	_____	_____
HIS 202	AMERICAN HISTORY: 1877 TO PRESENT (3-0-3)		BAR 255	_____	_____	_____
REQUIRED CORE SUBJECT AREAS		19 SHC	3RD SEM	(SHC)	TERM	GRADE
BAR 101	BARBERING FUNDAMENTALS (1-6-3)		BAR 250	_____	_____	_____
BAR 115	FACIAL CARE (1-6-3)		BAR 256	_____	_____	_____
BAR 130	FUNDAMENTALS OF HAIRCUTTING (1-6-3)		SBS REQ.	_____	_____	_____
BAR 135	HAIR AND SCALP CARE I (1-6-3)		CPT 101	_____	_____	_____
BAR 240	CHEMICAL PROCESSING OF HAIR (1-6-3)					
BAR 255	BARBERING CLINICAL PRACTICE I (1-9-4)					
OTHER HOURS FOR GRADUATION		21 SHC				
COL 103	COLLEGE SKILLS (3-0-3)					
BAR 120	SHAMPOO AND CONDITIONERS (1-6-3)					
BAR 235	HAIR AND SCALP CARE II (1-6-3)					
CPT 101	INTRODUCTION TO COMPUTERS (3-0-3)					
BAR 250	BARBER SHOP MANAGEMENT (1-6-3)					
BAR 256	BARBERING CLINICAL PRACTICE II (1-12-6)					
TOTAL 49 SHC						

Student Name: _____

PLACEMENT RDG _____ MAT _____ ENG _____

If the required placement test scores are not met for this major, the student is required to take the course as indicated.

Student ID: _____

COURSE LECT LAB SHC SEMESTER TAKEN GRADE

Semester: _____

RDG _____
MAT _____
ENG _____

COMMUNICATIONS		3 SHC	1ST SEM	(SHC)	TERM	GRADE
ENG 160	TECHNICAL COMMUNICATIONS (3-0-3)		COS 101	_____	_____	_____
			COS 110	_____	_____	_____
			COL 103	_____	_____	_____
			ENG 160	_____	_____	_____
			COS 116	_____	_____	_____
			COS 114	_____	_____	_____
HUMANITIES/FINE ARTS		3 SHC	2ND SEM	(SHC)	TERM	GRADE
HIS 101	WESTERN CIVILIZATION TO 1689(3-0-3)		COS 106	_____	_____	_____
HIS 102	WESTERN CIVILIZATION: POST 1689(3-0-3)		MAT 155	_____	_____	_____
HIS 115	AFRICAN-AMERICAN HISTORY (3-0-3)		COS 108	_____	_____	_____
HIS 201	AMERICAN HISTORY: DISCOVERY TO 1877 (3-0-3)		COS 208	_____	_____	_____
HIS 202	AMERICAN HISTORY: 1877 TO PRESENT (3-0-3)		COS 210	_____	_____	_____
			COS 220	_____	_____	_____
NATURAL SCIENCES/MATHEMATICS (NSM)		3 SHC	3RD SEM	(SHC)	TERM	GRADE
MAT 155	CONTEMPORARY MATHEMATICS (3-0-3)		COS 212	_____	_____	_____
			COS 206	_____	_____	_____
			COS 201	_____	_____	_____
			COS 222	_____	_____	_____
			SBS REQ.	_____	_____	_____
REQUIRED CORE SUBJECT AREAS		15 SHC				
COS 206	CHEMICAL HAIR WAVING (2-3-3)					
COS 208	CHEMICAL HAIR RELAXING (1-6-3)					
COS 108	NAIL CARE (1-6-3)					
COS 106	FACIALS AND MAKEUP (1-6-3)					
COS 114	HAIR SHAPING (2-6-4)					
COS 110	SCALP AND HAIR CARE (1-6-3)					
COS 210	HAIR COLORING (2-3-3)					
OTHER HOURS FOR GRADUATION		22 SHC				
COL 103	COLLEGE SKILLS (3-0-3)					
COS 101	FUNDAMENTALS OF COSMETOLOGY (1-6-3)					
COS 116	HAIR STYLING I (1-9-4)					
COS 212	HAIR LIGHTENING (1-6-3)					
COS 220	CLINICAL PRACTICE I (0-9-3)					
COS 222	CLINICAL PRACTICE II (0-9-3)					
COS 201	SALON MANAGEMENT (1-6-3)					
TOTAL 53 SHC						

SPECIAL NOTE TO ALL COSMETOLOGY STUDENTS: Denmark Technical College does not guarantee employment.

The Address of the South Carolina Board of Cosmetology:

South Carolina Board of Cosmetology
S.C. Dept. of Labor, Licensing & Regulations
P.O. Box 11329
Columbia, SC 29211-11329
Phone: 803-896-4588

Cosmetology

Program Description: The Cosmetology Program prepares students with the knowledge and skills required by the South Carolina State Board of Cosmetology for the licensing examination. Students are required to spend 1,500 clock hours in cosmetology. Students who matriculate in this diploma program must have a Tuberculin Skin Test prior to the first day of class. Job opportunities in Cosmetology include hair stylist, colorist, manicurist, wig specialist, or skin and hair specialist. The program also provides training in small business ownership, sales, product procurement, business management, and platform artistry.



DIPLOMA: PRACTICAL NURSING DIPLOMA (48 SHC)

Student must be a high school graduate.

Student Name: _____
Student ID: _____
Semester: _____

PLACEMENT	RDG	MAT	ENG		
If the required placement test scores are not met for this major, the student is required to take the course as indicated.					
COURSE	LECT	LAB	SHC	SEMESTER TAKEN	GRADE
RDG	_____	_____	_____	_____	_____
MAT	_____	_____	_____	_____	_____
ENG	_____	_____	_____	_____	_____

HUMANITIES/FINE ARTS		3 SHC	1ST SEM	(SHC)	TERM	GRADE
ENG 101	ENGLISH COMPOSITION I (3-0-3)*		BIO 210	_____	_____	_____
			ENG 101	_____	_____	_____
NATURAL SCIENCES/MATHEMATICS (NSM)		11 SHC	MAT 155	_____	_____	_____
BIO 210	ANATOMY AND PHYSIOLOGY I (3-3-4)		PNR 110	_____	_____	_____
BIO 211	ANATOMY AND PHYSIOLOGY II (3-3-4)		PNR 120	_____	_____	_____
MAT 155	CONTEMPORARY MATHEMATICS* (3-0-3)					
	*MAT 110 can be substituted for college transfer		2ND SEM	(SHC)	TERM	GRADE
			BIO 211	_____	_____	_____
SOCIAL/BEHAVIORAL SCIENCES (SBS)		3 SHC	PNR 122	_____	_____	_____
PSY 201	GENERAL PSYCHOLOGY (3-0-3)		PNR 130	_____	_____	_____
			PNR 140	_____	_____	_____
REQUIRED CORE SUBJECT AREAS		31 SHC	3RD SEM	(SHC)	TERM	GRADE
PNR 110	FUNDAMENTAL OF NURSING (3-6-5)		PSY 201	_____	_____	_____
PNR 120	MEDICAL SURGICAL I (3-6-5)		PNR 165	_____	_____	_____
PNR 122	PHARMACOLOGY (2-3-3)		PNR 170	_____	_____	_____
PNR 130	MEDICAL SURGICAL II (3-6-5)					
PNR 140	MEDICAL SURGICAL III (3-6-5)					
PNR 165	NURSING CARE OF THE FAMILY (4-6-6)					
PNR 170	NURSING CARE OF THE OLDER ADULT (1.5-1.5-2)					
		Total 48 SHC				

Practical Nursing

Program Description: The Practical Nursing Program is designed to prepare students in the basic level of nursing that applies the principles of therapeutic, preventative, and rehabilitative care. New students accepted to this program can only enroll in curricula courses in the fall semester of each year. Students who matriculated into this program must take a nursing entrance test (minimum score of 60), have a clear criminal background check, a clear drug screen, current immunization record, Tuberculin test, and CPR/First aid training. A Licensed Practical Nurse can practice under the supervision of an Advance Practice Registered Nurse (APRN), a Registered Nurse (RN), licensed physician, licensed dentist or other practitioner authorized by law to supervise LPN practice. Graduates of this program will be eligible to apply and to take the National Council Licensure Examination for the Practical Nurse (NCLEX-PN).

CERTIFICATE IN APPLIED SCIENCE PROGRAMS

- Accounting
- Building Construction Fundamentals
- Computer Servicing & Repair
- Criminal Justice
- Culinary Arts
- Cybersecurity
- Early Childhood Development
- Entrepreneurship/Small Business Management
- General Studies
- Gerontology
- Multi-Media Web Graphics Design
- Nurse Aide Assistant
- Plumbing
- Pre-Medical
- Welding
- Word Processing



CERTIFICATE: APPLIED SCIENCE IN ACCOUNTING (30 SHC)

Student must be a high school graduate.

Student Name: _____
Student ID: _____
Semester: _____

PLACEMENT	RDG _____	MAT _____	ENG _____		
If the required placement test scores are not met for this major, the student is required to take the course as indicated.					
COURSE	LECT	LAB	SHC	SEMESTER TAKEN	GRADE
RDG _____	_____	_____	_____	_____	_____
MAT _____	_____	_____	_____	_____	_____
ENG _____	_____	_____	_____	_____	_____

REQUIRED CORE SUBJECT AREAS		30 SHC	1 ST SEM	(SHC)	TERM	GRADE
ACC 101	ACCOUNTING PRINCIPLES (3-0-3)		ACC 101	_____	_____	_____
ACC 124	INDIVIDUAL TAX PROCEDURES (3-0-3)		ACC 124	_____	_____	_____
BAF 201	PRINCIPLES OF FINANCE (3-0-3)		BAF 201	_____	_____	_____
CPT 170	MICROCOMPUTER APPLICATIONS (3-0-3)		CPT 174	_____	_____	_____
BUS 121	BUSINESS LAW (3-0-3)		CPT 170	_____	_____	_____
ACC 102	ACCOUNTING PRINCIPLES II (3-0-3)					
ACC 245	ACCOUNTING APPLICATIONS (3-0-3)		2 ND SEM	(SHC)	TERM	GRADE
BUS 130	BUSINESS COMMUNICATIONS (3-0-3) OR		ACC 102	_____	_____	_____
ENG 170	BUSINESS COMMUNICATIONS (3-0-3) OR		ACC 245	_____	_____	_____
BUS 240	BUSINESS STATISTICS (3-0-3)		BUS 130	_____	_____	_____
CPT 174	MICROCOMPUTER SPREADSHEETS (3-0-3)		BUS 240	_____	_____	_____
			BUS 121	_____	_____	_____
		TOTAL 30 SHC				

Minimum grade of “C” required in all courses.

Accounting

Program Description: This program prepares the student for entry-level positions in the fields of bookkeeping, general accounting, record keeping and payroll. Students completing this program will gain a basic understanding of the accounting process and computerized accounting applications.

CERTIFICATE: APPLIED SCIENCE IN BUILDING CONSTRUCTION FUNDAMENTALS (22 SHC)

Student Name: _____
Student ID: _____
Semester: _____

PLACEMENT	RDG _____	MAT _____	ENG _____		
If the required placement test scores are not met for this major, the student is required to take the course as indicated.					
COURSE	LECT	LAB	SHC	SEMESTER TAKEN	GRADE
RDG _____	_____	_____	_____	_____	_____
MAT _____	_____	_____	_____	_____	_____
ENG _____	_____	_____	_____	_____	_____

REQUIRED CORE SUBJECT AREAS		22 SHC			
BCT 102	FUNDAMENTALS OF BUILDING CONSTRUCTION (2-6-4)	1 ST SEM	(SHC)	TERM	GRADE
BCT 221	BUILDING CONSTRUCTION CODES (3-0-3)	BCT 221	_____	_____	_____
BCT 112	CONSTRUCTION PRINT READING (2-0-2)	BCT 112	_____	_____	_____
BCT 151	INTRODUCTION TO RESIDENTIAL PLUMBING (2-3-3)	BCT 102	_____	_____	_____
BCT 138	RESIDENTIAL WIRING (4-3-5)				
MSY 101	MASONRY FUNDAMENTALS (3-6-5)	2 ND SEM	(SHC)	TERM	GRADE
		BCT 151	_____	_____	_____
		BCT 138	_____	_____	_____
		MSY 101	_____	_____	_____

Building Construction Fundamentals

Program Description: The Building Construction Fundamentals Program provides students with fundamental skills in masonry, plumbing and carpentry. Students who complete this certificate program can enter the building construction field as entry level brick masons, plumbers, or carpenters.



CERTIFICATE: APPLIED SCIENCE IN COMPUTER SERVICING AND REPAIR (19 SHC)

Student must be a high school graduate.

Student Name: _____

PLACEMENT _____

RDG _____

MAT _____

ENG _____

Student ID: _____

Semester: _____

COURSE

LECT

LAB

SHC

SEMESTER TAKEN

GRADE

RDG

MAT

ENG

REQUIRED CORE SUBJECT AREAS		19 SHC	1 ST SEM	(SHC)	TERM	GRADE
ELT 109	INTRODUCTION TO ELECTRONICS SERVICING (3-3-4)		ELT 109	_____	_____	_____
ELT 202	SERVICING TECHNIQUES (1-3-2)		ELT 202	_____	_____	_____
ELT 229	MICROCOMPUTER REPAIR (2-3-3)		CPT 101	_____	_____	_____
CPT 101	INTRODUCTION TO COMPUTERS (3-0-3)					
CPT 170	MICROCOMPUTER APPLICATIONS (3-0-3)					
EET 131	ACTIVE DEVICES (3-3-4)		2 ND SEM	(SHC)	TERM	GRADE
			ELT 229	_____	_____	_____
			EET 131	_____	_____	_____
			CPT 170	_____	_____	_____
		TOTAL 19 SHC				

Computer Servicing and Repair

Program Description: The Computer Servicing and Repair Program is designed to provide students with the necessary skills to pursue a career in the areas of personal computer servicing, troubleshooting and networking. Graduates of the program can expect to find employment opportunities in almost every sector of the job market where computers are in use. These opportunities include employment as computer technicians and support personnel in corporations, government, School systems, and independent businesses.



CERTIFICATE: APPLIED SCIENCE IN CRIMINAL JUSTICE (30)

Student must be a high school graduate.

Student Name: _____

PLACEMENT _____

RDG _____

MAT _____

ENG _____

Student ID: _____

Semester: _____

COURSE

LECT

LAB

SHC

SEMESTER TAKEN

GRADE

RDG

MAT

ENG

REQUIRED CORE SUBJECT AREAS		30 SHC	1 ST SEM	(SHC)	TERM	GRADE
CRJ 101	INTRODUCTION TO CRIMINAL JUSTICE (3-0-3)	3	CRJ 101	_____	_____	_____
CRJ 102	INTRODUCTION TO SECURITY (3-0-3)	3	CRJ 102	_____	_____	_____
CRJ 115	CRIMINAL LAW I (3-0-3)	3	CRJ 115	_____	_____	_____
CRJ 230	CRIMINAL INVESTIGATION I (3-0-3)	3	CRJ 145	_____	_____	_____
CRJ 242	CORRECTIONAL SYSTEMS (3-0-3)	3	CRJ 230	_____	_____	_____
CRJ 125	CRIMINOLOGY (3-0-3)	3	2 ND SEM	(SHC)	TERM	GRADE
CRJ 130	POLICE ADMINISTRATION (3-0-3)	3	CRJ 125	_____	_____	_____
CRJ 236	CRIMINAL EVIDENCE (3-0-3)	3	CRJ 130	_____	_____	_____
CRJ 244	PROBATION, PARDON & PAROLE (3-0-3)	3	CRJ 236	_____	_____	_____
CRJ 145	JUVENILE DELINQUENCY (3-0-3)	3	CRJ 244	_____	_____	_____
		TOTAL 30 SHC	CRJ 242	_____	_____	_____

Criminal Justice

Program Description: The Criminal Justice Program is designed to update the skills and knowledge of professionals working in corrections and law enforcement, and to prepare others to enter the Criminal Justice career fields. Career opportunities include employment in adult and juvenile corrections, city and county police departments, state patrol, private and industrial security, dispatch, federal law enforcement agencies, and with the military.



DENMARK TECHNICAL COLLEGE
CERTIFICATE: APPLIED SCIENCE IN CULINARY ARTS (18 SHC)



DENMARK TECHNICAL COLLEGE
CERTIFICATE: APPLIED SCIENCE IN CYBERSECURITY (30 SHC)
Student must be a high school graduate.



Student Name: _____

Student ID: _____

Semester: _____

PLACEMENT

RDG _____

MAT _____

ENG _____

COURSE

LECT

LAB

SHC

SEMESTER TAKEN

GRADE

If the required placement test scores are not met for this major, the student is required to take the course as indicated.

REQUIRED CORE SUBJECT AREAS		18 SHC	1 ST SEM	(SHC)	TERM	GRADE
CUL 101	PRINCIPLES OF FOOD PRODUCTION (2-3-3)		CUL 101	_____	_____	_____
CUL 102	PRINCIPLES OF FOOD PRODUCTION II (2-3-3)		CUL 155	_____	_____	_____
BKP 120	BAKESHOP PRODUCTION (2-3-3)		CUL 235	_____	_____	_____
CUL 155	HOSPITALITY SANITATION (3-0-3)					
CUL 235	MENU PLANNING (3-0-3)					
HOS 255	FOOD SERVICE MANAGEMENT (3-0-3)					
FREE ELECTIVES			2 ND SEM	(SHC)	TERM	GRADE
CUL 103	NUTRITION (3-0-3)		CUL 102	_____	_____	_____
CUL 104	INTRODUCTION TO CULINARY ARTS (3-0-3)		BKP 120	_____	_____	_____
CUL 225	BUFFET ORGANIZATION (3-3-4)		HOS 255	_____	_____	_____
TOTAL 18 SHC						

Culinary Arts

Program Description: The Culinary Arts Program is designed to give students a basic foundation in the methods and chemistry of cooking. The program provides classroom training and practical skills in cooking techniques, cooking equipment, and operation of the dining room. In addition, students gain experience in menu planning, nutrition, and banquet planning. Students who complete this certificate program may pursue careers as a chef, short-order cook, baker, pastry chef, and self-employment in the catering business.

Student Name: _____

Student ID: _____

Semester: _____

PLACEMENT

RDG _____

MAT _____

ENG _____

COURSE

LECT

LAB

SHC

SEMESTER TAKEN

GRADE

If the required placement test scores are not met for this major, the student is required to take the course as indicated.

REQUIRED CORE SUBJECT AREAS		30 SHC	1 ST SEM	(SHC)	TERM	GRADE
CPT 104	INTRODUCTION TO INFORMATION TECHNOLOGY (3-0-3)		CPT 104	_____	_____	_____
CPT 282	INFORMATION SYSTEMS SECURITY (3-0-3)		IST 293	_____	_____	_____
IST 245	LOCAL AREA NETWORKS (3-0-3)		CPT 282	_____	_____	_____
IST 291	FUND. OF NETWORK SECURITY I: (SECURITY+ PREPARATION (3-0-3)		IST 291	_____	_____	_____
IST 292	FUNDAMENTALS OF NETWORK SECURITY II (3-0-3)		IST 190	_____	_____	_____
IST 293	IT AND DATA ASSURANCE I (3-0-3)					
IST 294	IT AND DATA ASSURANCE II (3-0-3)					
IST 190	LINUX ESSENTIALS (3-0-3)					
IST 193	LINUX SECURITY ADMINISTRATION (3-0-3)					
IST 268	COMPUTER FORENSICS (3-0-3)					
TOTAL 30 SHC						

Cybersecurity

Program Description: The purpose of the Cybersecurity certificate is to provide students with the foundational concepts and skills necessary to protect and defend information systems from attack, and to limit access to network resources. Additionally, the program will prepare students for employment in a variety of entry level careers in Cybersecurity. The program leads to certifications in the Cybersecurity/Information Assurance field which include – Network+ and Security+. The certificate program courses may be applied to an A.S. degree in Cybersecurity.



CERTIFICATE: APPLIED SCIENCE IN EARLY CHILDHOOD DEVELOPMENT (27 SHC)

Student must be a high school graduate.

Student Name: _____

PLACEMENT RDG _____ MAT _____ ENG _____
If the required placement test scores are not met for this major, the student is required to take the course as indicated.

Student ID: _____

Semester: _____

PLACEMENT	RDG _____	MAT _____	ENG _____		
<i>required placement test scores are not met for this major, the student is required to take</i>					
COURSE	LECT	LAB	SHC	SEMESTER TAKEN	GRADE
RDG _____	_____	_____	_____	_____	_____
MAT _____	_____	_____	_____	_____	_____
ENG _____	_____	_____	_____	_____	_____

<u>REQUIRED CORE SUBJECT AREAS</u>		27 SHC	1ST SEM	(SHC)	TERM	GRADE
ECD 101	INTRODUCTION TO EARLY CHILDHOOD (3-0-3)		ECD 101	_____	_____	_____
ECD 102	GROWTH AND DEVELOPMENT I (2-3-3)		ECD 102	_____	_____	_____
ECD 203	GROWTH AND DEVELOPMENT II (2-3-3)		ECD 132	_____	_____	_____
ECD 105	GUIDANCE AND CLASSROOM MANAGEMENT (3-0-3)		ECD 135	_____	_____	_____
ECD 131	LANGUAGE ARTS (3-0-3)					
ECD 132	CREATIVE EXPERIENCES (2-3-3)		2ND SEM	(SHC)	TERM	GRADE
ECD 107	EXCEPTIONAL CHILDREN (3-0-3)		ECD 203	_____	_____	_____
ECD 133	SCIENCE AND MATH CONCEPTS (2-3-3)		ECD 105	_____	_____	_____
ECD 135	HEALTH, SAFETY, & NUTRITION (3-0-3)		ECD 107	_____	_____	_____
	TOTAL 27 SHC		ECD 131	_____	_____	_____
			ECD 133	_____	_____	_____

Early Childhood Development

Program Description: The Early Childhood Development Program is targeted toward individuals who are currently employed in the field and wish to enhance their skills, as well as students with no previous experience in Early Childhood Development. The program provides the theory and practical application in the growth and development, learning and behavior of pre-school children. Students who matriculate in this certificate program must have a Tuberculin Skin Test, a SLED Clearance, and CPR/First Aid. Courses in this program are transferable to a number of senior institutions. Graduates of this program may pursue employment opportunities as teacher assistants in Day Care Centers, Nursery Schools, Elementary Schools, Head Start Centers, and other Child Development agencies.



CERTIFICATE: APPLIED SCIENCE IN ENTREPRENEURSHIP/SMALL BUSINESS MANAGEMENT (28 SHC)

Student Name:

PLACEMENT RDG _____ MAT _____ ENG _____
If the required placement test scores are not met for this major, the student is required to take the course as indicated.

Student ID: _____

Semester: _____

PLACEMENT	RDG _____	MAT _____	ENG _____		
<i>required placement test scores are not met for this major, the student is required to take</i>					
COURSE	LECT	LAB	SHC	SEMESTER TAKEN	GRADE
RDG _____	_____	_____	_____	_____	_____
MAT _____	_____	_____	_____	_____	_____
ENG _____	_____	_____	_____	_____	_____

REQUIRED CORE SUBJECT AREAS		25 SHC	1 ST SEM	(SHC)	TERM	GRADE
ACC 110	ACCOUNTING FOR ENTREPRENEURS (3-0-3)		ACC 110	_____	_____	_____
BUS 115	INTRODUCTION TO ENTREPRENEURSHIP (3-0-3)		BUS 115	_____	_____	_____
MKT 101	MARKETING (3-0-3)		MKT 101	_____	_____	_____
BAF 201	PRINCIPLES OF FINANCE (3-0-3)		BAF 201	_____	_____	_____
ACC 242	SMALL BUSINESS SOFTWARE (1-0-1)		ELECTIVE _____	_____	_____	_____
MGT 101	PRINCIPLES OF MANAGEMENT (3-0-3)					
BUS 121	BUSINESS LAW (3-0-3)		2 ND SEM	(SHC)	TERM	GRADE
BUS 120	BUSINESS PLAN (3-0-3)		ACC 242	_____	_____	_____
CPT 170	MICROCOMPUTER APPLICATIONS (3-0-3)		MGT 101	_____	_____	_____
			BUS 121	_____	_____	_____
BUS 210	INTRODUCTION TO ECOMMERCE (3-0-3)or		BUS 120	_____	_____	_____
MKT 110	RETAILING (3-0-3)		CPT 170	_____	_____	_____
<u>ELECTIVE</u>		3 SHC				
_____ (3-0-3)						
		TOTAL 28 SHC				

Entrepreneurship/Small Business Management

Program Description: The purpose of the Entrepreneurship/Small Business Management certificate is to provide students with the foundational concepts and skills necessary to start, operate, and manage a small business.



CERTIFICATE: APPLIED SCIENCE IN GENERAL STUDIES (MIN - 18 SHC)

GENERAL EDUCATION: MINIMUM (18 SHC)
Student must be a high school graduate.

Student Name: _____
Student ID: _____
Semester: _____

PLACEMENT	RDG_____	MAT_____	ENG_____		
<i>If the required placement test scores are not met for this major, the student is required to take the course as indicated.</i>					
COURSE	LECT	LAB	SHC	SEMESTER TAKEN	GRADE
RDG_____	_____	_____	_____	_____	_____
MAT_____	_____	_____	_____	_____	_____
ENG_____	_____	_____	_____	_____	_____

HUMANITIES/FINE ARTS		9 SHC	1 ST SEM	(SHC)	TERM	GRADE
ENG101	ENGLISH COMPOSITION I (3-0-3)*		ENG101	_____	_____	_____
SPC 205	PUBLIC SPEAKING(3-0-3)*		SBS REQ	_____	_____	_____
ENG 102	ENGLISH COMPOSITION II (3-0-3)		NSM REQ.	_____	_____	_____
ENG 205	ENGLISH LITERATURE I (3-0-3)					
ENG 206	ENGLISH LITERATURE II (3-0-3)					
ENG 208	WORLD LITERATURE I (3-0-3)		2 ND SEM	(SHC)	TERM	GRADE
ENG 209	WORLD LITERATURE II (3-0-3)		SPC 205	_____	_____	_____
ENG 236	AFRICAN-AMERICAN LITERATURE (3-0-3)		HUM REQ .	_____	_____	_____
HIS 101	WESTERN CIVILIZATION TO 1689(3-0-3)		CPT 101	_____	_____	_____
HIS 102	WESTERN CIVILIZATION: POST 1689(3-0-3)					
HIS 115	AFRICAN AMERICAN HISTORY (3-0-3)					
HIS 201	AMERICAN HISTORY: DISCOVERY TO 1877(3-0-3)					
HIS 202	AMERICAN HISTORY:1877 TO PRESENT(3-0-3)					
ART 101	ART HISTORY & APPRECIATION (3-0-3)					
MUS 105	MUSIC APPRECIATION (3-0-3)					
THE101	INTRODUCTION TO THEATRE (3-0-3)					
SPA 101	ELEMENTARY SPANISH I (3-3-4)					

NATURAL SCIENCES/MATHEMATICS(NSM)		MIN 3 SHC
BIO101	BIOLOGICAL SCIENCE I (3-3-4)	
BIO 210	ANATOMY AND PHYSIOLOGY I (3-3-4)	
CHM110	COLLEGE CHEMISTRY I (3-3-4)	
PHS 101	PHYSICAL SCIENCE I (3-3-4)	
MAT110	COLLEGE ALGEBRA (3-0-3)	
MAT 120	PROBABILITY AND STATISTICS (3-0-3)	
MAT 155	CONTEMPORARY MATHEMATICS (3-0-3)	

SOCIAL/BEHAVIORAL SCIENCES (SBS)		3 SHC
SOC101	INTRODUCTION TO SOCIOLOGY (3-0-3)	
ECO210	MACROECONOMICS (3-0-3)	
ECO211	MICROECONOMICS (3-0-3)	
PSC 201	AMERICAN GOVERNMENT (3-0-3)	
PSY 201	GENERAL PSYCHOLOGY (3-0-3)	

OTHER HOURS FOR GRADUATION		3 SHC
CPT 101	INTRODUCTIONS TO COMPUTERS (3-0-3)	
TOTAL 18 SHC		

Early Childhood Development

Program Description: The General Studies Certificate Program is designed for those students who have not decided what career path to pursue but still want to attend college. The courses in this certificate can be used to improve their academic skills for transfer to senior institutions. The courses that they select can be applied toward the Associate in Arts or Associate Science Degree or can be used as part of the General Education requirements for Associate Degree and Diploma Programs.

CERTIFICATE: APPLIED SCIENCE IN GERONTOLOGY (29 SHC)

Student must be a high school graduate.

Student Name: _____
Student ID: _____
Semester: _____

PLACEMENT	RDG_____	MAT_____	ENG_____		
<i>If the required placement test scores are not met for this major, the student is required to take the course as indicated.</i>					
COURSE	LECT	LAB	SHC	SEMESTER TAKEN	GRADE
RDG_____	_____	_____	_____	_____	_____
MAT_____	_____	_____	_____	_____	_____
ENG_____	_____	_____	_____	_____	_____

REQUIRED CORE SUBJECT AREAS		29 SHC	1 ST SEM	(SHC)	TERM	GRADE
HUS 112	SERVICES FOR THE ELDERLY (2-0-2)		HUS 112	_____	_____	_____
HUS 134	ACTIVITY THERAPY (3-0-3)		HUS 134	_____	_____	_____
HUS 150	SUPERVISED FIELD PLACEMENT I (1-6-3)		HUS 150	_____	_____	_____
HUS 151	SUPERVISED FIELD PLACEMENT II (1-6-3)		HUS 205	_____	_____	_____
HUS 205	GERONTOLOGY (3-0-3)		HUS 209	_____	_____	_____
HUS 206	DEATH AND DYING (3-0-3)					
HUS 209	CASE MANAGEMENT (3-0-3)					
HUS 216	BEHAVIOR CHANGE TECHNIQUES (3-0-3)		2 ND SEM	(SHC)	TERM	GRADE
HUS 231	COUNSELING TECHNIQUES (3-0-3)		HUS 151	_____	_____	_____
HUS 237	CRISIS INTERVENTION (3-0-3)		HUS 206	_____	_____	_____
			HUS 216	_____	_____	_____
			HUS 231	_____	_____	_____
			HUS 237	_____	_____	_____
TOTAL 29 SHC						

Gerontology

Program Description: The Gerontology Program prepares graduates for positions in agencies and institutions which administer health and community-based services for older adults. Upon completion of the program, students will be able to seek employment in assisted living communities, senior centers, adult day care centers, home health agencies, rehabilitation centers, nursing homes, hospitals, area agencies on aging and social welfare agencies.



CERTIFICATE: APPLIED SCIENCE IN MULTIMEDIA WEB GRAPHICS DESIGN (27 SHC)

Student must be a high school graduate.

Student Name: _____ PLACEMENT _____ RDG _____ MAT _____ ENG _____
If the required placement test scores are not met for this major, the student is required to take the course as indicated.

Student ID: _____	COURSE	LECT	LAB	SHC	SEMESTER TAKEN	GRADE
Semester: _____	RDG _____	_____	_____	_____	_____	_____
	MAT _____	_____	_____	_____	_____	_____
	ENG _____	_____	_____	_____	_____	_____

<u>REQUIRED CORE SUBJECT AREAS</u>		27 SHC	1ST SEM	(SHC)	TERM	GRADE
CPT 101	INTRODUCTION TO COMPUTERS (3-0-3)		CPT 101	_____	_____	_____
CPT 170	MICROCOMPUTER APPLICATIONS (3-0-3)		CPT 170	_____	_____	_____
CPT 174	MICROCOMPUTER SPREADSHEETS (3-0-3)		CPT 174	_____	_____	_____
BUS 130	BUSINESS COMMUNICATIONS (3-0-3) OR		ARV 110	_____	_____	_____
ENG 170	BUSINESS COMMUNICATIONS (3-0-3)		ARV 217	_____	_____	_____
ARV 110	COMPUTER GRAPHICS (3-0-3)					
ARV 217	COMPUTER IMAGERY (3-0-3)		2ND SEM	(SHC)	TERM	GRADE
ARV 219	MULTIMEDIA TECHNIQUES (3-0-3)		BUS 130		OR	
ARV 220	MULTIMEDIA PRESENTATIONS (3-0-3)		ENG 170	_____	_____	_____
CGC 110	ELECTRONIC PUBLISHING (3-0-3)		ARV 219	_____	_____	_____
			ARV 220	_____	_____	_____
			CGC 110	_____	_____	_____
	TOTAL	27 SHC				

Multimedia Web Graphics Design

Program Description: The Multimedia Web Graphics Design Program is designed to train individuals to prepare multimedia presentations with desktop publishing. Graduates will be able to work independently, as a team member or as a multimedia specialist.



DENMARK TECHNICAL COLLEGE



CERTIFICATE: APPLIED SCIENCE IN NURSE AIDE ASSISTANT (27 SHC)

Student must be a high school graduate.

Student Name: _____	PLACEMENT _____	RDG _____	MAT _____	ENG _____		
<i>If the required placement test scores are not met for this major, the student is required to take the course as indicated.</i>						
Student ID: _____	COURSE	LECT	LAB	SHC	SEMESTER TAKEN	GRADE
Semester: _____	RDG _____	_____	_____	_____	_____	_____
	MAT _____	_____	_____	_____	_____	_____
	ENG _____	_____	_____	_____	_____	_____

NATURAL SCIENCES/MATHEMATICS (NSM)		4 SHC	1 ST SEM	(SHC)	TERM	GRADE
BIO 112	BASIC ANATOMY & PHYSIOLOGY (3-3-4)		AHS 102	_____	_____	_____
			AHS 108	_____	_____	_____
<u>OTHER HOURS FOR GRADUATION</u>		3 SHC	AHS 120	_____	_____	_____
AOT 105	KEYBOARDING (3-0-3)		AOT 105	_____	_____	_____
			BIO 112	_____	_____	_____
<u>REQUIRED CORE SUBJECT AREAS</u>		20 SHC				
AHS 102	MEDICAL TERMINOLOGY (3-0-3)		2 ND SEM	(SHC)	TERM	GRADE
AHS 108	NUTRITION (1-6-3)		AHS 116	_____	_____	_____
AHS 120	RESPONDING TO EMERGENCIES (1-3-2)		AHS 117	_____	_____	_____
AHS 116	PATIENT CARE RELATIONS (1-6-3)		AHS 151	_____	_____	_____
AHS 117	THE CARE OF PATIENTS (2-6-4)					
AHS 151	HEALTH CARE PROCEDURES (1-12-5)					
		TOTAL 27 SHC				

Nurse Aide Assistant

Program Description: The Nurse Aide Assistant Certificate program prepares students to assist in patient care in hospitals, nursing homes, and home care agencies under the supervision of a Registered Nurse (RN) or Licensed Practical Nurse (LPN). Students who matriculate into this program must have a clear criminal background check, a clear drug screening, and current immunizations to include Hepatitis B, Tuberculin test, and CPR/First Aid Training. Graduates of the program are eligible to apply and then take the National Nurse Aide Assessment Program Examination (NNAAP).



CERTIFICATE: APPLIED SCIENCE IN PLUMBING (17 SHC)

Student Name: _____
Student ID: _____
Semester: _____

PLACEMENT	RDG _____	MAT _____	ENG _____		
<i>If the required placement test scores are not met for this major, the student is required to take the course as indicated.</i>					
COURSE	LECT	LAB	SHC	SEMESTER TAKEN	GRADE
RDG _____	_____	_____	_____	_____	_____
MAT _____	_____	_____	_____	_____	_____
ENG _____	_____	_____	_____	_____	_____

REQUIRED CORE SUBJECT AREAS		17 SHC	1 ST SEM	(SHC)	TERM	GRADE
BCT 102	FUNDAMENTALS OF BUILDING CONSTRUCTION (2-6-4)		BCT 112	_____	_____	_____
BCT 112	CONSTRUCTION PRINT READING (2-0-2)		BCT 151	_____	_____	_____
BCT 151	INTRODUCTION TO RESIDENTIAL PLUMBING (2-3-3)		BCT 221	_____	_____	_____
BCT 152	RESIDENTIAL PLUMBING (3-6-5)					
BCT 221	CONSTRUCTION BUILDING CODES (3-0-3)					
		TOTAL 17 SHC	2 ND SEM	(SHC)	TERM	GRADE
			BCT 102	_____	_____	_____
			BCT 152	_____	_____	_____

Plumbing

Program Description: The Plumbing Program provides students with fundamentals skills in plumbing such as installation and repair of general plumbing systems including faucets, commodes, water heaters, drain pipes, and other related fixtures. Students who complete this program can enter the plumbing field as entry level plumbers.

CERTIFICATE OF APPLIED SCIENCE IN PRE-MEDICAL (20 SHC)

Student must be a high school graduate.

Student Name: _____
Student ID: _____
Semester: _____

PLACEMENT	RDG _____	MAT _____	ENG _____		
<i>If the required placement test scores are not met for this major, the student is required to take the course as indicated.</i>					
COURSE	LECT	LAB	SHC	SEMESTER TAKEN	GRADE
RDG _____	_____	_____	_____	_____	_____
MAT _____	_____	_____	_____	_____	_____
ENG _____	_____	_____	_____	_____	_____

HUMANITIES/FINE ARTS		3 SHC	1 ST SEM	(SHC)	TERM	GRADE
ENG 101	ENGLISH COMPOSITION I (3-0-3)*		BIO 210	_____	_____	_____
			ENG 101	_____	_____	_____
			MAT 155	_____	_____	_____
NATURAL SCIENCES/MATHEMATICS (NSM)		14 SHC				
BIO 210	ANATOMY AND PHYSIOLOGY I (3-3-4)					
BIO 211	ANATOMY AND PHYSIOLOGY II (3-3-4)					
MAT 155	CONTEMPORARY MATHEMATICS* (3-0-3)		2 ND SEM	(SHC)	TERM	GRADE
CPT 101	INTRODUCTION TO COMPUTERS(3-0-3)		BIO 211	_____	_____	_____
			PSY 201	_____	_____	_____
			CPT 101	_____	_____	_____
SOCIAL/BEHAVIORAL SCIENCES (SBS)		3 SHC				
PSY 201	GENERAL PSYCHOLOGY (3-0-3)					
		TOTAL 20 SHC				

*MAT 110 can be substituted for college transfer

Pre-Medical

Program Description: If you want a career in the medical field, then this certificate program is a starter for you. After completing the Pre-Medical Certificate Program, you will be given the opportunity to apply to the Practical Nursing Diploma program or enroll in the Associate of Science Program.



CERTIFICATE: APPLIED SCIENCE IN WELDING (17 SHC)

CERTIFICATE: APPLIED SCIENCE IN WORD PROCESSING (18 SHC)

Student must be a high school graduate.

Student Name: _____
Student ID: _____
Semester: _____

PLACEMENT	RDG _____	MAT _____	ENG _____		
If the required placement test scores are not met for this major, the student is required to take the course as indicated.					
COURSE	LECT	LAB	SHC	SEMESTER TAKEN	GRADE
RDG _____	_____	_____	_____	_____	_____
MAT _____	_____	_____	_____	_____	_____
ENG _____	_____	_____	_____	_____	_____

REQUIRED CORE SUBJECT AREAS		17 SHC	1 ST SEM	(SHC)	TERM	GRADE
WLD 102	INTRODUCTION TO WELDING (2-0-2)		WLD 102	_____	_____	_____
WLD 104	GAS WELDING AND CUTTING (1-3-2)		WLD 104	_____	_____	_____
WLD 103	PRINT READING I (1-0-1)		WLD 106	_____	_____	_____
WLD 106	GAS AND ARC WELDING (3-3-4)					
WLD 108	GAS METAL ARC WELDING (3-3-4)					
WLD 111	ARC WELDING I (3-3-4)					
			2 ND SEM	(SHC)	TERM	GRADE
			WLD 103	_____	_____	_____
			WLD 108	_____	_____	_____
			WLD 111	_____	_____	_____
FREE ELECTIVES:						
WLD 113	ARC WELDING II (3-3-4)					
WLD 136	ADVANCED INERT GAS WELDING (1-3-2)					
WLD 141	WELD QUALITY (1-3-2)					
WLD 154	PIPE FITTING AND WELDING (3-3-4)					
		TOTAL 17 SHC				

Welding

Program Description: The Welding Program provides practical hands-on skills and practical experiences in operating welding equipment. Graduates may find employment in gas and arc welding, arc welding, or print reading.

Student Name: _____
Student ID: _____
Semester: _____

PLACEMENT	RDG _____	MAT _____	ENG _____		
If the required placement test scores are not met for this major, the student is required to take the course as indicated.					
COURSE	LECT	LAB	SHC	SEMESTER TAKEN	GRADE
RDG _____	_____	_____	_____	_____	_____
MAT _____	_____	_____	_____	_____	_____
ENG _____	_____	_____	_____	_____	_____

REQUIRED CORE SUBJECT AREAS		18 SHC	1 ST SEM	(SHC)	TERM	GRADE
CPT 101	INTRODUCTION TO COMPUTERS (3-0-3)		CPT 101	_____	_____	_____
AOT 105	KEYBOARDING (3-0-3)		AOT 105	_____	_____	_____
AOT 110	DOCUMENT FORMATTING (3-0-3)					
AOT 141	OFFICE PROCEDURES I (3-0-3)					
AOT 163	WORD PROCESSING (3-0-3)		2 ND SEM	(SHC)	TERM	GRADE
AOT 167	INFORMATION PROCESSING APPLICATIONS (3-0-3)		AOT 110	_____	_____	_____
			AOT 141	_____	_____	_____
			AOT 163	_____	_____	_____
		TOTAL 18 SHC				
			3 RD SEM	(SHC)	TERM	GRADE
			AOT 167	_____	_____	_____

Word Processing

Program Description: The Word Processing Program is designed to provide training in word processing. Students who complete this certificate program may seek employment as entry level word processing clerks, typists, or office clerks.

Course Descriptions

ACC 101 Principles I 3 CR

This course introduces basic accounting procedures for analyzing, recording, and summarizing financial transactions, adjusting and closing the financial records at the end of the accounting cycle, and preparing financial records at the end of the accounting cycle, and preparing financial statements.

ACC 102 Accounting Principles II 3 CR

This course emphasizes managerial accounting theory and practice in basic accounting and procedures for cost accounting, budgeting, cost-volume analysis, and financial statement analysis.

Prerequisite: ACC 101

ACC 110 Accounting for Entrepreneurs 3CR

A study of the principles of financial accounting, managerial accounting, taxes, bookkeeping, accounting systems, and record keeping essential to starting and operating a new business enterprise.

ACC 124 Individual Tax Procedures 3 CR

This course is a study of the basic income tax structure from the standpoint of the individual, including the preparation of individual income tax returns.

ACC 242 Small Business Software 1 CR

This course includes the use of current integrated software suitable for small business operations.

ACC 245 Accounting Applications 3 CR

This course introduces microcomputer accounting using data base software and/or electronic spreadsheets.

Prerequisite: ACC 101

AHS 102 Medical Terminology 3 CR

This course covers medical terms, including roots, prefixes, and suffixes, with emphasis on spelling, definition, and pronunciation.

AHS 108 Nutrition 3 CR

This course is a study of nutrition and diet therapy as related to healthcare.

AHS 116 Patient Care Relations 3 CR

This course includes a study of the psychological and emotional effect of illness, hospitalization and recuperation upon the patient, others, and healthcare providers.

AHS 117 Nurse Assisting 4 CR

This course includes a study of concepts required to assist in the care of patients.

AHS 120 Responding to Emergencies 2 CR

The course is a study of emergency care procedures utilizing first aid and CPR principles and recognizes the need for more contact hours for teaching this course.

AHS 151 Health Care Procedures 5 CR

This course includes a study of fundamental health skills related to the patient/client in all of life’s stages.

AOT 105 Keyboarding 3 CR

This course focuses on the mastery of keyboarding.

AOT 110 Document Formatting 3 CR

This course emphasizes speed, accuracy and developing document formatting skills using keyboarding competencies.

Prerequisite: AOT 105

AOT 120 Introduction to Machine Transcription 3 CR

This is an introductory machine transcription course which is designed to provide experience in transcribing documents from dictation equipment.

Prerequisite: AOT 105 and AOT 163

AOT 133 Professional Development 3 CR

This course emphasizes development of personal and professional skills required of an office worker in areas such as projecting a professional image, job seeking skills, office etiquette, ethics and time and stress management.

AOT 134 Office Communications 3 CR

This course develops proficiency in proofreading and other specialized applications of communications in the office environment.

Prerequisite: AOT 105

AOT 135 Data Entry 3 CR

This course introduces data entry techniques.

AOT 141 Office Procedures I 3 CR

This is an introductory course to a variety of office procedures and tasks using business equipment, systems and procedures.

AOT 163 Word Processing 3 CR

This course introduces the concepts of word processing.

Prerequisite: AOT 105

AOT 167 Information Processing Applications 3 CR

This course emphasizes applications and features of information processing software.

Prerequisites: AOT 105 and AOT 163

AOT 210 Document Production 3 CR

This course emphasizes the production of documents found in typical business offices. The major focus is on

productivity and excellence in document production.

Prerequisite: AOT 110

AOT 254 Office Simulation 3 CR

This course integrates a wide variety of skills and knowledge through practical work experiences in a simulated office environment.

ART 101 Art History and Appreciation 3 CR

This is an introductory course to the history and appreciation of art, including the elements and principles of the visual arts.

ARV 110 Computer Graphics I 3 CR

This course is a study of the fundamentals of Computer Assisted Graphic Design.

ARV 217 Computer Imagery 3 CR

This course covers the use of the computer as a tool to create images that addresses the needs of the visual communication field.

ARV 219 Multimedia Techniques 3 CR

This course is an introduction to the production of current audio-visual media.

ARV 220 Multimedia Presentations 3 CR

This course covers a study of multimedia techniques culminating in a presentation.

BAF 201 Principles of Finance 3 CR

This is an introductory course to the field of finance. The monetary and credit system are examined along with how the demand for funds is met in both the public and private sector.

BAR 101 Barbering Fundamentals 3 CR

This course is an introduction to the barbering profession, including the care and use of equipment and implements.

BAR 115 Facial Care 3 CR

This course is a study of the anatomy of the head, face and neck and the proper care and treatment of the face, including shaving techniques.

BAR 120 Shampoo and Conditioners 3 CR

This course is a study of shampoos and conditioners and their uses in relationship to hair structure and texture.

BAR 130 Fundamentals of Hair Cutting 3 CR

This course is a study of fundamentals of haircutting including the use of the clippers, shears, and razors.

BAR 135 Hair and Scalp Care I 3 CR

This course is a study of various disorders of the skin, hair and scalp.

BAR 235 Hair and Scalp Care II 3 CR

This course is a study of the various methods of treating disorders of the hair and scalp.

BAR 240 Chemical Processing of Hair 3 CR

This course is a study of the techniques used in the chemical processing of the hair, including the action of chemical products, safety precautions, and the use of various implements.

BAR 250 Barber Shop Management 3 CR

This course is a study of the method used in operating an effective barber shop, including facilities and equipment management, record keeping, advertising, policies and procedures.

BAR 255 Barbering Clinical Practice I 4 CR

This course is an integration of barbering skills in a simulated salon environment.

BAR 256 Barbering Clinical Practice II 6 CR

This course is an integration of barbering skills in a simulated salon environment to provide additional practical hours in skill development.

BCT 101 Introduction to Building Construction 5 CR

This course is an introduction to residential and light commercial construction, construction terms, tools of the trade and their safe use.

BCT 102 Fundamentals of Building Construction 4 CR

This course is a study of framing for residential and light commercial buildings.

BCT 103 Construction Site Layout 4 CR

This course covers location and layout of building corners, elevation, and the use of appropriate tools.

BCT 105 Tool Usage and Safety	4 CR
This course covers location and layout of building corners, elevation, and the use of appropriate tools.	
BCT 112 Construction Print Reading	2 CR
This course is a study of residential and light commercial prints.	
BCT 138 Residential Wiring	5 CR
This course is a study of wiring methods and practices used in residential application.	
BCT 151 Introduction to Residential Plumbing	3 CR
This course covers plumbing theory as it relates to residential construction.	
BCT 152 Residential Plumbing	5 CR
This course covers a study of the plumbing methods and practices used in residential application.	
BCT 221 Construction Building Code	3 CR
This course is a study of local, state, and national building code requirements as they apply to residential and commercial construction.	
BIO 101 Biological Science I	4 CR
This course is the first of a sequence introducing biology. Topics include the scientific method, basic biochemistry, cell structure and function, cell physiology, cell reproduction and development, Mendelian genetics, population genetics, natural selection, evolution, and ecology.	
BIO 102 Biological Science II	4 CR
This is a continuation of introductory biology which includes classification of organisms and structural and functional considerations of all kingdoms (particularly major phyla as well as viruses). Vertebrate animals and vascular plants are emphasized.	
BIO 112 Basic Anatomy & Physiology	4 CR
This course is a basic integrated study of the structure and function of the human body.	
BIO 210 Human Anatomy and Physiology I	4 CR
This course is the first in a sequence of courses, including an intensive coverage of the body as an integrated whole. All body systems are studied.	
BIO 211 Human Anatomy and Physiology II	4 CR
This course is a continuation of a sequence of courses, including coverage of the body as an integrated whole. All body systems are studied.	

BKP 120 Bakeshop Production	3 CR
This course covers the applications of fundamentals and principles of basic baking. Emphasis is placed on skill development for quality commercial bakery products.	
BUS 101 Introduction to Business	3 CR
This is a study of the nature of business activity in relation to the economic society, including how a business is owned, organized, managed and controlled.	
BUS 115 Introduction to Entrepreneurship	3 CR
This course is an introduction to the concept of entrepreneurship and the exploration of traditional and nontraditional business ventures. Students will identify their entrepreneurship type, and brainstorm personal interests, goals, and talents for the development of the business idea.	
BUS 120 Business Plan	3 CR
This course involves the development of a sound business plan for a small business idea. Students will assess the strengths and weaknesses of a business idea, develop a marketing plan, prepare financial projections, and, identify and evaluate potential funding sources for their business.	
BUS 121 Business Law I	3 CR
This course is a study of legal procedures, law and society, classifications and systems of law, the tribunals administering justice and their actions, contracts, sales, transfer of titles, rights and duties of the parties, conditions and warranties.	
BUS 130 Business Communications	3 CR
This course covers the application of communication skills to situations routinely encountered in business environments.	
BUS 210 Introduction to E-Commerce in Business	3 CR
This course is the study of electronic commerce and the operations and applications from the business perspective. Emphasis is placed on business concepts and strategies and how they apply to the process of buying and selling goods and services online.	
BUS 240 Business Statistics	3 CR
This course is a study of statistical methods related to business, including descriptive statistics, probability, binomial and normal distributions, and hypothesis testing.	
CGC 110 Electronic Publishing	3 CR
This is an introductory course to the Fundamentals of Electronic Publishing.	

CHM 105 General Organic & Biochemistry	3 CR
This course is a study of the fundamental principles of chemistry, including atomic and molecular structure, common substances and reactions, introduction to organic chemistry and biochemistry.	
CHM 110 College Chemistry I	4 CR
This is the first course in a sequence which includes the following topics: atomic and molecular structure, nomenclature and equations, properties, reactions and states of matter, stoichiometry, gas laws, solutions and equilibria.	
CHM 111 College Chemistry II	4 CR
This course is a continuation of the study of atomic and molecular structure, nomenclature and equations, properties, reactions and states of matter, stoichiometry, gas laws, solutions, and equilibria. Prerequisite: CHM 110	
CIM 131 Computer Integrated	4 CR
This course is a comprehensive overview of the total manufacturing operation.	
COL 101 College Orientation	1 CR
This course may include selected topics such as career planning, study skills, stress management, tutoring, group guidance, and other subjects to facilitate student success.	
COL 103 College Skills	3 CR
This course includes selected topics such as career planning, study skills, stress management, tutoring, group guidance, and other subjects to facilitate student success.	
COL 106 Skills for College	1 CR
This course is designed to enhance the skills of entering freshmen to facilitate their ability to succeed in the college environment. The course topics include student/instructor expectations, time management, library/computer orientation, listening/note-taking, studying for success, learning styles/personality types, and diversity and differences on campus.	
COL 111 E-Learning Success	1 CR
This course provides an introduction to the online learning management system, basic computer skills, information literacy, time management skills, and learning resources to enhance student success in an electronic learning environment.	
COS 101 Fundamentals of Cosmetology	3 CR
This is an introductory course to the fundamentals of professional ethics, hygiene, good grooming and salesmanship as they relate to the practice of the salon.	

COS 106 Facials and Make-up	3 CR
This is an introductory course of the procedures for various skin treatments, including anatomy, chemistry, and safety.	
COS 108 Nail Care	3 CR
This course is a study of nail structure and manicuring techniques, including anatomy, chemistry, and safety.	
COS 110 Scalp and Hair Care	3 CR
This course is a study of the structure and composition of hair, including the analysis and treatment of certain conditions of the hair and scalp.	
COS 114 Hair Shaping	4 CR
This course is an introductory course to the techniques of hair-shaping. Emphasis is given to the correct use and safety of implements, proper hair sectioning, and various techniques used in hair design in relationship to body structure.	
COS 116 Hair Styling I	4 CR
This course is a study of the fundamentals of hair design, including principles, techniques, safety precautions, and chemistry.	
COS 201 Salon Management	3 CR
This course is a study of salon management, including rules, regulations, and codes governing the practice of Cosmetology.	
COS 206 Chemical Hair Waving	3 CR
This course is a study of methods of permanently waving the hair, including product, chemistry, and safety.	
COS 208 Chemical Hair Relaxing	3 CR
This course is a study of methods of chemically relaxing the basic structure of hair, including product, chemistry, and safety.	
COS 210 Hair Coloring	3 CR
This course is a study of the science and art of coloring the hair, including methods, procedures, safety pre-cautions,and chemistry.	
COS 212 Hair Lightening	3 CR
This course is a study of the lightening of hair, including methods, procedures, safety precautions and chemistry.	
COS 220 Cosmetology Clinical Practice I	3 CR
This course is an integration of cosmetology skills in a simulated salon environment.	

COS 222 Cosmetology Clinical Practice II	3 CR
This course is an integration of cosmetology skills in a simulated salon environment.	
CPE 110 Computer Language	3 CR
This course covers a high-level computer language, programming concepts, and applications.	
CPT 101 Introduction to Computers	3 CR
This course covers basic computer history, theory and applications, including word processing, spreadsheet, data bases, and the operating system.	
CPT 104 Introduction to Information Technology	3 CR
This course is a study of basic computer components and peripherals, basic computer functions, i/o concepts, storage concepts, data communications, distributed processing, and programming language concepts.	
CPT 115 COBOL Programming I	3 CR
This course introduces the nature and use of the common business-oriented language – COBOL. Prerequisite: CPT 170	
CPT 117 Introduction to Online Learning	1 CR
This course will familiarize students with the online learning environment. Topics will include using course management tools, conducting on-line research effectively, and troubleshooting technical problems.	
CPT 141 Consumer Applications II	1 CR
This course is an introduction to the basic concepts and techniques of microcomputer application software for personal computing needs. Topics include compiling and storing information, letter writing, and desktop publishing fundamentals for newsletters and bulletins.	
CPT 168 Programming Logic and Design	3 CR
This course examines problem-solving techniques applied to program design. Topics include a variety of documentation techniques as means of solution presentation. Prerequisite: CPT 101	
CPT 170 Microcomputer Applications	3 CR
This course introduces microcomputer applications software, including word processing, databases, spread-sheets, graphs, and their integration.	
CPT 174 Microcomputer Spreadsheets	3 CR
This course introduces the use of spreadsheet software on the microcomputer. Topics include creating, editing, using formulas, using functions,and producing graphs.	

CPT 212 Visual Basic Programming	3 CR
This course focuses on Windows programming using Visual Basic to create graphical user interfaces. The course examines forms, controls, graphical controls, loops, control arrays, database and traditional file processing, and application class scheduling.	
CPT 215 COBOL Programming II	3 CR
This course emphasizes file maintenance and tables using advanced concepts in COBOL. Prerequisite: CPT 115	
CPT 234 C Programming I	3 CR
This introductory course in C programming emphasizes the designing, coding, testing and debugging of C programs involving input/output operations, data types, storage classes, decision structures, looping, functions, preprocessor directives, arrays and simple pointers. Prerequisite: CPT 168	
CPT 235 C Programming II	3CR
This course is a study of using advanced techniques for programming with the C language, including structures, advanced pointers, string manipulations, bit operations, and C Library Functions. Prerequisite: CPT 234	
CPT 242 Database	3 CR
This course introduces data base models and the fundamentals of data base design. Topics include data base structures, data base processing, and application programs which access a data base. Prerequisite: CPT 170	
CPT 257 Operating Systems	3 CR
This course examines the theory of operating systems and how the operating system theory is implemented in current operating systems. Prerequisite: CPT 170	
CPT 264 Systems and Procedures	3 CR
This course covers the techniques of system analysis, design, development and implementation. Prerequisite: CPT 168	
CPT 282 Information Systems Security	3 CR
This course is the study of the protection of information and equipment in computer systems. Topics include all aspects of systems protection, including physical security, hardware, software and communications security. Addresses technical, legal and ethical issues.	

CRJ 101 Introduction to Criminal Justice	3 CR
This course includes an overview of the functions and responsibilities of agencies involved in the administration of justice to include police organizations, court systems, correctional systems, and juvenile justice agencies.	
CRJ 102 Introduction to Security	3 CR
This course includes an introduction to the philosophy and application of security. The protection of personnel, facilities, and other assets as well as administrative, legal, and technical problems of loss prevention and control are analyzed.	
CRJ 115 Criminal Law I	3 CR
This course covers the development of criminal law in America. The course also covers the basic elements of specific criminal offenses, criminal defenses, and various legal principles upon which criminal law is established.	
CRJ 120 Constitutional Law	3 CR
This course covers the analysis of the historical development of the U.S. Constitution and the relationship of rights contained therein to the State and to the individual. The application of the Bill of Rights to Federal and State Systems is examined.	
CRJ 125 Criminology	3 CR
This course is a study of the various theories of criminal causation and control, the identification of criminal typologies, and the reaction of society to crime and criminals.	
CRJ 130 Police Administration	3 CR
This course is the study of the organization, administration, and management of law enforcement agencies.	
CRJ 145 Juvenile Delinquency	3 CR
This course includes a survey of the sociological, biological, and psychological theories involved in juvenile delinquency, modern trends in prevention, and treatment.	
CRJ 222 Ethics in Criminal Justice	3 CR
This course is a study of the application of ethical theories to the criminal justice profession.	
CRJ 230 Criminal Investigation I	3 CR
This course is a study of the fundamentals of interviewing witnesses and interrogating suspects. Different methods of conducting crime scene searches and methods used in investigating various crimes are studied in this course.	
CRJ 236 Criminal Evidence	3 CR
This course is a study of the established rules of evidence from arrest to release in the administration of criminal justice.	

CRJ 242 Correctional Systems	3 CR
This course is an introduction to aspects of the correctional function in criminal justice, including organization, process, procedures, and clients incarcerated and on conditional release.	
CRJ 244 Probation, Pardon and Parole	3 CR
This course is a study of the development, organization, operation, and results of systems of probation and parole as substitutes for incarceration. The philosophy and methods of treatment of offenders and the operational problems and activities of the probation/parole officer are studied in the course.	
CRJ 246 Special Problems in CRJ	3 CR
This course examines issues within the criminal justice community/ profession which are of special concern to students and practitioners because of such elements as timelines, local concern, legalistics, and/or other dynamic factors of such issues.	
CUL 101 Principles of Food Production I	3 CR
This is an introductory course in food preparation, including kitchen safety and sanitation. Emphasis is placed on the practical presentation of simple foods, terminology and techniques of preparing nutritious, quality food.	
CUL 102 Principles of Food Production II	3 CR
This course is a study of the preparation of food categories such as sauces, salads, baked products, meats, poultry, vegetables, etc. Special attention is given to presentation and garnishing.	
CUL 103 Nutrition	3 CR
This course is a study of general nutritional needs of the life cycle, including carbohydrates, proteins, fats, vitamins, and minerals. Practical applications for the food service professional are emphasized.	
CUL 104 Introduction to Culinary Arts	3 CR
This survey course introduces students to the world of culinary arts. Students will be exposed to culinary history, culinary organizations and branches of the culinary field that offer different opportunities in the profession.	
CUL 155 Hospitality Sanitation	3 CR
This course is a study of local, state and national regulations governing sanitary food handling practices.	
CUL 225 Buffet Organization	4 CR
This course is a study of the principles and applications of how to plan, organize, and setup a complete buffet. Topics include forced meats, ice carvings, and garnishes.	

CUL 235 Menu Planning 3 CR
This course is a study of the principles of menu planning and design with application of basic nutrition, organization plans, and record-keeping techniques.

ECD 101 Introduction to Early Childhood 3 CR
This course includes an overview of the history, theories, and curriculum models of early education. Emphasis is on current trends/issues, with a review of state/national regulations. Characteristics of quality programs and professional teachers are explored in the course.

ECD 102 Growth and Development I 3 CR
This course is an extensive study of philosophies and theories of growth and development of infants/toddlers. Focus is on “total” development of the child, with emphasis on physical, social, emotional, cognitive and nutritional areas. Developmental tasks and appropriate activities are explored in the course.

ECD 105 Guidance/Classroom Management 3 CR
This course is an overview of developmentally appropriate, effective guidance and classroom management techniques for the teacher of young children. A positive proactive approach is stressed in the course.

ECD 107 Exceptional Children 3 CR
This course includes an overview of special needs children and their families. Emphasis is on the prevalence of disorders, treatment modalities, community resources serving exceptional children, the teacher’s role in mainstreaming and early identification, and on federal legislation affecting exceptional children.

ECD 108 Family and Community Relations 3 CR
This course is an overview of techniques and materials for promoting effective family/program partnerships to foster positive child development. Emphasis is on availability and accessibility of community resources and on developing appropriate communication skills.

ECD 109 Administration and Supervision 3 CR
This course is a study of the role and responsibilities of an early childhood administrator. Special focus is on program monetary matter, space management, curriculum, health and food services, and relations among the public, staff, and parents.

ECD 131 Language Arts 3 CR
This course provides an overview of age appropriate developmental language arts activities. The curriculum consists of four broad inter related areas like speaking, listening, writing, and reading of young children. This also includes planning, implementation, and evaluation of media, methods, techniques, and equipment. Emphasis on activities connected to the diverse

backgrounds of children are included.

ECD 132 Creative Experience 3 CR
In this course the importance of creativity and independence in creative expression are stressed. A variety of age-appropriate media, methods, techniques and equipment are utilized. Students plan, implement, and evaluate instructional activities.

ECD 133 Science and Math Concepts 3 CR
This course includes an overview of pre-number and science concepts developmentally appropriate for young children. Emphasis is on the planning, implementation, and evaluation of developmentally appropriate activities utilizing a variety of methods and materials.

ECD 135 Health, Safety and Nutrition 3 CR
This course covers a review of health and safety practices recommended for childcare and includes information on common diseases and health problems. Certification preparation is provided in pediatric safety, CPR and first aid. Guidelines and information on nutrition and developmentally appropriate activities also are studied in the course.

ECD 201 Principles of Ethics and Leadership in Early Care and Education 3 CR
This course includes an overview of historical views on leadership, and issues and challenges of leadership in early care and education. Emphasis is on current trends and issues. This course also includes a review of ethical principles as they relate to children, families, colleagues, and the community and society. Characteristics of professional teachers in early care and education are also explored in the course.

ECD 203 Growth and Development II 3 CR
This course is an in-depth study of preschool children growing and developing in today’s world. Focus is on “total” development of the child with emphasis on physical, social, emotional, cognitive and nutritional areas of development. Developmental tasks and appropriate activities are explored in the course.

Prerequisite ECD 102

ECD 237 Methods and Materials 3 CR
This course includes an overview of developmentally-appropriate methods and materials for planning, implementing, and evaluating environments. Emphasis is on integrating divergent activities in each curriculum area.

ECD 243 Supervised Field Experience I 3 CR
This course includes emphasis on planning, implementing, and evaluating schedule programs, age appropriate methods, materials, activities and environments of early childhood principles and practices.

ECO 210 Macroeconomics 3 CR
This course includes the study of fundamental principles and policies of a modern economy to include markets and prices, national income accounting, cycles, employment theory and fiscal policy, banking and monetary controls, and the government’s role in economic decisions and growth.

ECO 211 Microeconomics 3 CR
This course includes the study of the behavior of house-holds and firms, including supply and demand, elasticity, price/input in different market structures, pricing of resources, regulations, and comparative advantage and trade.

EEM 165 Residential/Commercial Wiring 4 CR
This course is a study of wiring methods and practices used in Residential and Commercial applications.

EEM 243 Introduction to Computer Servicing 3 CR
This course is an introduction to the fundamental operation and capabilities of peripheral devices. Topics such as input/output standards and interfacing to minicomputers are covered.

EET 113 Electrical Circuits I 4 CR
This course is a study of direct and altering currents, covering resistance and impedance in series, parallel, and series-parallel circuits using Ohm’s law, Kirchhoff’s laws, and basic circuit theorems. Circuits are analyzed using mathematics and verified using electrical instruments.

EET 114 Electrical Circuits II 4 CR
This course is a continuation in electrical circuits, including advanced network theorems. Circuits are analyzed using mathematics and verified using electrical instruments.

EET 131 Active Devices 4 CR
This course is a study of semiconductor theory and principles, diodes and diode circuits, transistors, transistor circuits, and other components. Circuits are modeled, constructed and tested.

EET 140 Digital Electronics 3 CR
This course is a study of the fundamentals of logic theory and circuits. Circuits are analyzed mathematically and tested using simulation software and electronic instruments.

EET 145 Digital Circuits 4 CR
This course is a study of number systems, basic logic gates, Boolean Algebra, logic optimization, flip-flops, counters and registers. Circuits are modeled, constructed, and tested.

EET 227 Electrical Machinery 3 CR
This course is a study of AC and DC electromechanical energy conversion devices, theory, applications and control. Devices are

tested and verified using electrical instruments.

EET 231 Industrial Electronics 4 CR
This course is a survey of topics related to industrial application of electronic devices and circuits. The course covers switches, DC and AC motor controls, sensors and transducers, open and closed loop control circuits and voltage converting interfaces. Circuits are constructed and tested.

EET 233 Control Systems 4 CR
This course is a study of open and closed loop control system operations, elements, and applications. Various industrial model programmable logic controllers are used to simulate application to flexible manufacturing systems.

EET 251 Microprocessor Fundamentals 4 CR
This course is a study of binary numbers, microprocess or operation, architecture, instruction sets, and interfacing with operating systems; and applications in control, data acquisition, and data reduction and analysis. Programs are written and tested.

EGR 104 Engineering Technology Foundations 3 CR
This problem-based course introduces the student to fundamental concepts of electrical, mechanical, thermal, fluids, optical, and material systems related to engineering technology. Workplace readiness skills such as laboratory safety, communications, and teamwork are integrated into the course.

EGR 130 Engineering Technology Applications and Programming 3 CR
This course covers the development and use of computer programs to solve engineering technology problems.

EGR 194 Statics and Strength Materials 3 CR
This course covers external and internal forces in structures and/or machines, including conditions of equilibrium, systems of force, moments of inertia and friction. It also covers the stress/strain relationship in materials.

EGT 151 Introduction to CAD 3 CR
This course covers the operation of a computer aided drafting system. The course includes interaction with a CAD station to produce technical drawings.

ELT 109 Introduction to Electronic Servicing 4 CR
This is an introductory course in electronic servicing, emphasizing servicing and shop procedures.

ELT 201 Electronic Systems 4 CR
This course is a study of combining individual circuits or combinations of circuits into a functioning electronic device or system to perform a specific function or series of functions.

ELT 202 Servicing Techniques	2 CR
This course is a study of practical experience in the servicing of electronic equipment, including working in a service shop environment or situation.	
ELT 206 Advanced Servicing Techniques	3 CR
This course includes troubleshooting and servicing a variety of types of electronic equipment. Emphasis is placed on circuits and function in application.	
ELT 229 Microcomputer Repair	3 CR
This course includes servicing of popular microcomputers, disk drives, modems, and other peripheral devices	
ENG 032 Developmental English	3 CR
This course is an intensive review of grammar and usage; mechanics of punctuation, spelling, and capitalization; sentence structure; and writing, editing, and revising are emphasized in this course along with a study of different models of writing for a variety of rhetorical situations.	
ENG 101 English Composition I	3 CR
This is a (college transfer) course in which the following topics are presented: a study of composition in conjunction with appropriate literary selections, with frequent theme assignments to reinforce effective writing. A review of standard usage and the basic techniques of research are also presented.	
ENG 102 English Composition II	3 CR
This is a (college transfer) course in which the following topics are presented: development of writing skills through logical organization, effective style, literary analysis and research. An introduction to literary genre is also included.	
ENG 160 Technical Communications	3 CR
This course is a study of various technical communications, such as definitions, processes, instructions, descriptions, and technical reports.	
ENG 170 Business Communications	3 CR
This course presents a comprehensive survey of business English usage and communication skills.	
ENG 201 American Literature I	3 CR
This course is a study of American literature from the Colonial Period to the Civil War.	
ENG 202 American Literature II	3 CR
This course is a study of American literature from the Civil War to the present.	

ENG 205 English Literature I	3 CR
This is a (college transfer) course in which the following topics are presented: the study of English literature from the Old English Period to the Romantic Period with emphasis on major writers and periods.	
ENG 206 English Literature II	3 CR
This is a (college transfer) course in which the following topics are presented: the study of English literature from the Romantic Period to the present with emphasis on major writers and periods.	
ENG 208 World Literature I	3 CR
This course is a study of masterpieces of world literature in translation from the ancient world to the sixteenth century.	
ENG 209 World Literature II	3 CR
This course is a study of masterpieces of world literature in translation from the seventeenth century to the present.	
HIS 101 Western Civilization to 1689	3 CR
This course is a survey of Western Civilization from ancient times to 1689, including the major political, social, economic,and intellectual factors shaping Western cultural tradition.	
HIS 102 Western Civilization Post-1689	3 CR
This course is a survey of Western Civilization form 1689 to the present, including major political, social, economic, and intellectual factors which shape the modern Western world.	
HIS 115 African-American History	3 CR
This course is a study of the history of African-Americans, including African heritage, American history, and significant contributions by individuals.	
HIS 201 American History: Discovery to 1877	3 CR
This course is a survey of U.S. history from discovery to 1877. This course includes political, social, economic, and intellectual developments during this period.	
HIS 202 American History: 1877 to Present	3 CR
This course is a survey of U.S. history from 1877 to the present. This course includes political, social, economic, and intellectual developments during this period.	
HOS 255 Food Service Management	3 CR
This course is a study of operational food service management. Topics include food service operations, layout, and design of restaurants, marketing and sales promotion, food and beverage procedures, and public relations.	

HUS 101 Introduction to Human Services	3 CR
This course covers an overview of the field of human services. Role responsibilities, problems, boundaries, and strategies of human service workers are included.	
HUS 112 Services for The Elderly	2 CR
This course is a study of services available for older adults (55 and over), including health, social, recreational, financial and educational services.	
HUS 134 Activity Therapy	3 CR
This course is a study of activity programs for human services settings. Actual activity projects for various settings are developed by the students.	
HUS 150 Supervised Field Placement I	3 CR
This course includes work experience assignments by students in selected Human Services agencies.	
HUS 151 Supervised Field Placement II	3 CR
This course includes work assignments in selected Human Service agencies.	
HUS 203 Human Behavior and Social Environment	3 CR
This course provides an overview of the human life cycle from birth to old age, focusing on the psychosocial implications for each stage of development. The student will be able to analyze why people interact in society the way they do.	
HUS 204 Introduction to Social Work	3 CR
This course includes a general introduction to social work, including history, philosophy, organization, methods, and settings with emphasis on rehabilitation and other community services.	
HUS 205 Gerontology	3 CR
This course is a survey of the physical, social, and mental changes that occur as a person ages. The related problems and current programs, designed for people age 55 and over, are studied in the course.	
HUS 206 Death and Dying	3 CR
This course is a study of the issues of death and dying. Stages of dying, dealing with dying, dealing with sudden death, and grief are covered in the course.	
HUS 208 Alcohol and Drug Abuse	3 CR
This course is a study of the etiology of alcohol and drug abuse, various types of addictive substances, physical, mental and social implications, programs in rehabilitation, and preventive education.	

HUS 209 Case Management	3 CR
This course covers accepted methods and strategies for effectively assessing client needs, accessing necessary provider agencies, monitoring and properly documenting service delivery and client welfare.	
HUS 216 Behavior Change Techniques	3 CR
This course is a study of major theories associated with individual and group psychotherapy, family therapy, and alcohol, drug, and vocational rehabilitation. Emphasis is placed on the techniques of behavioral change.	
HUS 225 Personal/Interpersonal Adjustment	3 CR
This course is the study of self-awareness and interpersonal adjustment and behavior in contemporary society.	
HUS 230 Interviewing Techniques	3 CR
This course covers the development of skills necessary for interviews in various organizational settings. Students in Human Services will use these skills and knowledge later on their supervised field placements.	
HUS 231 Counseling Techniques	3 CR
This course is a study of a variety of counseling techniques necessary to assist qualified therapists in a variety of therapeutic settings. Students will demonstrate procedures and knowledge of basic counseling theories and techniques related to Human Services.	
HUS 235 Group Dynamics	3 CR
This course is an examination of the theory and practice of group dynamics. Emphasis is on the application of the value and use of the group process in specialized settings related to Human Services.	
HUS 237 Crisis Intervention	3 CR
This course is a study of the effects of a crisis on people, the methods of intervention, and other use of multiple resources to re-establish individual functioning. Students are required to demonstrate mock crisis activities.	
IDS 102 Personal and Career Assessment	3 CR
This course covers an in-depth examination of personal needs, wants, values, strengths, abilities, and interests of an individual. Multiple inventories and evaluation strategies allow the student to evaluate and apply individual data to a personal career choice.	
IDS 104 Career Exploration	1 CR
This course is the study and application of career assessment and planning, job search, and employability skills in preparation for transition in the workplace.	

MKT 101 Marketing **3 CR**

This course covers an introduction to the field of marketing with a detailed study of the marketing concept and the processes of product development, pricing, promotion, and marketing distribution.

MKT 110 Retailing **3 CR**

This course is a study of the importance of retailing in American business and covers the concepts of store location, layout, merchandising, display, pricing, inventory control, promotional programs and profit management.

MKT 120 Sales Principles **3 CR**

This course is a study of the personal selling process with special emphasis on determining customer needs and developing effective communications and presentation skills.

MKT 135 Customer Service Techniques **3 CR**

This course is a study of the techniques and skills required for providing customer service excellence, including illustrations to turn customer relations into high standards of customer service, satisfaction, and repeat sales.

MSY 101 Masonry Fundamentals **5 CR**

This course is an introduction to masonry skills and tools.

MUS 101 Chorus I **1 CR**

This course includes the study and performance of selected choral music.

MUS 102 Chorus II **1 CR**

This course includes the study and performance of selected choral music.

MUS 103 Chorus III **1 CR**

This course includes the study and performance of selected choral music.

MUS 104 Chorus IV **1 CR**

This course includes the study and performance of selected choral music.

MUS 105 Music Appreciation **3 CR**

This course is an introduction to the study of music with focus on the elements of music and their relationships, the musical characteristics of representative works and composers, common musical forms and genres of various western and non-western historical style periods, and appropriate listening experiences.

MUS 110 Music Fundamentals **3 CR**

This course is an introduction to the elements of music and music notation with keyboard applications.

PHS 101 Physical Science I **4 CR**

This is the first of a sequence of courses in physical science and includes an introduction to science with emphasis on science terminology and investigations of the physical world. Topics are selected from astronomy, chemistry, geology, and physics.

PHS 102 Physical Science II **4 CR**

This course is a continuation of the introduction to science with emphasis on science terminology and investigations of the physical world. Topics are selected from astronomy, chemistry, geology, and physics.

PHY 201 Physics I **4 CR**

This is the first in a sequence of Physics courses. Topics include mechanics, wave motion, sound, heat, electromagnetism, optics, and modern physics.

PNR 110 Fundamentals of Nursing **5 CR**

This course provides an introduction to basic principles and beginning skills necessary to the nursing process. Concepts are integrated relating to physiological, psychosocial, nutrition and health and safety needs of the individual. Legal and ethical roles of the practical nurse are emphasized.

PNR 120 Medical-Surgical Nursing I **5 CR**

This course is the beginning study utilizing the nursing process. Concepts include physiological, psychosocial, nutrition and health and safety needs of the adult. Clinical experiences address commonly occurring health problems having predictable outcomes.

PNR 122 Pharmacology **3 CR**

This course is an introductory course to the concepts of pharmacology and medication administration. Emphasis is on calculation of dosages, administration of medications and correct use of abbreviations. Effects of specific drugs are presented.

PNR 130 Medical-Surgical Nursing II **5 CR**

This course is a continuation of the study of the nursing process. Concepts include physiological, psychosocial, nutritional, health and safety needs of the adult. Clinical experiences address selected commonly occurring health problems having predictable outcomes.

PNR 140 Medical-Surgical Nursing III **5 CR**

This course is a continuation of the study of the nursing process. Concepts include physiological, psychosocial, nutritional, health and safety needs of the adult. Clinical experiences address selected commonly occurring health problems having predictable outcomes.

PNR 165 Nursing Care of the Family **6 CR**

This course focuses on nursing care of the family during childbearing and childrearing. Clinical sites may include both acute and community settings.

PNR 170 Nursing Care of the Older Adult **2 CR**

This course is a continuation of the study of the nursing process. Concepts include physiological, psychosocial, nutrition and health and safety needs of the older adult. Clinical experiences address commonly occurring health problems having predictable outcomes.

PSC 201 American Government **3 CR**

This course is a study of national governmental institutions with emphasis on the Constitution, the functions of the executive, legislative and judicial branches, civil liberties and the role of the electorate.

PSY 201 General Psychology **3 CR**

This course includes the following topics and concepts in the science of behavior: scientific methods, biological basis for behavior, perception, motivation, learning memory, development, personality, abnormal behavior, therapeutic techniques, and social psychology.

RDG 032 Developmental Reading **3 CR**

This course is an intensive review of the academic reading skills needed for success in a college-level course. Students will demonstrate their understanding of reading as a process and will apply strategies learned to expand their reading comprehension skills. Students will demonstrate the ability to integrate knowledge, use context clues, and identify supporting details.

SOC 101 Introduction to Sociology **3 CR**

This course emphasizes the fundamental concepts and principles of sociology, including culture, socialization, interaction, social groups and stratification, effects of population growth, and technology in society and social institutions.

SOC 210 Juvenile Delinquency **3 CR**

This course presents the nature, extent, and causes of juvenile delinquency behavior, including strategies used in the prevention, intervention, and control of deviant behavior.

Prerequisite: SOC 101

SOC 215 Ethnicity and Minority Issues **3 CR**

This course is a sociological study of social and technological changes influencing minority and ethnic issues.

SOC 220 Sociology of the Family **3 CR**

This course includes an application of theory and research related to family behaviors, roles and values with emphasis on understanding family problems.

Prerequisite: SOC 101

SPA 101 Elementary Spanish **4 CR**

This course is a study of the four basic language skills: listening, speaking, reading, and writing, including an introduction to Hispanic cultures.

SPA 102 Elementary Spanish II **4 CR**

This course continues development of the basic language skills and the study of Hispanic cultures.

SPA 201 – Intermediate Spanish I **3 CR**

This course is a review of Spanish grammar with attention given to more complex grammatical structures and reading difficult prose.

SPC 205 Public Speaking **3 CR**

This course is an introduction to principles of public speaking with application of speaking skills.

THE 101 Introduction to Theatre **3 CR**

This course includes the appreciation and analysis of theatrical literature, history, and production.

WLD 102 Introduction to Welding **2 CR**

This course covers the principles of welding, cutting, and basic procedures for safety in using welding equipment.

WLD 103 Print Reading I **1 CR**

This is a basic course which includes the fundamentals of print reading, the meaning of lines, views, dimensions, notes, specifications, and structural shapes. Welding symbols and assembly drawings as used in fabrication work are also covered.

WLD 104 Gas Welding and Cutting **2 CR**

This course covers gas welding, brazing, soldering, and cutting of metals.

WLD 106 Gas and ARC Welding **4 CR**

This course covers the basic principles and practices of oxyacetylene welding, cutting, and electric welding. Emphasis is placed on practice in fundamental position welding and safety procedures.

WLD 108 Gas Metal ARC Welding I **4 CR**

This course covers equipment setup and the fundamental techniques for welding ferrous and non-ferrous metals.

WLD 111 ARC Welding I**4 CR**

This course covers the safety, equipment, and skills used in the shielded metal arc welding process. Fillet welds are made to visual criteria in several positions.

WLD 113 ARC Welding II**3 CR**

This course is a study of welding of ferrous and/or non-ferrous metals.

WLD 136 Advanced Inert Gas Welding**2 CR**

This course covers the techniques for all positions of welding ferrous and non-ferrous metals.

WLD 141 Weld Quality**2 CR**

This is an introductory course in weld quality assurance.

WLD 154 Pipe Fitting and Welding**4 CR**

This is a basic course in fitting and welding pipe joints, either ferrous or non-ferrous, using standard processes.



Faculty and Staff

Executive Council

Dr. Christopher J. Hall.....Interim President
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 Mrs. Tia Wright-Richards.....Interim VP for Academic Affairs
 Mr. Stephen Mason.....AVP for Economic & Workforce Development
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 Mr. Fred Bove' Director of Information Technology

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McMillan, Inez.....Building and Grounds Specialist Certificate, Early Childhood Development, Denmark Technical College

Miller, Sharon.....Academic Counselor B.A., Art Education, Columbia College; M.A., Rehabilitation Counselor, Southern University

Mintz, Shannel.....Bookstore Manager A.S., Computer Technology, Orangeburg-Calhoun Technical College

Myers, DelameoBuilding and Grounds Specialist Diploma, Allendale-Fairfax High School

Otto, QuintineFiscal Technician I M.A., Business Administration, South Carolina State University; B.A., Business Administration, South Carolina State University

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B.A., Interdisciplinary Studies, University of South Carolina

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Shuler, Elton.....Chief of Public Safety
B.S., Sociology, Claflin University; M.S., Criminal Justice, Troy University; M.A., Counseling, Webster University

Singleton, Danny.....Barnwell Technology Center Coordinator
B.A., History, Voorhees College; Bachelor of Theology, Christian Life School of Theology; School of Magistrates and Municipal Judges, South Carolina Criminal Justice Academy; M.A. Theology, Christian Life School of Theology

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A.A.S., Electronic Data Processing Technology, Blue Ridge Community College

Syme, Philip.....Applications Analyst
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A.A., Criminal Justice, Denmark Technical College

Wideman, Ram'on.....Vice President for Fiscal Affairs
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Williams, Maurice.....Fiscal Technician II
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Williams, Shannon.....Director of Academic Support Center
B.S., Sociology, Voorhees College; M.Ed., Curriculum and Instruction, Lesley University

tion, Lesley University

Williams, Shirley.....Building and Grounds Specialist
A.S., Early Care and Education, Denmark Technical College

Wise, Jamie.....Business Manager
B.S., Accounting, Voorhees College; MBA, Business Administration with a Concentration in Management, Claflin University

Alma Mater

*O' Alma Mater, waving high
The Pride of all our hearts
Real manliness, Fidelity
That never doth depart.*

*We love thy large and tiny halls,
Thy lawns and sunny plains.
We give thee praise with all our might
And yours we will remain.*

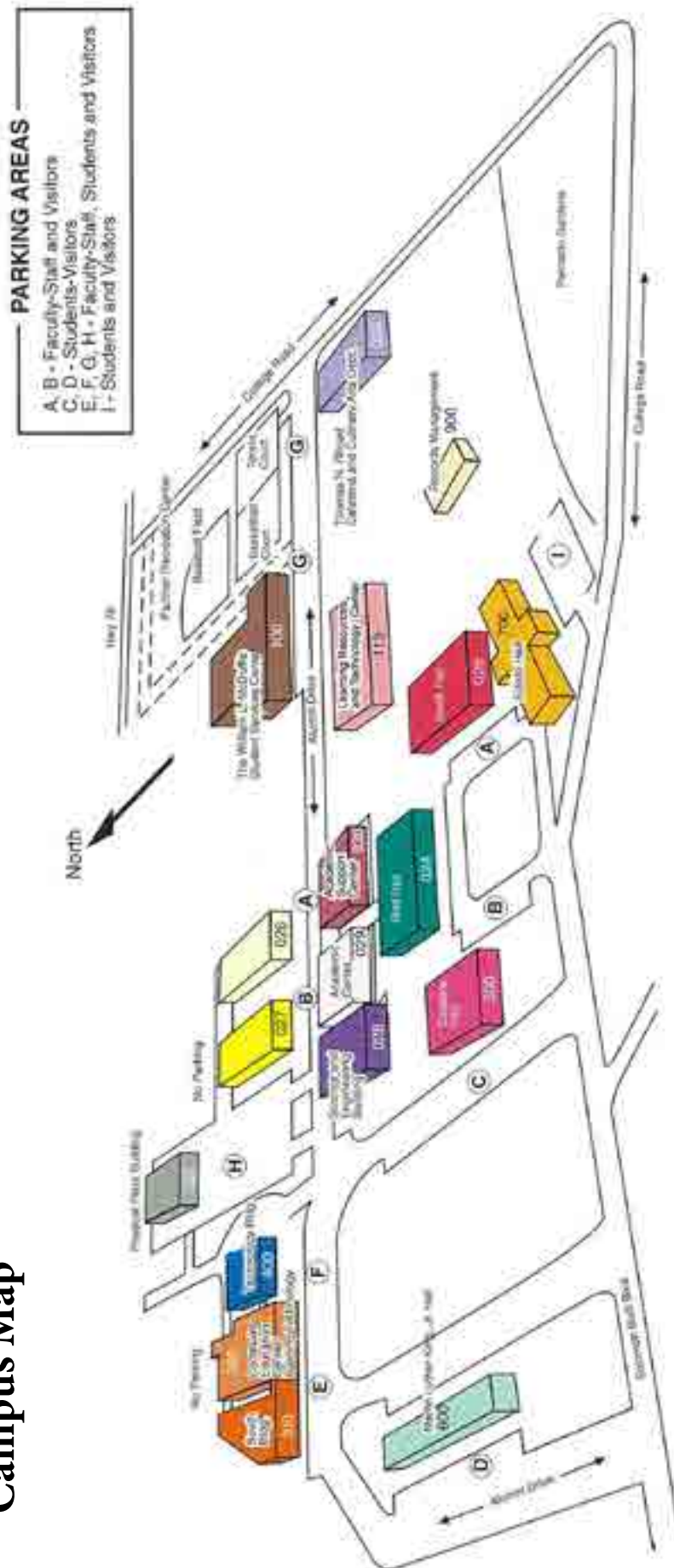
Chorus:

*To thee, dear, Denmark Tech
Our hearts are beating true.
We give thee praise and loyalty
In everything we do.*

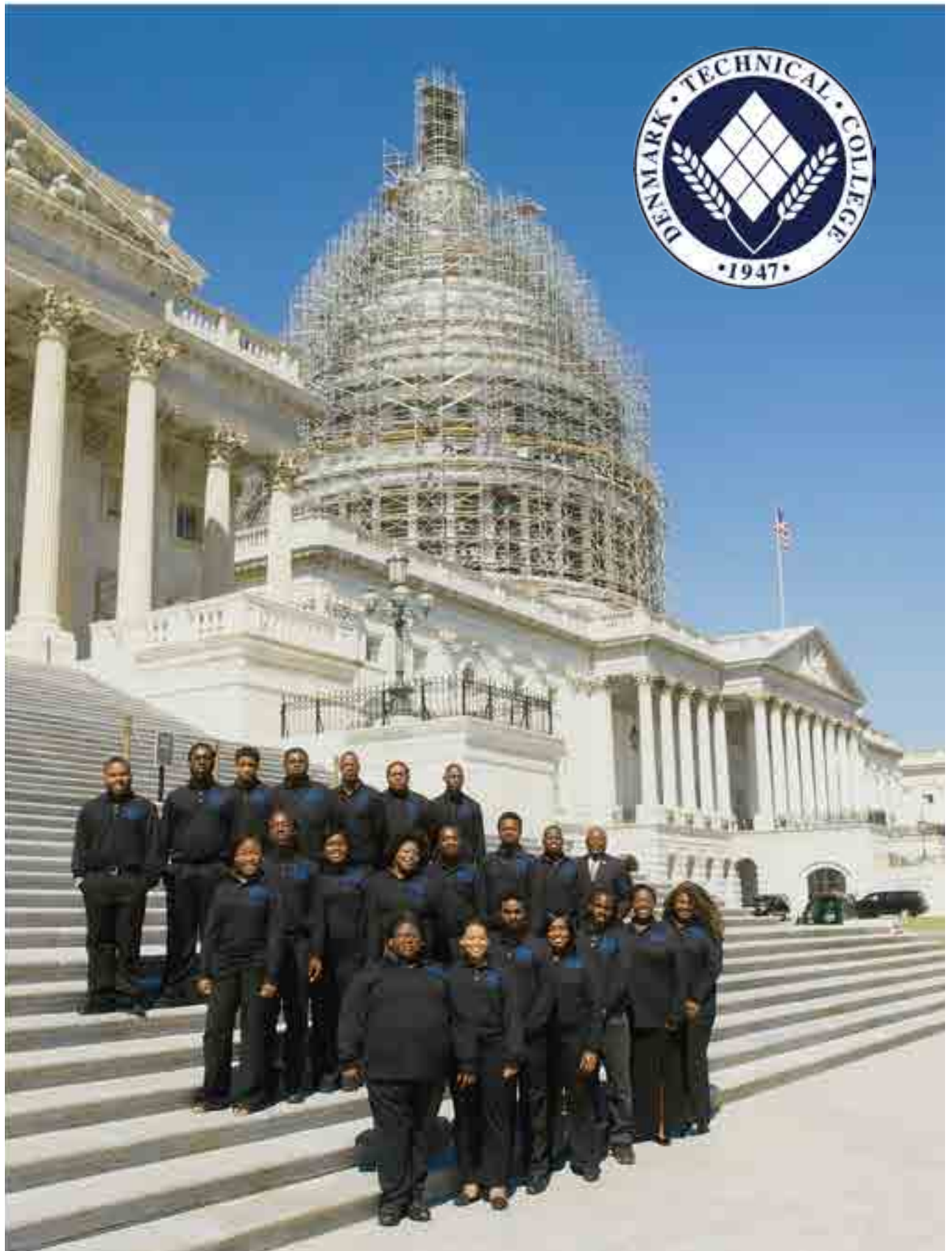
*Alvin O. Jackson
Class of 1950*

(Sung to the tune of "Auld Lang Syne")

Campus Map



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