



# **STUDENT HANDBOOK 2016-2017**

# **Welcome** to West Georgia Technical College!

Dear Student,

Welcome to West Georgia Technical College! Our team is dedicated to helping you achieve your highest potential in technical education and career advancement. Whether you are looking to advance in your current job or gain the skills for an entirely new career field, West Georgia Tech offers over 120 associate degree, diploma and technical certificate programs of study that prepare you to excel in today's technically advanced, global economy.

At West Georgia Tech, our focus on student success and workforce development helps to build stronger communities in our region. We offer flexible class schedules, multiple campus locations and the latest in technology to provide you with a superior learning environment. As a student, you'll enjoy clubs, organizations and activities and a range of NJCAA athletic programs to help you grow inside and outside the classroom. Our dedicated faculty and staff are committed to providing an engaging and high quality learning experience that will prepare you for the future.

We also value our numerous partnerships with area business and industry stakeholders. As a result, we offer excellent continuing education and economic development programs to further support the workforce development needs of this region. As you prepare for graduation, our career services center will keep you abreast of job opportunities available so you can put your new skills to work. Visit the Career Services Jobweb at [www.westgatech.edu/Jobweb](http://www.westgatech.edu/Jobweb) to see a listing of openings around the area provided by our business and industry partners.

We welcome you as a student and look forward to serving you as a premier College within the Technical College System of Georgia!

I wish you continued success in all your educational endeavors and future career goals.

Steve G. Daniel  
President

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# General Information

The statements set forth in this catalog are for informational purposes only and should not be construed as the basis of a contract between students and this institution. While the provisions of this catalog will ordinarily be applied as stated, West Georgia Technical College reserves the right to change any provision listed in this catalog, including but not limited to academic requirements for graduation, without actual notice to individual students. Every effort will be made to keep students advised of any such changes. Information on changes will be available in the Office of Student Affairs and on the college website. It is especially important that students know that it is their responsibility to remain informed of all changes, including academic requirements for graduation.

West Georgia Technical College is accredited by the Southern Association of Colleges and Schools Commission on Colleges to award associate degrees. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404-679-4500 for questions about the accreditation of West Georgia Technical College. The Commission should be contacted only if there is evidence that appears to support the College's significant non-compliance with a requirement or standard. Inquiries such as admission requirements, financial aid, educational programs, etc., should be addressed directly to West Georgia Technical College and not to the Commission's office. Please direct all questions to: West Georgia Technical College, 176 Murphy Campus Drive, Waco, Georgia 30182, Phone 770.537.6000, Fax 770.537.7995.

## Program Accrediting Agencies:

Accreditation Commission for Education in Nursing (ACEN)

Accreditation Council for Business Schools and Programs (ACBSP)

- Accounting
- Business Administrative Technology
- Marketing Management
- Business Management

American Dental Association (ADA)

National Institute for Automotive Service Excellence (ASE)

Commission on Accreditation for Health Informatics and Information Management Education (CAHIIM)

Commission on Accreditation of Allied Health Education Programs (CAAHEP)

- Medical Assisting, under recommendation of the Medical Assisting Education Review Board (MAERB)
- Surgical Technology, under Accreditation Review Committee on Education in Surgical Technology (ARC-ST)

Commission on Accreditation for Health Informatics and Information Management Education (CAHIIM)

Georgia Board of Licensed Practical Nurses

Georgia Board of Nursing

Joint Review Committee on Education in Radiologic Technology (JRCERT)

National Accrediting Agency for Clinical Laboratory Sciences (NAACLS)

National Center for Construction Education and Research (NCCER)

- Welding

## Regulating Agencies:

Georgia State Board of Barbering

Georgia State Board of Cosmetology

Georgia Department of Community Health

Georgia Department of Driver Services

Georgia Firefighter Standards and Training Council

**West Georgia Technical College is a unit of the Technical College System of Georgia.**

The Technical College System of Georgia and its constituent Technical Colleges do not discriminate on the basis of race, color, creed, national or ethnic origin, gender, religion, disability, age, political affiliation or belief, genetic information, disabled veteran, veteran of the Vietnam Era, spouse of military member or citizenship status (except in those special circumstances permitted or mandated by law). This nondiscrimination policy encompasses the operation of all technical college-administered programs, programs financed by the federal government including any Workforce Investment Act of 1998 (WIA) Title I financed programs, educational programs and activities, including admissions, scholarships and loans, student life, and athletics. It also encompasses the recruitment and employment of personnel and contracting for goods and services.

The Technical College System and Technical Colleges shall promote the realization of equal opportunity through a positive continuing program of specific practices designed to ensure the full realization of equal opportunity. The following individuals have been designated to handle inquiries regarding the nondiscrimination policies:

Equity (Title IX) coordinator, Vice President for Student Affairs, **678.664.0532**  
401 Adamson Square, Carrollton, GA 30117

ADA (Section 504) coordinator, Vice President for Administrative Services, **678.664.0533**  
401 Adamson Square, Carrollton, GA 30117

Accessibility Services and Special Populations Coordinator, **770.824.5241**  
disabilityservices@westgatech.edu or specialpopulations@westgatech.edu  
176 Murphy Campus Blvd., Waco, GA 30182

# Telephone Directory

<b>ALL LOCATIONS</b>	<b>855.887.9482</b>
Academic Affairs	770.537.7979
Admissions	770.537.5740
Adult Education/GED	1.855.500.GEDS
Advising Center	1.855.277.2384
Athletics	770.537.6023
Bookstore	
Carroll	770.836.6702
Coweta	770.755.7843
Douglas	770.947.7229
LaGrange	706.756.4611
Murphy	770.537.5732
Business Office	770.537.5701
Campuses, Sites and Locations	
Adamson Square Location	678.664.0400
Carroll Campus	770.836.6800
Carroll County	
College and Career Academy	770.832.8380
CEC	770.755.7440
Coweta Campus	770.755.7800
Douglas Campus	770.947.7300
Franklin Site	706.948.0250
Greenville Site	706.672.3102
LaGrange Campus	706.845.4323
Murphy Campus	770.537.6000
Career Services	770.824.5245
Community Education	678.664.0510
Cosmetology	
Carroll	770.836.6826
Coweta	770.755.7440
Douglas	770.947.7358
LaGrange	706.756.4570
Murphy	770.537.6054
Financial Aid	1.855.286.3462
Human Resources	770.537.5731
Library	
Carroll	770.836.4711
Coweta	770.755.7844
Douglas	770.947.7238
LaGrange	706.845.4557
Murphy	770.537.6066
Police	1.855.579.4357
Public Relations/Marketing	678.664.0525
Registrar	1.855.253.7344
Student Affairs	770.537.5740

# FY 2017 Academic Calendar

July 4	Holiday – Independence Day
July 20	Summer Classes End
July 21	Final Exams
July 22	Grades Due – 10 a.m.
July 25	Open Registration for Fall begins

## Fall Semester 2016 (201712)

August 4	Open Registration ends
August 8	Fee Payment Deadline for Fall
August 11	Late Student Registration begins
August 15	Late Student Registration on campus
August 16	Fall Semester Classes Begin
August 16-18	Drop/Add
August 25	Graduation
August 26	Payment Deadline for Late Reg.
September 5	Holiday – Labor Day
October 13	No Classes – Staff Development
October 26	Withdrawal Date
November 14	Returning Student Reg. begins
November 21-23	No Classes
November 24-25	Holidays-Thanksgiving
November 28	Open Registration begins
December 7	Open Registration ends
December 7	Classes End
December 8, 12	Final Exams
December 9	Payment Deadline
December 13	Grades Due
December 14	Staff Development
December 15	Graduation
December 19	Late Registration begins
Dec. 26-30	Holidays
January 2	Holiday – New Year’s Day

## Spring Semester 2017 (201714)

January 5	Late Student Registration on campus
January 9	Classes Begin
January 9-11	Drop/Add
January 16	Holiday-MLK, Jr. Birthday
January 20	Fee Payment Deadline for Late Reg.
March 9	No Classes – Staff Development
March 20	Withdrawal Date
April 3-7	Spring Break
April 10	Returning Student Reg. opens
April 24	Open Registration begins
May 2	Open Registration ends
May 2	Classes End
May 3-4	Final Exams
May 8	Fee Payment Deadline
May 8	Grades Due – 10 a.m.

## Summer Semester 2017 (201716)

May 15	Late Student Registration begins
May 18	Late Student Registration on campus
May 22	Classes Begin
May 22-24	Drop/Add
May 29	Holiday-Memorial Day
May 31	Fee Payment Deadline for Late Reg.
June 1	Graduation
June 28	Withdrawal Date

## **Our Commitment to You**

As a member of the Technical College System of Georgia, West Georgia Technical College is committed to providing excellence in both physical facilities designed for the learner and qualified faculty prepared to work with students. We believe in the partnership between faculty and students sharing the responsibility for learning.

## **Mission Statement**

### **Our Mission**

West Georgia Technical College, a unit of the Technical College System of Georgia, supports student success, economic development, and the community by providing a skilled workforce through the delivery of relevant education and training opportunities.

### **Our Vision**

We envision West Georgia Technical College as a model of innovation and excellence in technical education, recognized as an outstanding pathway to rewarding careers.

### **Our Role and Scope**

West Georgia Technical College (WGTC) is a public, two-year, multi-campus technical college that provides quality education and promotes workforce development in the West Georgia region.

An open-access institution of higher education, the college serves traditional and nontraditional curriculum students who have a wide variety of educational goals, from personal enrichment to career development to university transfer. To help students meet their goals, WGTC offers associate degrees, diplomas and technical certificates.

The curriculum includes programs in health sciences, trade and technology, business, and public service. WGTC students draw on knowledge from a broad range of disciplines to develop the communication and critical thinking skills that are fundamental to lifelong learning.

WGTC further promotes adult education and economic development through GED classes, ESL classes, continuing education courses, and corporate training for business and industry.

WGTC is committed to being accessible and responsive to community needs. To foster student success, WGTC provides quality education on many levels and comprehensive student support services. In addition to traditional instruction, WGTC's flexible course offerings and alternative delivery methods, including online instruction, enable more members of the community to pursue higher education.

### **Our Core Values**

- Integrity
- Professionalism
- Student Success
- Academic Excellence



## Student Rights

West Georgia Technical College promotes a climate of academic integrity, critical inquiry, strong work ethic, intellectual freedom, and freedom of individual thought and expression consistent with the rights of others. The College protects the rights of its educational mission, vision, and purpose. Students have the right to the following:

1. To be in an atmosphere that is conducive to learning and to attend WGTC educational programs, courses, offerings and activities on campus or any activity sponsored by WGTC off campus in accordance with WGTC policies and procedures.
2. To obtain the necessary knowledge, skills and abilities in order to acquire skill competencies and obtain employment by participating in programs, courses, offerings and activities in accordance with WGTC policies and procedures.
3. To develop intellectual, personal and social values.
4. To due process procedures.
5. To participate in institutional decision making in accordance with WGTC policies and procedures.
6. To participate in approved student organizations in accordance with WGTC policies and procedures.
7. To privacy as outlined in the Family Education Rights and Privacy Act (FERPA).

## General Education Outcomes

West Georgia Technical College stands committed to its mission to focus on the development of academic and technical competence; critical thinking skills; social, personal, and intellectual values; and an understanding of society. In recognition of the growing complexity of society and the workplace, West Georgia Technical College has identified general education outcomes expected of each graduate of its credit programs. These general education outcomes reflect the breadth and balance necessary for success in a global society and provide the foundation for students' lifelong learning experiences. West Georgia's general education outcomes are intended to foster the development of effective communication skills, mathematical reasoning skills, critical thinking abilities, information literacy, and respect for diversity that are vital for students' success in today's workplace and society. General education outcomes provide the tools to help students understand, in a critical and independent way, the issues and structures in which we are immersed and to develop learning skills that will equip students for a productive life in the 21st century.

- Apply appropriate reading, writing, speaking, or listening skills to express ideas, and opinions.
- Use everyday mathematical concepts and basic mathematical tools to obtain or convey information.
- Develop critical thinking and reasoning skills for problem solving.
- Individually or as a member of a group, use information effectively to accomplish a specific purpose.
- Demonstrate ability to work effectively with people who have ideas, beliefs, attitudes, and/or behaviors that are different from his or her own.

## **Student Warranty**

West Georgia Technical College provides a guarantee of quality to all graduates of diploma or degree programs. To demonstrate confidence in and commitment to quality technical education programs which are relevant, current, and responsive to the stated expectations of Georgia's businesses and industries, the Board of the Technical College System of Georgia will warrant every graduate from programs offering a diploma or associate degree according to the following stipulations:

- This warranty guarantees the graduate has demonstrated the knowledge and skills and can perform each competency as identified in the industry-validated Standard and Program Guide; any program graduate who is determined to lack such competence shall be retrained at no cost to the employer or employee for tuition or instruction fees.
- Any claim against the warranty will be based upon an agreement between the employer and the college graduate that the individual could not perform one or more of the competencies contained in the industry-validated Standard and Program Guide.
- This warranty is included as a part of the original tuition cost at all state technical colleges in Georgia and is applicable to graduates of any diploma or degree program who entered the program subsequent to the mandated standards implementation date.
- This warranty will remain in effect for two consecutive years following the date of graduation and will be honored by any state technical college which offers the same program.
- This warranty shall be issued in writing to each graduate who enters a diploma or degree program subsequent to the mandated standards implementation date beginning in the fall quarter, 1989.

## **WGTC Non-Discrimination Policy and Reporting Procedure**

West Georgia Technical College is in compliance with the rules and regulations for the administration of Title VI of the Civil Rights Act of 1964; Title IX of the Educational Amendments of 1972; Public Law 83-318, as amended by Section 3 of Public Law 93-568; Title VI, Section 504 of the Rehabilitation Act of 1973; and Public Law 101-336, The Americans with Disabilities Act of 1990.

The Technical College System of Georgia and its constituent Technical Colleges do not discriminate on the basis of race, color, creed, national or ethnic origin, gender, religion, disability, age, political affiliation or belief, genetic information, disabled veteran, veteran of the Vietnam Era, spouse of military member or citizenship status (except in those special circumstances permitted or mandated by law). This nondiscrimination policy encompasses the operation of all technical college-administered programs, programs financed by the federal government including any Workforce Investment Act of 1998 (WIA) Title I financed programs, educational programs and activities, including admissions, scholarships and loans, student life, and athletics. It also encompasses the recruitment and employment of personnel and contracting for goods and services. The Technical College System and Technical Colleges shall promote the realization of equal opportunity through a positive continuing program of specific practices designed to ensure the full realization of equal opportunity.

West Georgia Technical College is adamantly opposed to inappropriate workplace behavior, including unlawful harassment, discrimination, and retaliation, and will take effective measures to stop such behaviors. Since the College can take action to stop such behavior only if it is aware of such activities, it

is crucial that employees seek assistance. Please seek assistance if you feel that you have been personally harassed, discriminated against, or have been retaliated against.

### **Reporting Procedure**

The following procedure is to be used in reporting and settling grievances in regard to Unlawful Harassment and Discrimination

1. All persons are encouraged to report events of unlawful harassment, discrimination, and/or unlawful retaliation against themselves or others. A student may attempt to resolve any issue arising under this policy informally.
  - a. Complaints alleging action of a discriminatory nature shall be addressed, in writing, by telephone, or in person; to the appropriate coordinator listed below.
    - In regard to Race or Gender discrimination: Equity/Title IX Coordinator, 678.664.0532, Vice President for Student Affairs
    - In regard to the Americans with Disabilities Act (ADA): Section 504/ADA Coordinator, 678.664.0533, Vice President of Administrative ServicesAllegations or suspicions of unlawful harassment or unlawful retaliation may be reported by the complainant to any college employee, the President of the technical college, Legal Services at (404) 679-1605, the Commissioner's Office at (404) 679-1601, the Deputy Commissioner's Office at (404) 679-1706, or by email at [UnlawfulHarassment@dtac.org](mailto:UnlawfulHarassment@dtac.org).
  - b. Such reports can initially be expressed in writing, by telephone, or in person; however, the report will ultimately be required to be in writing.
  - c. After an allegation is made to a department employee that employee shall report the allegation to the President, or his designee, as soon as possible, not to exceed 48 hours.
2. Instructors/administrators who have reason to believe that unlawful harassment, discrimination, and/or retaliation may exist shall immediately inform their President or one of the persons listed above in 1(a).
3. The reporting individual should keep the information confidential unless release is approved, or unless final action has been approved pursuant to this procedure.
4. An affected President may suspend, transfer or reassign personnel or students involved, in order to prevent possible further harassment, discrimination, retaliation or to facilitate the investigation. In emergency situations of a severe nature a President or their designee may take appropriate actions to protect the complainant/alleged victim and/or to deter the alleged violator from any further harassment of the complainant/alleged victim. If the alleged harasser is an employee, the affected President shall report all actions of this nature and any subsequent change in status or assignment to the Human Resources Director.
5. Unless otherwise authorized by the Commissioner in writing, no disciplinary action shall be taken against the alleged violator until an investigation has been completed, a written report has been issued and action has been taken in accordance with this procedure.
6. Any allegation of unlawful harassment, discrimination, or retaliation may be referred by the President of a technical college to the Executive Director, Legal Services for investigation by the Compliance Officer. Investigations by the Compliance Officer may be done in conjunction with the local investigator at the President's request.

### **Investigation**

1. All complaints of unlawful harassment, discrimination or unlawful retaliation shall be investigated thoroughly.
2. If a complaint does not specify facts sufficient to allege unlawful harassment or retaliation as prohibited by this procedure, the local investigator may determine that the allegations shall not

be investigated. This will be done with joint approval by the local investigator and President. This decision will be made within 5 business days of receiving the complaint. Immediately following the decision, notice will be given to the complainant, and the complainant shall have the same rights of appeal as set forth below.

3. Where a complaint is investigated, the investigation shall commence within 5 business days of receipt of the complaint.
4. Investigations will be conducted by gathering relevant information and interviewing appropriate witnesses. All witnesses provided by the complainant will be interviewed.
5. The process from initial complaint to completed investigation should take no longer than 60 days. If additional time is needed, the complainant will be informed.
6. The local investigator/Compliance Officer who conducts the investigation will present facts in a written report to the President.
7. Reports concerning the unlawful harassment, discrimination, or retaliation of students will be processed and handled confidentially to the extent permitted by law.

### **Review and Disposition**

1. After reviewing the final report, the President shall make a recommendation, based on a preponderance of the evidence, as to whether the facts support a finding that unlawful harassment, discrimination, or unlawful retaliation has occurred. The President shall make this recommendation within 5 business days of receipt of the completed investigation.
2. If the recommendation is that the facts **do not** support a finding of unlawful harassment, discrimination, or unlawful retaliation, and it is determined that no action should be taken, then the matter can be closed.
3. If the recommendation is that the facts **do** support a finding of unlawful harassment, discrimination, unlawful retaliation, or a policy violation, appropriate sanctions will be recommended and taken pursuant to the applicable disciplinary procedure (either student or employee).
4. The investigator will provide written notice to the complaining party and subject that the investigation is complete. Notice should be given within 5 business days, provided that if a disciplinary action is to be initiated, no parties will be notified until all disciplinary actions are served.

### **Appeal by Complainant**

1. If the complainant wishes to appeal the recommendation by the President that the facts do not support a finding of unlawful harassment and/or discrimination, the complainant may do so in writing within 5 business days of receiving notice of the President's recommendation.
2. The complainant must send the appeal by regular mail, facsimile, or email to the following:

Executive Director, Legal Services  
1800 Century Place NE, Suite 400  
Atlanta, Georgia 30345-4304  
(404) 679-1615 (facsimile)  
UnlawfulHarassment@dtae.org

# Student Code of Conduct

It is the policy of the Technical College System of Georgia (TCSG) to provide technical and adult education programs for the people of Georgia. Technical Colleges must provide opportunities for intellectual, emotional, social, and physical growth. West Georgia Technical College students assume an obligation to act in a manner compatible with the fulfillment of the mission. The Technical College community recognizes its responsibility to provide an atmosphere conducive to growth. With these principles in mind, the Technical College System of Georgia establishes this Student Code of Conduct.

## Academic Misconduct

Academic Misconduct includes, but is not limited to, the following:

### 1. Aiding and Abetting Academic Misconduct

- a. Knowingly helping, procuring or encouraging another person to engage in academic misconduct.

### 2. Cheating

- a. Use and/or possession of unauthorized material or technology during an examination any other written or oral work submitted for evaluation and/or a grade such as tape cassettes, notes, tests, calculators, computer programs, cell phones and/or smart phones, or other electronic devices.
- b. Obtaining assistance with or answers to an examination or any other written or oral work submitted for evaluation and/or a grade from another person with or without that person's knowledge.
- c. Furnishing assistance with or answers to an examination or any other written or oral work submitted for evaluation and/or a grade to another person.
- d. Possessing, using, distributing or selling unauthorized copies of an examination, computer program, or any other written or oral work submitted for evaluation and/or a grade.
- e. Representing as one's own an examination or any other written or oral work submitted for evaluation and/or a grade created by another person.
- f. Taking an examination or any other written or oral work submitted for evaluation and/or a grade in place of another person.
- g. Obtaining unauthorized access to the computer files of another person or agency and/or altering or destroying those files.
- h. Obtaining teacher edition text books, test banks, or other instructional materials that are only intended to be accessed by technical college officials, college administrator or Faculty Member.

### 3. Fabrication

The falsification of any information or citation in an examination or any other written or oral work submitted for evaluation and/or a grade.

### 4. Plagiarism

- a. Submitting another's published or unpublished work in whole, in part or in paraphrase, as one's own without fully and properly crediting the author with footnotes, quotation marks, citations, or bibliographical reference.
- b. Submitting as one's own original work, material obtained from an individual or agency without reference to the person or agency as the source of the material.
- c. Submitting as one's own original work material that has been produced through unacknowledged collaboration with others without release in writing from collaborators.

## **Non-Academic Misconduct**

Non-Academic Misconduct includes, but is not limited to, the following:

### **1. Behavior**

- a. **Indecent Conduct:** disorderly, lewd, or indecent conduct, including public physical or verbal action; language commonly considered offensive (not limited to, but including profanity); or distribution of obscene or libelous written or electronic material.
- b. **Violence:** mental or physical abuse of any person (including sex offenses) on West Georgia Technical College premises or at West Georgia Technical College-sponsored or college-supervised functions, including verbal or physical actions which threaten or endanger the health or safety of any such persons. This includes fighting and/or other disruptive behavior, which includes any action or threat of action which endangers the peace, safety, or orderly function of the technical college, its facilities, or persons engaged in the business of the College.
- c. **Harassment:** any act, comment, behavior, or clothing which is of a sexually suggestive, harassing, offensive, or intimidating nature. The technical college also prohibits stalking, or behavior which in any way interferes with another student's rights or an employee's performance or creates an intimidating, hostile, or offensive environment. (This also includes the display of or navigation to pornography and other inappropriate websites and materials and inappropriate behavior on social media and/or networking applications.)  
If, in the opinion of college officials, clothing and/or behavior (including the presence of gang colors, signs, and/or symbols) are threatening, intimidating, or offensive in nature, sanctions may be imposed immediately.
- d. **Disruption:** prohibits intentional obstruction or interruption of teaching, research, administration, disciplinary proceedings, or other college activities, including public service functions, and other duly authorized activities on West Georgia Technical College premises or at college-sponsored activity sites.
- e. **Failure to Comply:** Failure to comply with directions of West Georgia Technical College Officials and/or failure to identify oneself to these persons when requested to do so.

### **2. Professionalism**

- a. **Personal Appearance:** Students are expected to maintain proper personal appearance at all times. Attire and grooming should be appropriate for the occupational area in which the student is training. Appropriate is what one normally would wear on a job in the specific area of training. Any attire considered unsafe or disruptive to the class will not be allowed. Students inappropriately dressed or dressed in a manner that could present a safety hazard will not be allowed to attend class. Students are expected to practice good personal hygiene. These requirements are designed to instill in each student a sense of order and respect for himself/herself, other students, and the faculty.  
The wearing of work-related headgear is restricted to department area in which the student is enrolled. An exception to this policy is if the headgear is part of a College recognized uniform such as the nurse cap. It is inappropriate for headgear (baseball caps, stocking caps, etc.) with the exception of religious headgear, to be worn indoors by either male or female students. A primary mission of the West Georgia Technical College is to prepare Students for workplace success; appearance is a major concern employers identify as an area of needed emphasis.

### **3. Use of Technical College Property**

- a. **Theft and Damage:** prohibits theft of, misuse of, or harm to college property, or theft of

- or damage to property of a member of the technical college community or a campus visitor on West Georgia Technical College premises or at a college function.
- b. **Occupation or Seizure:** occupation or seizure in any manner of college property, a technical college Premises or any portion thereof for a use inconsistent with prescribed, customary, or authorized use.
  - c. **Presence on College Premises:** unauthorized entry upon college Premises; unauthorized entry into a technical college Premises or a portion thereof which has been restricted in use; unauthorized presence in a technical college Premises after closing hours; or furnishing false information to gain entry upon the technical college Premises.
  - d. **Assembly:** participation in or conducting an unauthorized gathering that threatens or causes injury to person/s or property or that interferes with free access to technical college facilities or that is harmful, obstructive, or disruptive to the educational process or functions of the College.
  - e. **Fire Alarms:** setting off a fire alarm or using or tampering with any fire safety equipment on college Premises or at college-sponsored activity sites, except with reasonable belief in the need for such alarm or equipment. In the event of a fire alarm sounding, students must evacuate the building unless otherwise directed by a technical college official.
  - f. **Obstruction:** prohibits obstruction of the free flow of pedestrian or vehicular traffic on technical college Premises or at college sponsored or supervised functions.

#### **4. Drugs, Alcohol and Other Substances**

Substances referred to under this policy include all illegal drugs, alcoholic beverages and misused legal drugs (both prescription and over the counter).

- a. **Alcohol:** Students must comply with all state and federal laws regulating alcohol as well as TCSG Policy II.C.6, Alcohol on Campus. Alcoholic beverages may not be served or sold at any student sponsored function. Students being in a state of intoxication on technical college Premises or at college-sponsored or supervised functions (including off-campus functions), internships, externships, practicum, clinical sites, co-operative or academic sponsored programs or activities or in a college-owned vehicle is prohibited.
- b. **Controlled substances, illegal drugs and drug paraphernalia:** The technical college prohibits possession, use, sale or distribution of any controlled substance, illegal drugs, or drug paraphernalia except as expressly permitted by law. Any influence which may be attributed to the use of drugs shall not in any way limit the responsibility of the individual for the conduct or consequences of his/her actions.
- c. **Food:** The technical college prohibits eating and/or drinking in classrooms, shops, and labs or other unauthorized areas on technical college Premises, unless otherwise permitted by technical college officials.
- d. **Tobacco:** The technical college prohibits smoking, or using other forms of tobacco products in classrooms, shops, and labs or other unauthorized areas on West Georgia Technical College Premises.

#### **5. Use of Technology**

- a. **Damage and Destruction:** Destruction of or harm to equipment, software, or data belonging to the technical college or to others is considered unacceptable usage. This may include altering, downloading, or installing software on technical college computers, tampering with computer hardware or software configuration, improper access to the technical college's network, and disconnection of technical college computers or devices.
- b. **Electronic Devices:** Unless otherwise permitted by technical college officials, the College prohibits use of electronic devices in classrooms, labs, and other instructional, event, or affiliated facilities on technical college Premises. Such devices include, but are not limited to cell phones, beepers, walkie talkies, cameras, gaming devices, and other electronic devices, which may cause unnecessary disruption to the teaching/learning process on

campus. The College also prohibits attaching personal electronic devices to college computers under any circumstances.

- c. Harassment: The College prohibits the use of computer technology to harass another student or technical college official by with obscene, harassing or intimidating messages, communications, jokes, or material.
- d. Unacceptable Use: Use of computing facilities to interfere with the work of another student, faculty member or technical college official. This includes the unauthorized use of another individual's identification and password. West Georgia Technical College prohibits any additional violation to the Department's Acceptable Computer and Internet Use Policy.

## **6. Weapons**

The Technical College System of Georgia is committed to providing all employees, students, volunteers, visitors, vendors and contractors a safe and secure workplace and/or academic setting. The possession, carrying, or transportation of a firearm, weapon, or explosive compound/material in or on college buildings or property shall be governed by Georgia state law. All individuals are expected to comply with the related laws. Failure to follow laws pertaining to weapons is considered a violation of the Student Code of Conduct. Relevant Georgia laws to be aware of and compliant with include but may not be limited to:

- O.C.G.A. § 16-8-12(a)(6)(A)(iii)
- O.C.G.A. § 16-7-80
- O.C.G.A. § 16-7-81
- O.C.G.A. § 16-7-85
- O.C.G.A. § 16-11-121
- O.C.G.A. § 16-11-125.1
- O.C.G.A. § 16-11-126
- O.C.G.A. § 16-11-127
- O.C.G.A. § 16-11-127.1
- O.C.G.A. § 16-11-129
- O.C.G.A. § 16-11-130
- O.C.G.A. § 16-11-133
- O.C.G.A. § 16-11-135
- O.C.G.A. § 16-11-137
- O.C.G.A. § 43-38-10

## **7. Gambling**

The Technical College System of Georgia prohibits the violation of federal, state or local gambling laws on technical college Premises or at technical college sponsored or supervised activities.

## **8. Parking**

The College prohibits violation of West Georgia Technical College regulations regarding the operation and parking of motor vehicles on or around College premises.

## **9. Financial Irresponsibility**

The technical college prohibits the theft or misappropriation of any technical college, student organization or other assets.

## **10. Violation of Technical College Policy**

Violation of published System or West Georgia Technical College Policies, rules or regulations including, but not limited to, rules imposed upon students who enroll in a particular class or program, internships, externships, practicum, clinical sites, co-operative, or any academic sponsored programs or activities, student organizations or students who reside in on-campus housing.

## **11. Aiding and Abetting**



Aiding, abetting, or procuring another person to do an activity which otherwise violates this Code of Conduct is prohibited.

### **12. Falsification of Documentation**

Disciplinary proceedings may be instituted against a student who falsifies any documentation related to the technical college either to the technical college or to others in the community, including, but not limited to falsification of: technical college transcripts; transcripts or other 8 documentation from other institutions to obtain credit from or admission to the technical college; technical college report cards or other grade reports; documentation related to a student's citizenship status; tests, homework, attendance records; signature of any technical college employee in his or her official capacity; signatures of any employee of a clinical or internship site where the student is participating in an educational program associated with the technical college or records related to any clinical, internship or other academic activity associated with the technical college.

### **13. Violation of Law**

- a. If a student is convicted or pleads Nolo Contendere to an on-campus or off-campus violation of federal, state, or local law, but not has not been charged with any other violation of the Student Code of Conduct, disciplinary action may nevertheless be taken and sanctions imposed if the violation of federal, state or local law is detrimental to the technical college's vital interests and stated mission and purpose.
- b. Disciplinary proceedings may be instituted against a student charged with violation of a law that is also a violation of the Student Code of Conduct if both violations result from the same factual situation, without regard to criminal arrest and/or prosecution. Proceedings under this Student Code of Conduct may be carried out prior to, simultaneously with, or following criminal proceedings.
- c. When a student is charged by federal, state, or local authorities with a violation of law, the technical college will not request or agree to special consideration for that individual because of his/her status as a student. The technical college will cooperate fully with law enforcement and other agencies in the enforcement of criminal law on campus and in the conditions imposed by criminal courts for the rehabilitation of student violators. Individual students, acting in their personal capacities, remain free to interact with governmental representatives as they deem appropriate.

### **14. Abuse of the Student Judicial Process, including, but not limited to:**

- a. Failure to obey the notification of the Vice President for Student Affairs or the technical college president's designee, Hearing Body, Appellate Board or Technical College Official.
- b. Falsification, distortion, or misrepresentation of information in a judicial proceeding.
- c. Disruption or interference with the orderly conduct of a disciplinary proceeding.
- d. Initiating a disciplinary proceeding knowingly without cause.
- e. Attempting to discourage an individual's proper participation in, or use of, the disciplinary process.
- f. Attempting to influence the impartiality of a member of a Hearing Body, or Appellate Board prior to, and/or during the course of, the disciplinary proceeding.
- g. Harassment (verbal or physical) and/or intimidation of a member of a Hearing Body, or Appellate Board prior to, during, and/or after a disciplinary proceeding.
- h. Failure to comply with the sanction(s) imposed under the Student Code.

## **Disciplinary Policy and Procedure**

The administration reserves the right to maintain a safe and orderly educational environment for students and staff. Therefore, in the judgment of college officials, when a student's conduct disrupts or threatens to disrupt the Technical College Community, appropriate disciplinary action will be taken to restore and protect the atmosphere of collegiality and mutual respect on campus.

This procedure is intended to provide an orderly protocol for handling student disciplinary cases in accordance with the principles of due process and justice.

**DEFINITIONS:**

1. Academic Misconduct: includes, but is not limited to, the definition found in the Student Code of Conduct section of this Student Handbook.
2. Business days: weekdays that the technical college administrative offices are open.
3. Hearing Body: any person or persons authorized by the president of a technical college to provide a hearing as provided in this procedure.
4. Member of the technical college community: any person who is a student, faculty member, technical college official or any other person/s involved with the technical college community or employed by the technical college.
5. Policy: the written regulations of the technical college as found in, but not limited to, the Student Code of Conduct, Students Handbook(s), Technical College Catalog(s), the Technical College Policy Manual, and the Policy Manual approved by the State Board for the Technical College System of Georgia.
6. Student: all persons taking courses at the technical college full-time, part-time, dual enrollment, joint enrollment, non-credit and credit. Persons who are not officially enrolled for a particular term but who have a continuing relationship with the technical college are considered "students".
7. Student Organization: any number of persons who have complied with the formal requirements for technical college recognition.
8. Technical college: any college within the Technical College System of Georgia.
9. Technical college official: any person employed by the technical college, performing assigned administrative responsibilities on a part-time, full-time, or adjunct basis.
10. Premises: all land, buildings, facilities, and other property in the possession of or owned, used, or controlled by the technical college (including adjacent streets and sidewalks).

**PROCEDURES:**

**A. Filing a Complaint**

1. Any person may file a complaint with the Vice President for Student Affairs or the technical college president's designee against any student for an alleged violation of the Student Code of Conduct. The individual(s) initiating the action should complete a Student Code of Conduct Complaint Form, and provide it to the Vice President for Student Affairs or the technical college president's designee.
2. Academic Misconduct may be handled using this procedure or a separate Academic Misconduct Procedure at the discretion of the technical college president.
3. Investigation and Decision
  - a. Within five business days after the Student Code of Conduct Complaint Form (the "complaint") is filed, the Vice President for Student Affairs or the technical college president's designee shall complete a preliminary investigation of the incident, and schedule a meeting with the student against whom the complaint was filed in order to discuss the incident and the allegations. In the event that additional time is necessary, the student will be notified. After discussing the complaint with the student, the Vice President for Student Affairs or the technical college president's designee shall determine whether the student committed the alleged conduct and whether the alleged conduct constitutes a violation of the Student Code of Conduct.
  - b. The student shall have 5 business days from the date contacted by the Vice President for Student Affairs or the technical college president's designee to schedule the meeting. This initial meeting may only be rescheduled one time. If the student fails to respond to the Vice President for Student Affairs or the technical college president's designee within 5 business days to schedule the meeting, reschedules the meeting more than once, or fails to appear at the meeting, the Vice President for Student Affairs or the technical college president's designee will consider the available evidence without student input and make

- a determination.
- c. In the event that a complaint alleges violations of the Student Code of Conduct by more than one student, each student's disciplinary proceeding, as well as any appeals relating to that proceeding, shall be conducted individually.
- d. If the Vice President for Student Affairs or the technical college president's designee determines that the student has violated the Student Code of Conduct, he/she shall impose one or more disciplinary sanctions consistent with those described below. If the Vice President for Student Affairs or the technical college president's designee determines that the alleged conduct did not occur, or that the conduct was not a violation of the Student Code of Conduct, he/she shall not impose any disciplinary sanctions on the student and the investigation shall be closed.

## **B. Disciplinary Sanctions**

Based on the severity of the incident, the Vice President for Student Affairs may take one of the two actions:

1. After a determination that a student has violated the Student Code of conduct, the Vice President for Student Affairs or the technical college president's designee may impose, without referral to the Hearing Body, one or more of the following sanctions. Notification shall be sent to the student and the person(s) who initially filed the complaint.
  - a. **Restitution** – A student who has committed an offense against property may be required to reimburse the technical college or other owner for damage to or misappropriation of such property. Any such payment in restitution shall be limited to the actual cost of repair or replacement.
  - b. **Reprimand** – A written reprimand may be given any student. Such a reprimand does not restrict the student in any way, but it signifies to the student that he/she is in effect being given another chance to conduct himself/herself as a proper member of the technical college community and that any further violation may result in more serious sanctions.
  - c. **Restriction** – A restriction upon a student's privileges for a period of time may be imposed. This restriction may include but is not limited to denial of the right to represent the technical college in any way, denial of use of facilities, alteration or revocation of parking privileges, or restrictions from participating in extracurricular activities.
  - d. **Disciplinary Probation** – Continued enrollment of a student on probation may be conditioned upon adherence to specified terms. Any student placed on probation will be notified of the terms and length of probation in writing. Any conduct determined after due process to be in violation of these terms while on probation may result in the imposition of more serious disciplinary sanctions, as specified by the terms of probation.
  - e. **Failing or lowered grade** – In cases of academic misconduct, the Vice President for Student Affairs or the technical college president's designee will make a recommendation to the Vice President for Academic Affairs or his/her designee who may authorize the instructor to award a failing or lowered grade in the course, a loss of credit on the assignment or examination.
2. After a determination that a student has violated the Student Code of conduct, the Vice President for Student Affairs or the technical college president's designee may recommend the imposition of one of the following sanctions if appropriate. The Vice President for Student Affairs' recommendation will be forwarded to the Hearing Body, which may impose one or more of the following sanctions, as well as those described in section VI.C.1 above, following a hearing. A copy of the written recommendation shall be provided to the student and the person filing the complaint:
  - a. **Disciplinary Suspension** – If a student is suspended, he/she is separated from the technical college for a stated period of time. Conditions of reinstatement, if any, must be stated in the notice of suspension.
  - b. **Disciplinary Expulsion** – Removal and exclusion from the technical college, Technical

College controlled facilities, programs, events, and activities. A record of the reason for the student's dismissal is maintained by the Vice President for Student Affairs or the technical college president's designee. Students who have been dismissed from the technical college for any reason may apply in writing to the Vice President for Student Affairs for reinstatement twelve (12) months following the expulsion. If approval for reinstatement is granted, the students will be placed on disciplinary probation for a specified term. The probationary status may be removed at the end of the specified term at the discretion of the Vice President for Student Affairs or the technical college president's designee.

- c. **System-Wide Expulsion** – Where a student has been expelled or suspended three times from the same or different colleges in the Technical College System of Georgia in the past seven years, the student will not be permitted to registrar at any college in the Technical College System of Georgia for a period of ten years after the most recent expulsion/suspension.

### 3. **Violation of Federal, State, or Local Law**

- a. If a student is convicted or pleads nolo contendere to an off-campus violation of federal, state, or local law, but not with any other violation of the Student Code of Conduct, disciplinary action may be taken and sanctions imposed for misconduct that is detrimental to the technical college's vital interests and stated mission and purpose.
- b. Disciplinary proceedings may be instituted against a student charged with violation of a law that is also a violation of the Student Code of Conduct if both violations result from the same factual situation, without regard to criminal arrest and/or prosecution. Proceedings under this Student Code of Conduct may be carried out prior to, simultaneously with, or following criminal proceedings.
- c. When a student is charged by federal, state, or local authorities with a violation of law, the technical college will not request or agree to special consideration for that individual because of his/her status as a student. The technical college will cooperate fully with law enforcement and other agencies in the enforcement of criminal law on campus and in the conditions imposed by criminal courts for the rehabilitation of student violators. Individual students, acting in their personal capacities, remain free to interact with governmental representatives as they deem appropriate.

- 4. **Interim Disciplinary Suspension** – As a general rule, the status of a student accused of violations of the Student Code of Conduct should not be altered until a final determination is made regarding the charges against him/her. However, interim suspension may be imposed upon a finding by the Vice President for Student Affairs or the technical college president's designee that the continued presence of the accused student on campus constitutes a potential or immediate threat to the safety and well-being of the accused student or any other member of the technical college community or its guests, or that the continued presence of the student on campus creates a risk of substantial disruption of classroom or other technical college-related activities. If an interim disciplinary suspension is imposed, the matter must be referred as soon as possible to the Hearing Body. The student need not request an appeal.

### 5. **Conditions of Disciplinary Suspension and Expulsion**

- a. A student who has been suspended or expelled from the technical college shall be denied all privileges afforded a student and shall be required to vacate technical college Premises at a time determined by the Vice President for Student Affairs or the technical college president's designee.
- b. In addition, after vacating the technical college Premises, a suspended or expelled student may not enter upon the technical college Premises at any time, for any purpose, in the absence of written permission from the Vice President for Student Affairs or the technical

college president's designee. A suspended or expelled student must contact the Vice President for Student Affairs or the technical college president's designee for permission to enter the technical college Premises for a limited, specified purpose.

- c. If the student seeks to submit a signed Disciplinary Sanction Appeal Form, the Vice President for Student Affairs or the technical college president's designee must accept the form by mail or fax if he/she refuses the student's request to enter the technical college Premises for that specified purpose.
- d. A scheduled appeal hearing before the Hearing Body shall be understood as expressed permission from the Vice President for Student Affairs or the technical college president's designee for a student to enter the technical college Premises for the duration of that hearing.

### **C. Mediation**

1. At the discretion of the technical college president the technical college may adopt a mediation procedure to be utilized prior to the appeals set forth herein. Mediation may never be used in cases of alleged sexual misconduct.

### **D. Hearing/Appeals Procedure**

1. A student who wishes to appeal a disciplinary decision by the Vice President for Student Affairs or the technical college president's designee regarding an assigned sanction of restitution, reprimand, restriction, disciplinary probation, or failing or lowered grade must file a written notice of appeal through the technical college president's office for review by the Hearing Body within five business days of notification of the decision. The person filing the initial complaint against the student must be notified of the hearing date.
2. If the Vice President for Student Affairs or technical college president's designee recommended a sanction of disciplinary suspension, disciplinary expulsion, interim disciplinary suspension, or system-wide expulsion, the matter will be referred to the Hearing Body by the Vice President for Student Affairs. The student need not file a written notice of his or her desire to appear before the Hearing Body. The person filing the initial complaint shall also be given notification of the hearing.
3. The student will then have the right to appear in a hearing before a Hearing Body assigned by the technical college president or his/her designee within 10 business days to present evidence and/or testimony. If the student has been placed on an interim disciplinary suspension, the hearing must be held as soon as possible, preferably within 5 days. The student has the right to be assisted by any single advisor he/she chooses, at his/her own expense. The student is responsible for presenting his/her own case and, therefore, advisors are not permitted to speak or to participate directly in any hearing before a Hearing Body. The Hearing Body may consist of a single person or a group of people drawn from the technical college community. There shall be a single official record, such as a tape recording, of all hearings before the Hearing Body. The official record shall be the property of the technical college. The standard of proof in all hearings shall be a preponderance of the evidence. The chairperson of the Hearing Body shall notify the technical college president and the Vice President for Student Affairs in writing of the Hearing Body's decision. The technical college president or his/her designee will notify the student in writing of the Hearing Body's decision.
4. If the student appeared before the Hearing Body to appeal the Vice President for Student Affairs or the technical college president's designee's sanction of restitution, reprimand, restriction, disciplinary probation, or failing or lowered grade, the Hearing Body's decision regarding the appeal is final. A copy of the Hearing Body's written decision will be provided to both the student and the person who filed the original complaint.
5. If the student appeared before the Hearing Body after the Vice President for Student Affairs or the technical college president's designee recommended disciplinary suspension, disciplinary expulsion, interim disciplinary suspension, or system-wide expulsion, the student shall have the opportunity to

appeal directly to the technical college president.

6. If entitled to an appeal to the technical college president, the student shall have 5 business days after receiving written notification of the Hearing Body's decision to request in writing an appeal. The student shall ensure that all relevant information is included with the request. The person who filed the original complaint shall be notified of the student's appeal.
7. The president of the technical college or his/her designee's review shall be in writing and shall only consider evidence currently in the record, new fact not brought up in earlier stages of the appeal shall not be considered. The technical college president or his/her designee shall deliver the decision to the student and the person who filed the original complaint within 10 business days. The decision of the technical college president or his/her designee shall be final and binding.

#### **E. Children on Campus**

Children of currently-enrolled students are allowed on campus only with direct supervision of that parent. Children will not be allowed to roam the campus or be left unattended by their parent(s) at any time at any location. Students who are parents of unattended children found on campus will be removed from their class to attend to their children and may be asked to take the children home if other arrangements cannot be made. Children may be present for some recreation events (such as certain Student Activities functions and events open to the community,) but must be approved by the Student Activities Coordinator prior to the event. Children are NOT allowed in the classroom.

## **Student Grievances**

It is the policy of the Technical College System of Georgia to maintain a grievance process available to all students that provides an open and meaningful forum for their grievances, the resolution of these grievances, and is subject to clear guidelines. This procedure does not address grievances related to the unlawful harassment, discrimination and/or retaliation for reporting harassment/discrimination against students. Those complaints are handled by the Unlawful Harassment and Discrimination of Students Procedure.

### **Definitions**

- A. Grievable issues: Issues arising from the application of a policy/procedure to the student's specific case is always grievable. Specifically grievable are issues related to student advisement, improper disclosure of grades, unfair testing procedures and poor treatment of students; this is a representative list and is not meant to be exhaustive.
- B. Non-grievable issues: Issues which have a separate process for resolution (i.e. disciplinary sanctions, FERPA, financial aid, academic grades, discrimination, harassment, etc.) are not grievable and a student must take advantage of the process in place.
- C. Business days: Weekdays that the college administrative offices are open.
- D. Vice President for Student Affairs (VPSA): The staff member in charge of the student affairs division at the College.
- E. Retaliation: Unfavorable action taken, condition created, or other action taken by a student/employee for the purpose of intimidation directed toward a student because the student initiated a grievance or participated in an investigation of a grievance.

### **Student Grievances Procedures**

- A. For all timelines established herein, if a student will need additional time, an extension may be granted at the Vice President for Student Affairs' discretion.
- B. **Informal Grievance Procedure:** Students with grievable issues should resolve those issues, if possible, on an informal basis without the filing of a formal grievance.
  1. A student has 10 business days from the date of the incident being grieved to resolve the matter informally by approaching their instructor, department chair or any other staff or faculty member directly involved in the grieved incident.
  2. Where this process does not result in a resolution of the grievable issue, the student may

- proceed to the formal grievance procedure.
- C. **Formal Grievance Procedure:** where a student cannot resolve their grievance informally, he or she may use this formal grievance procedure.
1. Within 15 business days of the incident being grieved, the student must file a formal grievance in the office of the Vice President for Student Affairs (VPSA) or the technical college president's designee with the following information:
    1. Name
    2. Date
    3. Brief description of incident being grieved
    4. Remedy requested
    5. Signed, and;
    6. Informal remedy attempted by student; and outcome
  2. If the grievance is against the VPSA, the student shall file the grievance with the technical college president.
  3. The VPSA, or the technical college president's designee, will investigate the matter and supply a written response to the student within 10 business days.
  4. If the grieved incident involves possible unlawful harassment, discrimination or retaliation for reporting unlawful harassment/discrimination, the investigation will be handled pursuant to the Procedure: Unlawful Harassment and Discrimination of Students.
  5. If the grieved incident is closely related to an incident being processed through the harassment/discrimination or disciplinary procedure, the proceedings under the Unlawful Harassment and Discrimination of Students procedure will take precedence, then the disciplinary procedure and then the student's grievance will be addressed. The grievance will not be processed until after the other procedures have run their course.
  6. The VPSA, or the technical college president's designee, shall be granted an additional 15 business days to investigate the grievance upon notice to the grieving student.
- D. **Appeal:** The student may appeal the decision from the VPSA or the technical college president's designee to the technical college president. Only the student has the right to appeal.
1. A student shall file a written appeal to the technical college president within 5 business days of receiving the response referenced above.
  2. The appeal will be decided based entirely on documents provided by the student and the administration; therefore the student must ensure that he or she has provided all relevant documents with his or her appeal.
  3. At the sole discretion of the technical college president, grievance appeals at the institution may be held in one of the following two ways:
    - a. The technical college president may review the information provided by the student and administration and make the final decision; or
    - b. The technical college president may appoint a cross-functional committee to make the final decision.
    - c. The decision of either the technical college president or the cross-functional committee shall be made within 10 business days of receipt of the appeal.
  4. Whichever process is chosen by the technical college president, the decision of the grievance appeal is final.
- E. **Retaliation** - against a student for filing a grievance is strictly prohibited.

## Sexual Harassment

Anyone, faculty, staff or student having a complaint involving alleged sexual harassment shall notify the Vice President for Student Affairs.

1. The VP for Student Affairs shall select (or serve as) an investigator.
2. The investigator will interview the complainant and the alleged perpetrator separately.

3. The investigator will interview any witnesses named.
4. The investigator will make a decision based on all the interviews as to whether sexual harassment occurred, and if so, make a recommendation as to a penalty or response to be imposed.
5. The investigator will inform the college President of the results of the investigation and the proposed response or disciplinary action.
6. The college President will inform the alleged perpetrator of the results of the investigation and any disciplinary action to be taken (if complaint is justified).
7. The VP for Student Affairs will inform the complainant of the outcome of the investigation.

The school is adamantly opposed to inappropriate workplace behavior, including unlawful harassment, retaliation, and it will take effective efforts to stop such behaviors. Since the school can only take action to stop such behavior if it is aware of the behavior, it is crucial that you seek assistance.

Please seek assistance if you feel that you have been personally harassed, discriminated against, or have been retaliated against by any fellow student or any WGTC faculty or staff member, regardless of his or her level of authority at the school.

## **Drugs and Narcotics**

The use, possession, or distribution of narcotics, amphetamines, barbiturates, marijuana, hallucinogens, and any other dangerous or controlled drugs not prescribed by a physician is prohibited on the college's property or at college-sponsored events.

1. Title 20-1 of the Official Code of Georgia Annotated states that any student of a public educational institution who is convicted under the laws of this state, the United States, or any state, of any felony offense involving the manufacture, distribution, sales, possession, or use of marijuana, a controlled substance, or a dangerous drug, shall as of the date of conviction be suspended from the public educational
2. Title 20-3-1 of the Official Code of Georgia Annotated specifies that any student organization functioning in conjunction with, incidental to, or at a Technical College System of Georgia Institution, through its officers, agents, or responsible members knowingly permits authorization of the sale, distribution, serving, possession, consumption, or use of marijuana, a controlled substance, or any dangerous drug at any affair, function, or activity of that student organization, social or otherwise, at which such sales, distribution, serving, possession, consumption, or use is not in compliance with the laws of this state, shall be expelled from campus for a minimum of a calendar year from the year of termination of guilt, and shall be prohibited from the use of all property, to be terminated by operation of law for any such knowing, permission, or authorization of the unlawful actions defined in the Code section, subject to the administrative review and hearing procedures set forth in this Code section.

### **Drugs (The President's Statement)**

This statement is designed to emphasize, in fairness to all members of the technical college community, the serious and/or dangerous consequences resulting from the illegal use, possession, or distribution of marijuana, LSD, or other mind-altering drugs, and the unauthorized use of drugs, such as amphetamines, barbiturates, and tranquilizers, which are sometimes prescribed for medical purposes.

Marijuana, LSD, cocaine, or other mind-altering drugs are illegal under both federal and state laws. Although the laws may have been modified on charges of possession of minute amounts, most first offenses are felonies and punishable by incarceration for two to ten years with fines of \$2,000 and the loss of certain civil rights. The penalty for subsequent offenses is a felony punishable by imprisonment for a period of not less than ten years, with possible life sentences at the discretion of the judge.

Furthermore, it should be noted that agents of the federal and state government are engaged in



intensive and thorough investigations on a continuing basis throughout the state. The law requires that when a felony is committed, the civil authorities shall handle the situation rather than technical college authorities; technically, the law would say that failure to do so would involve compounding a felony.

Under the circumstances, it is clear that the policy of the technical college must be that which is described under Title 20-1 and 20-3-1 of the Official Code of Georgia Annotated stated earlier in this catalog. Recent state and federal legal actions make it clear that the technical college has an important role to play in creating a drug-free campus.

It is hoped that this statement will help our students and the entire technical community recognize the implication of full accountability and responsibility for their actions. Not only are the legal risks grave, but there are extremely dangerous health risks associated with the use of illicit drugs and the abuse of alcohol. The technical college, through its Office of Student Affairs, is prepared to offer information to students needing assistance with any drug- or alcohol-related problems. We must have a drug-free environment.

## **The Student Right to Know**

**Campus Security Act** - (Public Law 101-542) is a consumer protection measure that requires the disclosure of certain campus statistics to students and employees. In compliance with this legislation, Georgia's technical colleges and colleges will provide:

- A. Information on completion or graduation rates of diploma and degree seeking full-time student to current students and to prospective students enrolling or entering into any financial obligation at the college.
- B. Statistics for all current and prospective students and employees concerning the occurrence of campus crime, including the following:
  - a. Murder
  - b. Rape
  - c. Robbery
  - d. Aggravated Assault
  - e. Burglary
  - f. Motor Vehicle Theft
  - g. Liquor Law Violations
  - h. Drug Abuse Violations
  - i. Weapons Possessions
  - j. Sexual Assault

All information is published annually and may be obtained through the office of Student Affairs and is also available at <http://ope.ed.gov/security/GetOneInstitutionData.aspx>

**Campus Sex Crimes Prevention** - This Act requires convicted sex offenders to notify states of each institution of higher education at which the individual is a student or an employee. Information concerning registered sex offenders may be obtained through each the county sheriff department or on the following website, <http://www.ganet.org/gbi/sorsch.cgi>.

## **Campus Safety and Emergency Evacuation Procedures**

**Building and Grounds Security** - Security personnel are located at all campuses. Damage of any nature to school property, whether willful or otherwise, will be reported upon detection to the Vice President of Administrative Services. The name(s) of the person(s) responsible will be submitted, if known. Any break-ins will be reported without delay, whether damage is noted or not. Care will be taken to avoid disturbing prints and other evidence.

If there is a serious accident or disaster, a case of vandalism, break-in, or unusual damage to buildings and equipment, the administrative office will first contact the local police and then prepare a written report, giving a brief statement of the circumstances of the incident and listing equipment and supplies damaged or stolen.

**Fire Evacuation Plan** - In the event of a fire; faculty, staff, and students will follow the established evacuation procedure.

- a. Fire Alarm Emergency Signal sounded (check with your instructor for specific signals on each campus).
- b. Students and instructors will proceed to their designated assembly area when the alarm is sounded. Disabled students who are limited in mobility will be assigned a partner by the instructor and/or the person in charge.
- c. Classroom and lab doors/windows will be closed by the instructor and/or persons designated.
- d. All equipment will be turned off at the time the alarm sounds.
- e. No one will return to the building until the return signal is given.
- f. After students are assembled at a designated area outside the building, roll call will be conducted. Instructors will report the status of roll call to the administrator in charge of the area.
- g. The "ALL CLEAR" will be indicated.
- h. Word to dismiss (or close the college) will be passed personally by the president or his/her designee.

**Tornado Evacuation Plan** - In the event of severe weather; faculty, staff, and students will follow the established evacuation procedure.

- a. Tornado Emergency Signal will be sounded (check with your instructor for specific signals on each campus).
- b. Students and instructors will proceed to the designated posted areas.
- c. Leave area immediately. Do not take time to close windows and doors.
- d. Instructors will ensure that all students proceed to the designated area.
- e. Sit down against interior wall and cover head, if possible.
- f. No one will return to the area until the return signal is given.

**Bomb Threat Procedures** - Personal announcement to evacuate will be made by staff. Students and staff will evacuate using institutional fire evacuation routes. Students and other individuals should be assembled by class and/or group at a distance of 500 feet from the buildings. "All clear" signal will be indicated when it is safe to re-enter the building.

**Health Services/Emergencies** - First aid kits, safety equipment, and staff trained in first aid are available on campus. In the event of injury or other medical emergency, the nearest instructor or firstaid monitor should be notified. Professional emergency care, if needed, will be secured by an administrator. In case of serious accident or illness, the college will refer the student to the nearest hospital for emergency care and will notify the person specified by the student as their emergency contact.

It is to be understood that the student or his/her family will be responsible for the cost of emergency care, including ambulance services. An incident report must be filed with the office of the Vice President of Administrative Services. Students should always follow the emergency procedures posted in each classroom, lab and office.

**Traffic and Parking Regulations** - Regulations are designed to make traffic and parking on campus as safe and convenient as possible. Regulations apply to all students and College employees.

The following are violations of school policy as well as county and state laws:

- a. exceeding speed limit posted;
- b. parking in illegal, restricted, or reserved zones;
- c. parking on lawns or walks;
- d. driving on sidewalks, walkways, shrubs, or lawn;
- e. backing into parking space (front parking only);
- f. running a stop sign; and
- g. any other violation of county and state laws.

These regulations are in effect 24 hours a day.

Violations can be enforced and are subject to penalties and fines as imposed by county and state laws. Hazardous and improperly parked vehicles may be towed at the owner's expense.

# Admissions

## Admissions Policy

Admission to West Georgia Technical College is a multi-step process which consists of evaluation of prior academic experience and assessment for postsecondary readiness of eligible applicants. Students are admitted on a first-to-qualify/space available basis except for Health Sciences programs. Admission to Health Sciences diploma and degree programs is based on a competitive selection process. There are minimum requirements for admission to individual Health Sciences programs, and meeting minimum requirements does not guarantee admission to the program.

Any individual 16 years of age or older who seeks access to quality instruction designed to develop or improve occupational competencies is eligible for admission.

Out-of-State and International Students shall be enrolled on a space-available basis and shall not displace any student desiring to enroll who is a resident of the State. This applies to programs with limited seating, such as competitive selection Health Science programs and programs that have a waiting list. Please refer to the Out-of-State Residents and International Students sections of this catalog for more information regarding residency status.

In accordance with the Statement of Equal Opportunity, West Georgia Technical College does not discriminate on the basis of race, color, creed, national or ethnic origin, gender, religion, disability, age, political affiliation or belief, genetic information, disabled veteran, veteran of the Vietnam Era or citizenship status (except in those special circumstances permitted or mandated by law).

## Admissions Procedures for Credit Programs

1. Complete and submit application for admission with a one-time nonrefundable \$25 fee.
2. Submit an official high school or GED transcript. Please refer to High School Diploma/GED Requirements section.
3. If you have previously attended college/technical school, submit an official transcript from each college/technical school attended.
4. If you have taken a SAT, ACT, ASSET, COMPASS or ACCUPLACER college placement test within the last five (5) years, submit your official test scores.
5. Complete COMPASS or ACCUPLACER placement testing. Applicants who submit official placement test scores or college transcripts may not be required to test with West Georgia Technical College if the previous test scores or course completion meet program placement requirements.
6. Submit Resident Alien Card (if applicable). Applicants who hold green cards or who qualify under refugee or asylee status must submit photocopies of their resident alien cards.
7. The Office of Student Affairs will notify applicants by letter of acceptance status.
8. Applicants to diploma and degree Health Sciences programs must complete a competitive selection process prior to admission to the desired diploma or degree program. Applicants to degree level Health Sciences programs are initially admitted to the Healthcare Science certificate program to begin taking core courses. Applicants to diploma level Health Sciences programs are initially admitted to the Healthcare Assistant certificate program to begin taking core courses. Please refer to the Additional Procedures for Diploma and Associate Degree Level Health Sciences Programs section of this catalog for additional information. Out-of-State and International Students will only be considered in the competitive selection process on a space available basis and will not be included if there are enough qualified applicants who are residents of the State.

## Admissions Requirements for Applicants

### Age

Applicants must be 16 years of age or older for college admission. The minimum age for admission in certain programs is greater than 16 years of age. The age requirement for certain programs may be different due to professional accreditation standards or applicable state or federal laws. Consult the Program Descriptions section for specific age requirements for each program of study.

### Required Academic Criteria

Applicants must satisfy one of the four academic readiness paths unless otherwise specified by the program's standards.

1. A high school diploma (verified by an official transcript, including graduation date) which has met the attendance, academic, and/or assessment requirement for the state's board of education, or equivalent agency, or a state-authorized examination the state recognizes as the equivalent of a high school diploma.
  - Secondary schools must be accredited by an agency included on the Technical College System of Georgia approved accreditation agency list.
  - Students with diplomas from secondary schools located outside the United States must have their transcripts evaluated for equivalency by an approved outside evaluation organization ([suggested agencies](#)).
  - High school diplomas from unaccredited institutions, Certificates of Attendance or other certificates, credentials or other documents where the student did not complete all required coursework or testing required for a high school diploma in that state are not recognized for admission purposes.
2. Applicants who have successfully completed (C or better) a minimum of 30 semester or 45 quarter hours at the degree level may submit official transcripts from all previously attended colleges accredited by an accepted accrediting agency in lieu of a high school diploma or a state-authorized examination the state recognizes as the equivalent of a high school diploma as described above.
3. Applicants of home schools located in Georgia who did not attend a recognized program:
  - Submit a Certificate of Attendance form from the local superintendent's office or a Declaration of Intent to utilize a Home Study Program from the Georgia Department of Education verifying that the parent or legal guardian complied with the requirements of home Study programs as referenced in O.C.G.A. 20-2-690.
  - Submit annual progress reports or a final transcript for the equivalent of the home-schooled student's junior and senior years. The final progress report should include the graduation date.
4. Applicants of home schools located outside the state of Georgia who did not attend a recognized program:
  - Submit annual progress reports or a final transcript for the equivalent of the home-schooled student's junior and senior years. The final progress report should include the graduation date.
  - Submit official SAT or ACT placement test scores that meet the minimum regular level placement score requirements.

## **Placement Testing**

All program applicants must meet minimum placement testing requirements to determine regular, provisional, or learning support admission status. Most program applicants will take the COMPASS or ACCUPLACER placement test offered by West Georgia Technical College. Applicants may submit recent (within the last five years) SAT, ACT, ASSET, COMPASS or ACCUPLACER scores for review for placement status. Previous college or technical school course work completed at an accredited institution may be submitted for review of placement status.

Non-program seeking students are required to meet placement test score requirements per individual course registration.

## **Retest Policy**

Applicants who complete the COMPASS or ACCUPLACER placement test with West Georgia Technical College are eligible to retest after a minimum waiting period of seven days. The retest fee is \$15 per test section. All testing must be completed prior to Late Student Registration for the initial term of admission. Placement test scores received after Late Student Registration may not be accepted and will not be used for placement purposes.

## **Health**

All applicants should be physically able to perform ordinary class and laboratory functions that are required by the program of study. Some programs require special immunizations or the submission of medical reports.

## **Transfer from Other Institutions**

An official transcript is required for each college previously attended. Any student wishing to transfer from another institution to West Georgia Technical College must have been in good standing at the former institution. An exception may be granted permitting a student provisional/probationary admittance pending satisfactory completion of the first semester's work. Students admitted in probationary status must make satisfactory academic progress their first semester of attendance. Students not making satisfactory academic progress the first semester of attendance will be academically suspended.

Students who have attended college outside the United States must have their transcripts evaluated by an outside professional credential evaluation service before any credit will be considered for transfer ([suggested agencies](#)).

## **In-State Residents**

A student must be a United States Citizen or Eligible Non-Citizen and a resident of the state of Georgia for 12 months before initial enrollment at the college to qualify as an "in-state resident" for admission and tuition purposes.

***Residents of Chambers, Cleburne and Randolph counties in Alabama will be considered "in-state residents" for admission and tuition purposes.***

Effective January 1, 2012, all students applying for in-state tuition must provide validation of lawful presence in the United States. The following documents will serve as proof of lawful presence in the United States and documentation will be required before you are eligible for consideration of in-state tuition:

- A current Driver's License issued by the State of Georgia after January 1, 2008.
- A current ID issued by the State of Georgia after January 1, 2008.
- A current Driver's License or ID from:
  - Alabama: Issued after August 1, 2000
  - Florida: Issued after January 1, 2010
  - South Carolina: Issued after November 1, 2008
  - Tennessee: Issued after May 29, 2004
- A certified U.S. Birth Certificate showing the student was born in the U.S. or a U.S. territory. A photocopy is not acceptable
- An approved completed FAFSA for the current financial aid year.
- A current, valid Permanent Resident Card (USCIS form I-151 or I-551).
- A current, valid military identification card for active duty soldiers or veterans.
- A U.S. Certificate of Birth Abroad issued by the Department of State (DS-1350) or a Consular Report of Birth Abroad (FS-240)
- A current U.S. Passport.
- A U.S. Certificate of Citizenship (USCIS form N-560 or N-561).
- A U.S. Certificate of Naturalization (USCIS form N-550 or N-570).

Any student who cannot be verified as lawfully present in the United States is not eligible to be considered for in-state tuition, regardless of how long he or she has lived in Georgia. In addition to being lawfully present in the United States, students must meet the in-state tuition requirements as outlined in TCSG Board Policy and Procedure V.B.3 to warrant an in-state classification. Students that are initially classified as out-of-state, and successfully petition to have their residency changed to in-state also have to meet the verification requirement.

### **Out-of-State Residents**

An out-of state resident must be a United States Citizen or Eligible Non-Citizen but has not been a resident of the state of Georgia for 12 months before initial enrollment at the college. An out-of-state resident shall be enrolled on a space available basis and shall not displace any student desiring to enroll who is a resident of the State. An out-of-state resident will be charged tuition at two times the rate of in-state residents. A student initially enrolled as an out-of-state resident may complete a Change of Residency Request Form with the Office of Student Affairs 12 months after becoming a resident of the state. Official documentation of state residency will be required. In-state residency for admission and tuition purposes will begin the academic semester following the one-year anniversary date of documented initial Georgia residency.

### **International Students**

Eligible Non-Citizens may qualify as an "in-state resident" or "out-of-state resident" for admission and tuition purposes as defined in the In-State Residents and Out-of-State Residents sections of this catalog. Eligible Non-Citizens must meet the Federal Title IV definition, a United States permanent resident with a Permanent Resident Card (I-551); or a conditional permanent resident (I-551C); or the holder of an Arrival-Departure Record (I-94) from the Department of Homeland Security showing any one of the following designations: Refugee, Asylum Granted, Parolee (I-94 confirms paroled for a minimum of one year and status has not expired); "Victim of human trafficking," T-Visa holder (T-1, T-2, T-3, etc...), or Cuban Haitian Entrant. Persons with a F1 or F2 student visa, a J1 or J2 exchange visitor visa, or a G

series visa do not meet the definition of an Eligible Non-Citizen. West Georgia Technical College is not approved by the Department of Homeland Security to accept students residing in the United States while on a student visa. Any other international student, determined eligible for admission, shall be enrolled on a space available basis and shall not displace any student desiring to enroll who is a resident of the State. An international student will be charged tuition at four times the rate of in-state residents.

International students residing outside the United States who are enrolled exclusively in online courses are not required to provide residency documentation.

## **Admissions Categories**

1. Admission categories to a technical college will be one of the following: Regular, Provisional, Learning Support, Special or Transient.
2. Minimum admissions requirements are specified in each certificate, diploma and degree program.

### **Regular Status**

Students who meet all requirements for admission into a selected program and are eligible to take all courses in the program curriculum are granted regular admission status.

### **Provisional Status**

Students who do not meet all requirements for regular admission into a selected program are granted provisional admission status. Provisionally admitted students may take learning support classes, and certain specified occupational courses as long as class pre- and co- requisites are satisfied.

All certificate, diploma, and associate degree program students initially admitted on a provisional basis must have satisfactorily completed the necessary prerequisite and learning support course work in order to progress through the State Standard Curriculum.

### **Learning Support Status**

Applicants who score below the provisional cut scores in English, math or reading are granted learning support status or referred to Adult Education. Students with Learning Support status may not take occupational courses until achieving Provisional status. Students with this status are not eligible for federal financial aid (i.e. Pell, FSEOG, or Federal Work Study).

### **Special Admit Status (Non-credential seeking)**

Applicants who wish to take credit coursework, but are not seeking a certificate, diploma, or associate degree are granted Special Admit status. The following specifics define the parameters of this status:

- May apply up to a maximum of 17 semester credit hours into a specific program for credential seeking purposes after achieving regular admit status. The number of hours taken as a special admit student in no way waives the requirements of the regular admission process.
- Should adhere to the specific institutional prerequisite requirements when selecting courses.
- Will not be eligible for any financial aid.

### **Transient Status**

Students who submit a Transient Agreement Letter from their home institution are granted Transient admission status. The Transient Agreement Letter should verify that the student is in good standing and should list the courses the student is eligible to take. A current Transient Agreement Letter is required for each term of enrollment.



The transient student must:

1. Complete and submit application for admission with a one-time nonrefundable \$25 fee.
2. Submit a transient student letter for initial admission and prior to registration for each subsequent semester of attendance. The letter should be issued by the registrar to the effect that the student is in good standing and eligible to return to that college. The letter must state the course(s) the student may take for the specific semester of attendance and must be submitted to the Office of the Registrar at least two weeks prior to the scheduled registration date.
3. Students receiving financial aid at their home college will also need to submit a transient letter with proof of financial aid status prior to registration for each semester of attendance. The letter must state the student's financial aid eligibility for the specific semester of attendance and must be submitted to the Office of Registrar at least two weeks prior to the scheduled registration date.

Requirements for Transient Permission at WGTC:

1. Student must be a current student or complete a student update for current semester.
2. Student must be in good academic standing.
3. Course(s) must be required for student's current program of study at WGTC.

Note: If the request is for transient classes online at another Technical College System of Georgia college, a student must apply through Georgia Virtual Technical Connection (GVTC) at the website [www.gvtc.org](http://www.gvtc.org). Students must adhere to the deadline for transient students posted by the host college as they may differ from WGTC.

## Readmission

Students who withdraw in good standing from West Georgia Technical College and wish to re-enter must apply to the Office of Student Affairs no less than four (4) weeks prior to registration.

1. If out only one semester, a student is not required to reapply unless they wish to change their program of study. All other students must reapply.
2. Submit a Student Application.
3. Submit to the Office of Student Affairs official transcripts from all institutions of higher education attended since the last enrollment at WGTC.
4. Meet the West Georgia Technical College General Catalog admission requirements in affect at the time of readmission. Student being readmitted after a break in enrollment (of at least two semesters) must re-enter under the current catalog, admission requirement and program standards.
5. Returning students absent from WGTC for more than five years may be required to submit official transcripts and/or new placement examination scores. Student documents are maintained for five years after the last date of attendance.

## **Double Programs/Majors**

The opportunity to pursue a double program/major is available on a limited basis. A student may request approval of a double program/major by submitting a Student Application in the Office of Student Affairs.

- Student must have regular program admission in the primary program.
- Student must be in good academic standing.
- Programs must have a common core curriculum and be closely related.
- Dual majors may be a combination of two technical certificates of credit, two diplomas, or two associate degrees only.

## **Admissions Appeal**

Applicants who feel that they were unjustly denied admission to West Georgia Technical College may appeal to the Vice President for Student Affairs. The appeal must be made in writing within five days of the student's receipt of the admissions denial letter. The Vice President for Student Affairs will make a written report of findings within ten working days of receipt of the written appeal. Further appeal may be made to the President of the College.

## **Program Categories: Certificate/Diploma/Degree**

Any student who has been admitted through the regular admissions procedures and is following a course of study toward a certificate, diploma, or degree in any of the programs offered by West Georgia is classified as a certificate, diploma, or degree credit student.

## **Move On When Ready**

High school students may enroll in identified courses or programs which normally require a high school diploma. Students must meet all other college admissions criteria and must be approved for participation by their high school. The credits earned by completing the college course(s) must be applied to both the high school academic record/transcript and college academic record/transcript. Students enrolled in an eligible Georgia high school may apply for funding through the New Move on When Ready Program. Courses completed through the New Move on When Ready Program do not count against a student's HOPE Scholarship or Grant cap hours.

## **High School Joint Enrollment**

High school students may enroll in identified courses or programs which normally require a high school diploma to earn college credit only. Students must meet all other college admissions criteria and be continuously enrolled in their high school program. The credits earned by completing the college course(s) will be applied to the college academic record/transcript only. Jointly enrolled students may be eligible to receive HOPE Grant funding if they meet the program's Georgia residency requirements and are enrolled in an eligible certificate or diploma program of study. Courses taken through the Hope Grant Program will count in a student's HOPE Scholarship and Grant cap hours.

## Registration

West Georgia Tech registration dates are listed on the academic calendar at the front of the catalog and on the College's website at [www.westgatech.edu/academics/calendar.html](http://www.westgatech.edu/academics/calendar.html). Steps for registration are also available on the WGTC web site, and semester course schedules are posted as the dates and times for advisement and registration become active each semester. Registration is conducted via the web or with advising assistance available from a Student Advising Center staff person or from an academic advisor. Courses available for registration are listed on the College website. There are several phases of registration each semester, to serve various groups of students.

**Returning Student Registration** is open to currently enrolled students near the mid-point of each semester. Students who have been out only one semester may register with returning students.

**Open Registration** is open to newly admitted students and students who have been out more than one semester.

**Late Registration** is held prior to the first day of each semester. Students may register online through Self Service Banner Web.

**Drop/Add** is scheduled the first three days of each academic semester. Students wishing to make changes to their schedules must do so by the third day of the semester. Students may drop or add courses during this period. Courses dropped during Drop/Add will not appear on the student's official academic record.

**Withdrawal** from one or more courses before or during the Drop/Add period will not incur tuition or fee penalties or appear on a student's academic record. Students who need to withdraw from one or more courses after the third day of the semester must do so either by accessing their Banner Web account to withdraw, or by emailing [registrar@westgatech.edu](mailto:registrar@westgatech.edu). The course(s) will be included on the student's transcript.

1. Any student withdrawing from ALL classes for the academic semester must contact Financial Aid and complete an Official Withdrawal Form in the Office of Student Affairs or complete, scan and email the form to [registrar@westgatech.edu](mailto:registrar@westgatech.edu).
2. The date the Office of Student Affairs receives the student's Official Withdrawal Form will be used as the effective date of withdrawal.

Withdrawal during the first three days of the semester provides for the refund of 100 percent of applicable tuition and fees.

**'No Shows'** are reported for nonattendance in the first week of the semester. Any student who fails to show for class or log in with academic activity for online classes within the first seven days of the semester will be reported as a 'No Show.' 'No Show' classes will not appear on a student's record. Financial aid students who have been reported as a 'No Show' will become responsible for all charges.

**Special Status and Transient Student Registration** is available during the open registration period each semester. Registration for students admitted in special status is available to new students who complete their admissions file by the semester application deadline, currently enrolled special status students, and previous special status students who request readmission by the semester application deadline. Registration for transient students is available to new students who complete their admissions file by the semester application deadline. Registration for currently enrolled transient students is available to students who submit a transient student letter at least two weeks prior to registration each semester. Registration for previously enrolled transient students is available to students who request readmission and submit a transient student letter by the semester application deadline.

## **Orientation**

Orientation acquaints students with West Georgia Technical College, its policies, and its services. New students and students who have returned to WGTC after two or more academic years are required to complete New Student Orientation prior to registration. Additional orientation information is provided by instructors in each of the College's programs of study. The catalog also details further information on the policies and services provided by the institution.

## **Student Identification Number**

At the time of admission to the College, each student will be assigned a nine-digit identification number to be used throughout the time of enrollment. This student number will be used during course registration, for online course access, and in many other situations as students' primary means of access to their academic and financial aid records.

## **Personal Identification Number (PIN)**

At the time of admission to the College, each student will be assigned a default six-digit Personal Identification Number (PIN). This number will be used by students to gain access to their academic and financial records in Self Service Banner Web. For security purposes, students are encouraged to change their PIN from the default in order to maintain the confidentiality of their records.

## **Student Email**

Students will receive a West Georgia Technical College email account upon admission. Student email is the primary vehicle used for communication of important events, announcements, deadlines, financial aid information, registration, and much more. All instructors will require students to access their school email accounts for course information and updates throughout the semester. Instructions for email usage are located on the Self Service Banner Web page of the West Georgia Technical College web site.

## **Banner Web System**

Banner Web is the online tool that allows students to manage their personal and academic information at West Georgia Technical College. All students can access BANNER Web from the West Georgia Technical College home page at [www.westgatech.edu](http://www.westgatech.edu) or from [www.westgatech.edu/banner](http://www.westgatech.edu/banner).

## Student Financial Aid

The purpose of the Office of Student Financial Aid is to offer grants, scholarships, and work-study employment to assist students with the cost of their education. All students are encouraged to apply for financial aid. The College has financial aid personnel located in Student Affairs areas of each campus. Students are encouraged to take advantage of WGTC's web page, which hosts a collection of information and forms pertinent to financial assistance. Contact the financial aid staff by telephone toll free at 1.855.286.3462 or email at [financialaid@westgatech.edu](mailto:financialaid@westgatech.edu).

### Application Process for Financial Assistance

It is imperative the Admissions process is completed in a timely manner. A student must be accepted for Admissions before Financial Aid awards can be determined. The student's financial aid file must be complete prior to early registration in order to insure no delays in receiving financial assistance for which the student is eligible. WGTC Financial Aid priority deadlines are posted on the Financial Aid web site.

Forms for financial aid are available in Student Affairs-Financial Aid Offices or on the web site at [www.westgatech.edu](http://www.westgatech.edu) under Financial Aid.

Applicants for financial assistance must complete and submit the following:

- A current application for admission to WGTC.
  - High School, GED and all previous college transcripts.
  - Apply on-line for the HOPE Application if you are a Georgia resident at [www.GACollege411.org](http://www.GACollege411.org)
- Or
- Apply for the Free Application for Student Financial Aid (FAFSA) for all students applying for federal aid (PELL, FSEOG, FWS) and/or state aid (HOPE) at [www.fafsa.ed.gov](http://www.fafsa.ed.gov), which must be renewed yearly.

### Verification

**It is the Policy of the Financial Aid Office at West Georgia Technical College to verify all Student Aid Reports (SAR or ISIR) selected by the Department of Education prior to awarding financial aid, This verification procedure will be in compliance with the latest published regulations or guidance from the U.S. Department of Education. If a student is chosen for verification, he or she must satisfy all financial aid requirements before the financial aid file is considered complete.**

A student's financial aid award package is determined annually and is based on the student's current estimated family contribution, cost of attendance, residency, and other financial aid eligibility requirements. Once a student's financial aid award package is complete, the student will be notified by mail or student email of his or her financial aid award.

## Eligibility Requirements for Financial Assistance

Anyone applying for financial assistance must meet the following general requirements:

- A student must be enrolled at West Georgia Technical College in an eligible program of study seeking a certificate, diploma or degree.
- A student must be a United States citizen or eligible non-citizen of the United States.
- A student must be in compliance with Selective Service registration requirements. Students ages 18-25 who have not registered for the Selective Service may register online at [www.sss.gov](http://www.sss.gov).
- A student must not be in default on a federal college loan or owe a repayment to any other college, state or federal program.
- A student must resolve any existing drug conviction issue. Incarcerated students are not eligible for Financial Aid.
- A student must maintain satisfactory academic progress towards the completion of his or her program of study.

A student who already has a bachelor's degree is ineligible for any Federal Grant (PELL, FWS and FSEOG) and the state's HOPE Scholarship or Grant.

## Citizenship Requirements

### Citizens and Eligible Non-Citizens

A student must be a U.S. citizen or eligible non-citizen to be eligible for federal or state student aid. State aid programs (HOPE Grant, HOPE Scholarship) also require the eligible non-citizen status to have been granted 12 months prior to the first day of classes of the term for which the student wishes to receive the state aid.

To be considered for financial assistance administered by the Office of Student Financial Aid, you must have one of the following citizenship or eligible resident classifications:

1. **U.S. Citizen**
2. **U.S. National** (includes natives of American Samoa and Swain's Island)
3. **U.S. Permanent Resident who has:**
  - a) A Permanent Resident Card (Form I-551 since 1997), or
  - b) A Resident Alien Card (Form I-551 before 1997), or
  - c) An Alien Registration Receipt Card (Form I-151, issued prior to June 1978), or
  - d) An Arrival/Departure Record (CBP Form I-94) or the new Departure Record (Form I-94A with the endorsement "Processed for I-551. Temporary Evidence of Lawful Admission for Permanent Residence. Valid until (Date Cannot Have Passed). Employment Authorized.", or
  - e) A machine readable immigrant visa (MRIV) in the holder's passport. The MRIV will have an admission stamp, and the statement "UPON ENDORSEMENT SERVES AS TEMPORARY I-551 EVIDENCING PERMANENT RESIDENCE FOR 1 YEAR" which appears directly above the machine readable section. An MRIV with this statement, contained in an **unexpired** foreign passport and endorsed with the admission stamp, constitutes a **temporary I-551, valid for one year from the date of endorsement on the stamp.**
  - f) A United States Travel Document (mint green cover), which replaces the Reentry Permit (Form I-327) and the Refugee Travel Document (Form I-571). It is used by lawful permanent residents (as well as refugees and asylees) and is annotated with "Permit to Reenter Form I-327 (Rev. 9-2-03)."
4. **Citizens of the Federated States of Micronesia and the republics of Palau and Marshall Islands.**

Note: Citizens of Palau are eligible only for the Federal Pell Grant, Federal Supplemental

Opportunity Grant or Federal Work-Study (FWS). Citizens of Micronesia and the Marshall Islands are only eligible for the Federal Pell Grant.

5. For eligible noncitizens other than permanent residents:
  - a) **Refugees** with a Form I-94 or I-94A annotated with a stamp showing admission under Section 207 of the Immigration Nationality Act (INA). Also acceptable is the old Refugee Travel Document (Form I-571) or the new U.S. Travel Document cited in paragraph 3.f. above annotated with "Refugee Travel Document Form I-571 (Rev. 9-2-03)."
  - b) **Asylees** with a Form I-94 or I-94A and a stamp reflecting admission under Section 208 of the INA, or the same travel documents cited in 5.a. above.  
Note: A refugee or an asylee may apply for permanent resident status and may have an I-94 that includes the endorsement "209a (or 209b) pending. Employment Authorized." These students are eligible for federal student aid funds if the I-94 has not expired.
  - c) **Parolees** with a Form I-94 or I-94A with a stamp indicating they have been paroled into the United States for at least one year, with a date that has not expired.
  - d) **Cuban-Haitian entrants** with a Form I-94 indicating they have been classified as a "Cuban-Haitian Entrant (Status Pending). Reviewable January 15, 1981. Employment authorized until January 15, 1981." This document is valid even if the expiration date has passed. However, if the I-94 is stamped "applicant for permanent residence", the Cuban-Haitian entrant is not eligible for federal student aid and must request documentation of permanent residency status from the USCIS.
  - e) **Victims of Human Trafficking** are entitled to the same benefits as refugees under the Victims of Trafficking and Violence Protection Act (VTVPA). Because this status is certified by the U. S. Department of Health and Human Services (HHS) and not the DHS, these students must submit their certification or eligibility letter from the HHS to us for review and subsequent contact with the Office of Refugee Resettlement. The spouse, child or parent of a trafficking victim might be eligible for aid, but will have a T-visa (e.g., T-2 or T-3) which must be submitted to us along with the certification letter.

Students applying for federal Title IV aid as eligible non-citizens whose citizenship status is not electronically confirmed by the FAFSA process must provide the financial aid office with documentation. The financial aid office will then initiate a secondary confirmation process with the United States Citizenship and Immigration Service (USCIS) in the Department of Homeland Security (DHS). The confirmation of an eligible citizenship status must be received before students can be awarded any aid.

### **Ineligible NON-Citizens**

A student does not meet the Citizenship Requirements, for purposes of Financial Aid awards if the student is a non-citizen with an F1 or F2 student Visa, a J1 or J2 exchange visitor Visa, a G series Visa, or any other classification not included in the definition of an eligible non-citizen in Federal Title IV Regulations.

## **Types of Financial Aid Available**

### **State Grant & Scholarship Programs**

HOPE (Helping Outstanding Pupils Educationally) is a program for Georgia residents that provide financial assistance in degree, diploma, or certificate programs at any eligible Georgia post-secondary college. The Financial Aid Office will administer the HOPE programs in accordance with Georgia Student Finance Commission (GSFC) regulations. GSFC regulations and guidance will supersede any local policy.

### **HOPE Residency Requirements**

Students who were legal residents of Georgia at the time of graduation from high school or a home study program must meet the Technical College System of Georgia (TCSG) residency requirements for at least 12 consecutive months immediately preceding the first day of classes of the term.

Students who were not legal residents of Georgia at the time of graduation from high school or a home study program must meet the TCSG residency requirements for at least 24 consecutive months immediately preceding the first day of classes of the term.

### **Bachelor's Degree Recipients**

Students who have received a Bachelor's Degree, its equivalent or higher, from any institution are ineligible for the HOPE Grant, HOPE Scholarship, and the Zell Miller Scholarship.

### **HOPE Grant for Diploma and Certificate Programs**

Beginning Fall 2013, students enrolled in a diploma or certificate program must have earned a cumulative GPA of 2.0 at the end of the terms in which they have attended 30 and 60 semester credit hours for which they received HOPE Grant funds. Students must submit official transcripts from all institutions at which they received HOPE Grant funds. Failure to provide all official transcripts will result in the loss of eligibility.

### **HOPE Scholarship**

Students enrolled in a degree program must have earned a cumulative HOPE GPA of 3.0 at the end of the terms in which they attempt 30, 60, and 90 attempted HOPE hours and at the end of each Spring term. First tier recipients who are enrolled for less than 12 hours for each of their first three terms must have a cumulative HOPE GPA of 3.0 at the end of their third term. Students who lose eligibility at a checkpoint may regain the HOPE Scholarship if their cumulative HOPE GPA is 3.0 at a subsequent checkpoint. Students may only regain eligibility once. No appeals are permitted for the HOPE Scholarship GPA requirements. Students are responsible for requesting a HOPE Scholarship Evaluation to determine eligibility. Students must submit official copies of transcripts from all post-secondary institutions. Students making changes to their program of study should request a new HOPE Scholarship Evaluation.

### **Zell Miller Scholarship**

GSFC will identify students who are eligible for the Zell Miller Scholarship. To remain eligible, recipients must have a 3.3 cumulative HOPE GPA at each of the HOPE Scholarship checkpoints above.

The **HOPE GED Voucher** is a one-time \$500 award given to Georgia residents who earn a General Education Development (GED) diploma awarded by the Technical College System of Georgia. This award can be used toward tuition, books and other educational costs at any eligible Post-secondary college in Georgia. Any funds not used for books or supplies will be refunded to the student during the semester. The HOPE GED Voucher recipient must have a HOPE application or FAFSA on file to be



eligible. HOPE GED VOUCHER recipients are eligible for the HOPE Grant during the same term. The voucher must be used within 24 months of its issuance.

The **HERO Scholarship** (Helping Educate Reservist and their Offspring Scholarship) is a non-need based scholarship that provides educational scholarship assistance to members of the Georgia National Guard and U.S. Military Reservists who served in combat zones and the children and the spouses of such members of the Georgia National Guard and U.S. Military Reserves. Students must be HOPE eligible and have served 181 consecutive days in a combat zone after February 1, 2003. Children of USMR or GNG must be under 25 years of age to qualify. The award may be used for any educational expense. An award of \$2,000 yearly for a maximum of \$8,000 is available to full time students and prorated for school terms for less than 12 hours. A military form DD214 or other documents certifying eligibility along with the HERO Application is to be submitted to the Financial aid Office.

The **Public Safety Memorial Grant** program provides grant funds to the dependent children of Georgia Public Safety Officers who were permanently disabled or killed in the line of duty. Funds may be used towards the cost of attendance at eligible colleges, universities, or technical colleges in Georgia. Recipients receive an award that covers their total cost of attendance, minus any other student financial aid, at an eligible postsecondary institution in Georgia, not to exceed \$18,000 per award year. Recipients are eligible to receive payment for a maximum of eight semesters of undergraduate study.

## Federal Grants & Work Programs

The **PELL Grant** is a federal need-based grant. PELL is awarded depending on income reported on the various IRS 1040 tax forms, the number of people in the student's household, number of students in college and the number of classes taken at the college. Eligible applicants must have a high school diploma or GED. Students who have earned a bachelor's degree are not eligible to receive any federal grants.

PELL awards are calculated based on the number of credit hours. Students must attend classes for 60 percent of the semester before they are eligible for the full PELL award. Dropping classes before the 60 percent timeframe reduces the award to the percentage that the student attends. Attending 20 percent of the semester will reduce the PELL award to 20 percent of the original award. This reduction may cause students to owe a refund to WGTC should they totally withdraw from WGTC before the end of the semester. PELL refund checks representing any left-over federal funds not needed for college charges are traditionally paid within the first four weeks of the semester.

The **Federal Supplemental Opportunity Grant (FSEOG)** is a federal grant available to PELL eligible students. Funds are limited and are awarded to students with the greatest financial need (those having a zero EFC number).

The **Federal Work Study program (FWS)** is a federal work program that allows eligible students with demonstrated financial need to earn money for educational expenses. Funds are limited and awarded on a first come, first-served basis. Students are allowed to work 150 hours per semester. All FWS employment opportunities are listed at the West Georgia Technical College website Job Center. All FWS participants must submit to a criminal background check before employment.

## **Federal Stafford Direct Loan Information**

Almost all students qualify for loans, no matter how high their family income may be. The U.S. Department of Education provides the lowest interest loans, which are called Federal Direct Loans. Student usually qualify for a loan if enrolled for at least 6 credit hours in a program that is eligible for federal financial aid and meet WGTC Satisfactory Academic Progress (SAP).

Taking out a loan is a serious commitment. Students must sign a legal contract called the Master Promissory Note that gives certain rights and responsibilities. Please log on the William D. Ford Federal Direct Loan Program website at <http://www.direct.ed.gov/pubs/dlrights.pdf> for more information regarding Borrower's Right and Responsibilities.

Current information regarding student loans may be found on the Financial Aid webpage at <http://www.westgatech.edu/fa/index.htm>.

### **Track Your Loan**

Current loans may be tracked at the National Student Loan Data System (NSLDS) at [https://www.nsls.ed.gov/nsls\\_SA/](https://www.nsls.ed.gov/nsls_SA/). All federal loan information is reported to NSLDS, where students, loan servicers, and other users can access it.

## **Other Types of Financial Assistance**

### **Veteran Education Benefits**

Veteran Education Benefits are provided through the Montgomery G. I. Bill, Survivors and Dependents Benefits and Veterans' Rehabilitation Benefits. Most of West Georgia Technical College's programs are approved for Veteran Educational Benefits with several certifying officials available in the Financial Aid Office for veterans' needs.

Veterans and other eligible students receiving Veterans Affairs (VA) educational entitlements are required to comply with the admissions, academic, and attendance regulations that have been established for all students at WGTC. In addition, those receiving VA benefits must:

1. Seek credit for all previous training or experience that could be applicable to their chosen program of study. VA regulation 14253 requires all previous training be evaluated for possible credit. A transcript or other documentation of training must be submitted with the individual's eligibility papers. The school will give written notice granting or denying such credit.
2. Once admitted to WGTC, the veteran must comply with the college's attendance regulations and report any schedule changes that could affect their status with the VA. Such changes include notifying the certifying official of the following:
  - Dropping or adding courses
  - Transferring from full- to half-time status or vice versa
  - Changing programs of study
  - Withdrawing from school without filing the proper withdrawal forms in Admissions.

Applications and forms are readily available in the Financial Aid Office. Certifying Officials in Financial Aid will provide counseling and assistance completing forms. Students receiving VA benefits must adhere strictly to their program of study. Program change forms 22-1995 or 22-5495 and enrollment change of status forms 22-1999b must be filed promptly to avoid personal liability resulting from over-payment of VA benefits.

**VA benefits are based on the number of credit hours taken per semester, 12 hours is full time:**  
**12 or more..... 100% payment of monthly**  
**9-11 ..... 75% payment of monthly**  
**6-8 ..... 50% payment of monthly**  
**1-5 ..... 25% payment of monthly or the cost of tuition and fees**

For more information regarding VA Education Benefits view the website [www.gibill.va.gov](http://www.gibill.va.gov) or contact the VA hotline at 1.888.442.4551. WGTC's VA Certifying Official can be contacted at [VAresources@westgatech.edu](mailto:VAresources@westgatech.edu).

## **Vocational Rehabilitation**

Funds provided may cover the cost of training at WGTC for students with certain permanent disabilities that prevent employment. Vocational Rehab offers services which may include counseling and guidance, college or university training, work readiness and on the job support. A student who is eligible for Vocational Rehab funds must also meet WGTC's admission requirements and must apply for financial aid. Apply at the following offices of Vocational Rehabilitation:

- Carrollton Office - 770.836.6681
- Newnan Office - 770.254.7210
- LaGrange Office - 706.298.7270
- Murphy Campus Office – 770.824.5253

Dislocated workers may be eligible for additional benefits through the Trade Readjustment Act/Trade Assistance Act (TRA/ TAA). Contact your local Department of Labor for more information.

## **Workforce Innovation and Opportunity Act (WIOA)**

Economically disadvantaged students or dislocated workers may receive financial assistance with occupational skills training. A student who is eligible for WIOA funding must also meet WGTC's admission requirements and must apply for all available financial aid assistance.

Contact the WIOA representative or the local Department of Labor Offices for eligibility.

- Region I—Northwest Georgia Regional Commission, 770.824.5246 — includes the following counties: Bartow, Catoosa, Chattooga, Dade, Fannin, Floyd, Gilmer, Gordon, Haralson, Murray, Paulding, Pickens, Polk, Walker, and Whitfield.
- Region III—Atlanta Regional Council, 404.463.3327 — includes the following counties: Cherokee, Clayton, Douglas, Fayette, Gwinnett, Henry, and Rockdale. Douglas County residents may call for an appointment to meet with someone in Douglasville at 770.806.2020
- Region IV—West Central Region WIB, 770.832.2202 or 706.756.4653 — includes the following counties: Butts, Carroll, Coweta, Heard, Lamar, Meriwether, Pike, Spalding, Troup, and Upson.

## **Local Scholarships**

Local scholarships are available each semester for students at West Georgia Tech. Students must be enrolled in a certificate, diploma, or degree program to qualify. Applications and criteria for West Georgia Technical College local scholarships are available through the college website at <http://www.westgatech.edu/fa/scholarships.htm>. Students with demonstrated financial need will be given priority.

## Book Awards

Federal financial aid awards will be credited to the student's account at the time of registration. Funds will not be available in the bookstore and online until one week prior to the first day of classes for students who have registered during the early registration period and whose financial aid file is complete. Students may charge against their PELL grant award, scholarships, loans and other financial aid to help them pay for books and supplies in the bookstore. Financial Aid credits are available in the Bookstore for a period of 14 days or the first two weeks of class.

## Overaward and Disbursement

Students with a credit on their account after all tuition, fees and books have been paid will receive a refund of their credit balance by the end of the fourth week of the semester. Pell refunds are made to students beginning the fifth week of the semester and every 14th day thereafter. Should a Pell student withdraw from all classes before the 60 percent time frame entitlement period, he or she will be required to pay back funds not earned.

## Overaward and Indebtedness

It is expected that every student will discharge any indebtedness to the college as quickly as possible. When at all possible, WGTC will attempt to resolve the overpayment during the next term(s). If the overpayment is due to student error and cannot be resolved, WGTC must report the overaward to the National Student Loan Data System. Students who are in overaward status are ineligible for financial assistance at any postsecondary college until the overpayment is resolved and will be prohibited from attending classes. Students are required to repay the over payment received even if it was due to school error. Most awarding errors are due to the dropping of courses, non-attendance or inaccurate information on the financial aid application.

## Federal Title IV Refund Policy

West Georgia Technical College is required by federal statute to recalculate federal financial aid eligibility for students who **withdraw, drop out, are dismissed, or take a leave of absence prior to completing 60% of a payment period or term**. The federal Title IV financial aid programs must be recalculated in these situations.

If a student leaves the institution prior to completing 60% of a payment period or term, eligibility for Title IV funds is recalculated. This recalculation is based on the percentage of earned aid using the following Federal Return of Title IV funds formula.

If a student earned less aid than what was disbursed, the College would be required to return a portion of the funds and the student would be required to return a portion of the funds. Keep in mind that when Title IV funds are returned, the student borrower may owe a debit balance to the institution. If a student earned more aid than was disbursed to him/her, the institution would owe the student a post-withdrawal disbursement which must be paid within 120 days of the student's withdrawal.

The College must return the amount of Title IV funds for which it is responsible no later than 30 days after the date of the determination of the date of the student's withdrawal.

Refunds are allocated in the following order:

- Unsubsidized
- Subsidized Federal Stafford Loans
- Federal Pell Grant
- Federal Supplemental Opportunity Grants for which a Return of funds is required

## **Financial Aid Satisfactory Academic Progress**

In accordance with federal financial aid regulations, financial aid recipients are required to make Satisfactory Academic Progress (SAP) toward completion of their educational goals in a program of study in order to receive financial aid. This SAP policy is separate from WGTC's academic progress policies. Additionally, federal rules state that SAP standards must include a review of all periods of enrollment.

The following requirements must be met in order to receive or continue to receive financial aid. A student must be enrolled in an eligible program of study that leads to a certificate, diploma, or an associate degree. In addition, there are three SAP requirements that students need to meet or they may become ineligible to receive financial aid due to unsatisfactory academic progress:

**Quality**—this is monitored by grade point average (GPA). To maintain eligibility for financial aid, students must stay in good academic standing by maintaining a 2.0 cumulative GPA and must have at least a 2.0 grade point average at the end of each semester on the scheduled credit hours attempted. All periods of enrollment at WGTC are included when calculating GPA for SAP purposes. Grades for all attempts of repeated courses are included in the GPA calculation. Learning support grades, transfer credit, exemption exam credit, credit for previous experience, audited courses, and articulated credit are not included.

**Quantity**—this is monitored by evaluating the percentage of attempted credits in which passing grades are earned. The completion rate is calculated by dividing the cumulative number of credit hours the student has successfully completed by the cumulative number of credit hours the student has attempted. All periods of enrollment at WGTC are included. All attempts of repeated courses are included in the completion rate. Learning Support classes and transfers of credit from other institutions are counted as credit hours attempted and earned in the calculation. Exemption exam credit, credit for previous experience, audited courses, and articulated credit are NOT included. The minimum satisfactory completion rate is 67 percent. Grades which are considered successful completions for financial aid SAP purposes are: A, B, C, D, or A\*, B\*, C\*, D\* from learning support classes. Courses in which the student received grades of F\*, F, W, WF or I are considered unsuccessful completions for financial aid SAP purposes.

**Maximum Timeframe**—the final component requires that students complete their program of study within 150 percent of the required credits of the program. For example, if you are in a program of study that requires 80 credits to graduate, you may receive funding for the first 120 credits attempted. All repeated units are included as attempted; therefore, each time a course is taken, the number of units will be included in the calculation of the 150 percent rule and academic progress. Transfer credit hours are also included in this calculation.

SAP is monitored at the end of each semester. Students who do not meet progress requirements will be placed on financial aid warning and may become ineligible for financial aid after one additional semester.

**Financial Aid Warning:** Students who receive financial aid, but fail to maintain SAP, will be placed on Financial Aid Warning for one semester. Students will be notified in writing that they have been placed on Financial Aid Warning. Students on Financial Aid Warning may continue to receive financial aid during the probationary semester. It is highly recommended that students on Financial Aid Warning meet with an academic advisor or student affairs counselor to discuss educational plans/requirements and overall institutional academic progress.

**Removal from Financial Aid Warning:** At the end of a student's Warning semester, the student must have completed the required number of units and/or raised the GPA to the minimum standards for all courses attempted during that semester to return to good academic standing. If the student fails to achieve academic progress after one semester, the student will be placed on Financial Aid Suspension.

**Financial Aid Suspension:** A student placed on Financial Aid Suspension is no longer eligible to receive financial aid. A student placed on Financial Aid Suspension will be notified in writing that he or she has failed to make SAP.

**Reinstatement of Financial Aid:** A student who has been suspended from receiving financial aid may be reinstated by registering for classes at his or her own expense (without financial aid funds) and fulfilling the requirements for satisfactory academic progress.

## Appeal Procedures

If a student becomes ineligible for financial aid due to extenuating circumstances, the student may appeal the decision within the first week after the end of the term. Extenuating circumstances include: personal illness/accidents, serious illness or death within the immediate family, or some circumstance beyond the reasonable control of the student. Documentation of the extenuating circumstance shall include a letter from doctors, hospital or social services agency, obituary notice/death certificate or police report.

To appeal a financial aid decision, a student should:

- Complete the Financial Aid Appeal Form
- Write a letter that answers the following two questions:
  1. What were the circumstances that caused you to lose your financial aid?
  2. What actions have you taken to ensure you will not lose the aid again?

The student should submit documents to the Financial Aid Office. The appeal will be reviewed by the Financial Aid Appeal Committee, and the Financial Aid Office will provide written notification of the Appeal Committee's decision. If an appeal is granted, the student will be placed on Financial Aid Probation. After one term on Financial Aid probation, the student must have completed the required number of units and/or raised the GPA to the minimum standards to make SAP. The decision of the Financial Aid Appeal Committee is final.

## Registrar Services

The Registrar's Office may be reached at 1.855.253.7344 or registrar@westgatech.edu.

### Academic Probation and Suspension

Students who earn a GPA of less than 2.0 for a semester are placed on academic probation. The semester GPA is calculated according to the College's grading system and grade point formula found in sections Grading System and Grade Point Average (GPA) of this catalog.

Students who are placed on academic probation or admitted on probation must earn a minimum of a 2.0 GPA the following semester of attendance to remove themselves from probation. Students who fail to earn a 2.0 GPA while on academic probation are subject to academic suspension.

A student who receives an academic suspension may apply for re-admission after one full semester.

### Graduation Information

West Georgia Technical College graduation exercises are scheduled once per semester. Students should meet with their academic advisor before completing the graduation application.

Prior to graduation, each degree, diploma, or certificate student must:

- Achieve regular program admission status for the program.
- Complete all program curriculum requirements.
- Earn a graduation grade point average of 2.0 in their program of study.
- Be in good academic standing with West Georgia Technical College.
- Submit a Graduation Application (for a degree, diploma, or certificate) with the advisor's signature to the Registrar's Office.
- Settle all financial obligations with West Georgia Technical College, including the \$35 graduation fee.
- If applying to graduate with an associate degree, take the ETS Proficiency Profile prior to graduation. Students should contact their advisors for more information.

A separate application and fee of \$35 is required for each degree, diploma, or certificate. The graduation fee is nonrefundable and payable to the Business Office at the time a student submits an application for graduation. This fee will cover the cost of graduation activities and processing of the diploma or certificate. All questions concerning the graduation process should be directed to the Registrar's Office.

Students who are pursuing a degree or diploma program that has embedded certificates will NOT be required to pay the \$35 fee for the embedded certificate.

When all academic requirements and financial obligations are met, the student will receive his/her diploma or certificate through the U.S. mail.

## Transfer Credit from Other Institutions

Students may request transfer of credit for course work completed at a nationally or regionally recognized accredited institution. To comply with state policy, West Georgia Technical College requires that a minimum of twenty-five percent (25%) of the course work of a particular program of study be completed at WGTC in order to grant the award. The Registrar may confer with program instructors when determining appropriateness of transfer request but is responsible for final transfer credit approval. Students who have been educated outside of the United States will need to have their transcripts translated and evaluated by professional credential evaluation services before any credit will be considered.

1. Student may request review for transfer of credit within the first semester of attendance by emailing registrar@westgatech.edu.
2. Student must provide an official transcript from the institution with which course work was completed. Transfer credit may not be awarded if credit is showing on transcript as transfer or exemption credit.
3. Course work must be concurrent with the curriculum outline of the student's current program of study. Student may be required to furnish course catalog or course syllabus.
4. Previous course work must have been completed with a grade of C (2.0) or better to be considered for transfer credit.
5. Certain courses are subject to time limitations. Specific technical, science, and Health Sciences courses may not be considered for transfer credit after seven years.
6. Student will be notified via Self-Service Banner Web account.

## Advanced Placement

The Registrar will grant appropriate credit to students who receive scores of three or higher on an approved College Board Advanced Placement (AP) exam. Applicants must have official test scores mailed directly from the College Board to the Registrar at West Georgia Technical College. The Registrar will award credit for approved AP examinations listed below.

### AP Exam Course

- for ENGL 1101: English Language and Composition
- for ENGL 1102: English Literature and Composition

Students should direct questions to the Registrar about credit for other AP courses or credit received.

### College-Level Examination Placement (CLEP) Credit

West Georgia Technical College awards credit for a limited number of college-level examination subject exams but not for the general exams. To receive CLEP credit, the scores received must be at the 50th percentile or higher. The Registrar awards credit for the following courses:

### CLEP Exam Course

- for ENGL 1101: Freshman College Composition with Essay
- for MATH 1111: College Algebra
- for PSYC 1101: General Psychology

Students wishing to earn CLEP credit for any courses not listed should contact the Registrar.



## Prior Learning Assessment

Prior Learning Assessment is a process of identifying college-level learning gained through non-traditional educational environments such as employment, military and corporate training, professional certifications, and noncredit courses. There is a difference, however, between prior *learning* and prior *experience*. Prior learning goes beyond experience, as a student must demonstrate that college-level learning has occurred in relation to the learning outcomes of a particular course for which credit is being requested.

Credit will be awarded only for demonstrable college level learning, and not for experience. The burden of proof lies with the student to demonstrate through testing or appropriate documentation, such as transcripts and certificates, submitted to designated College authorities, that the learning meets specific learning objectives and standards set forth in course syllabi and programs approved by related accrediting bodies. Prior Learning may have been required for professional competence; is reasonably current (some learning is time sensitive); is comparable to courses offered in colleges or universities; implies a conceptual (theoretical) and practical understanding of the course(s). Any credits awarded through PLA must be in accordance with the Standards of The Southern Association of Colleges and Schools Commission on Colleges (SACSCOC Standard 3.4.4) and policies and guidelines of the Technical College System of Georgia.

Students may submit appropriate documentation to the Registrar during the application process. The Registrar will confer with Academic Deans/ Program Chairs when determining appropriateness of course credit to be awarded.

- Students must request review for transfer of credit within their first semester of attendance. Request for Transfer of Credit forms are available in the Office of Student Affairs.
- Students must provide official documentation of previous training or course completion.
- Training/course work must be concurrent with the curriculum outline of the student's current program of study. A form DD 2586 - Verification of Military Experience and Training - may be required as verification of military experience and training. A course syllabus or training outline may be required for consideration of nonmilitary training.

## **Student Affairs Support Services**

Personnel from Student Affairs help to provide a successful learning environment for students at West Georgia Technical College. They support the total educational effort through services that include testing, admissions, financial aid, job placement assistance, student follow-up, and student records.

### **Career Interest Evaluation**

Interest and abilities testing is available to help an applicant decide which program to enter. During program placement sessions with potential students, admission counselors may use the information gathered from testing to help students explore pre-enrollment career options or develop educational plans.

### **Student Records**

Procedures relating to the establishment of student records are in accordance with the provision of the Family Educational Rights and Privacy Act (FERPA) of 1974 (Buckley Amendment), as amended, with the policies of West Georgia Technical College, and with the regulations of the Department of Health, Education, and Welfare.

Each student at West Georgia Technical College has the right and may request to inspect his or her general education records within 45 days of the day the college receives a request for access. This right of inspection includes academic records maintained by the Office of Student Affairs. All college records are confidential and are not available without the student's written consent. Directory information (full name of student, address(es), telephone number(s), county of residence, email address(es), major and field(s) of study, degrees and awards including nature and date received, dates of attendance, school or division of enrollment, enrollment status (i.e., full or part-time, undergraduate, graduate), name of institution last attended, participation in official sports and activities, height and weight of athletic team members, photograph(s)) will normally be released without student notification or consent unless a student has requested that such information not be released.

Students desiring access to their records should contact the Registrar's Office. The Registrar will make arrangements for access and notify the student of the time and place where the records may be inspected. The student has the right to request the amendment of the student's education records that the student believes in inaccurate or misleading. The student should write the Registrar, clearly identify the records they want changed, and specify why it is inaccurate or misleading. If the school decides not to amend a record as requested by the student, the school will notify the student of his or her right to a hearing regarding the request for an amendment. A student has the right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the school in an administrative, supervisory, and academic or research, or support staff position (including law enforcement personnel and health staff) a person or company with whom the school has contracted; a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her task.

A school official has a legitimate education interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the school discloses education records to officials of another school in which a student seeks or intends to enroll. The student has the

right to file a complaint with the U.S. Department of Education concerning alleged failures by West Georgia Technical College to comply with requirements of FERPA. The name and address of the office that administers FERPA is:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, S.W.  
Washington, DC 20202-4605

## **Career Services**

The mission of the West Georgia Technical College Career Services Department is to provide support to students, graduates, and employers while creating a viable link between students and potential career sources.

Career Services is designed to assist students in preparing for the job search process and locating major-related employment upon graduation. Career Services maintains contact with the instructional staff and acts as a conduit for referrals. Students may access services such as individual career counseling, career workshops, assessments, and online career resources at any time during their enrollment or after graduating.

Periodic follow-up surveys are conducted to obtain data from former students and employers. This data assists the College as it seeks to meet its training objectives. When contacted, former students and employers are urged to promptly return the completed materials.

The Career Services Jobweb is the primary resource for advertising available employment opportunities to students and alumni of West Georgia Technical College.

### **Get Connected ... with eRecruiting/Experience and the WGTC Job Web**

- Log on to <http://www.westgatech.edu/jobweb>
- View “Student” box on left of screen.
- Click “Create Account” and follow instructions for completing your personal profile, uploading your resume and conducting a job search.
- Click “submit” after carefully proofreading your profile.
- When applying for any position on eRecruiting/Experience, follow the instructions in the description. You may only apply online if requested by the employer.
- Logon frequently for Weekly Job Listing and daily position updates and other important announcements.
- By setting up a WGTC Job Web account, you will receive email notices for career fairs, on-campus recruiters and other important career-related information.

Questions: Contact the Director of Career Services, 770.824.5245 or 706.756.4628 or [careerservices@westgatech.edu](mailto:careerservices@westgatech.edu).

Email [careerservices@westgatech.edu](mailto:careerservices@westgatech.edu) for Job Search Assistance, help preparing a professional résumé and cover letter with WinWay Resume program or to practice successful interviewing and networking skills.

## **One-Stop Career Center Murphy Campus**

The West Georgia Technical College One-Stop Career Center, located on the Murphy Campus, assists the economic well-being of our community workforce by serving as a focal point for a wide range of services for employers, WGTC students, graduates, and other job seekers through an integrated system of employment, training, and educational resources. The Career Center provides a means of connecting job seekers and employers.

WGTC, the core funding provider, has implemented continual funding efforts with collaborative state agency resource providers such as the Georgia Department of Labor, Vocational Rehabilitation along with the Technical College System of Georgia Special Services and WIA Program services for the economically disadvantaged and dislocated workers.

The Career Center is a way of providing government services so that employers and job seekers can receive better, more comprehensive service in one place, without having to navigate through a bureaucratic maze of programs and services.

Career development resources include access to copy machines, fax machines, computers, printers, internet access, WGTC JobWeb, the WinWay resume program, and O\*NET.

For assistance or more information concerning One Stop Career Center services, email [careerservices@westgatech.edu](mailto:careerservices@westgatech.edu) or contact the WIA Coordinator at 770.824.5246 or WIA Program Assistant at 770.537.5710.

## Accessibility Services

West Georgia Technical College provides equal educational opportunities to qualified students with disabilities. Assistance is available for students with a temporary or permanent physical or psychological disability or with a learning disorder, including attention deficit disorder, acquired brain injury and specific learning disability. To receive the services, a student must provide recent documentation from a qualified healthcare professional (evaluations that clearly indicate that a physical, psychological or learning disorder is present) compliant with the TCSG documentation requirements for special services/accommodations.

For all types of disabilities, certain accommodations are provided in order to offset as much as possible the effect the disability may have on learning, class performance and testing. Based on the student's documentation and a personal interview, these accommodations are determined and developed on a case-by-case basis by the Accessibility Services/Special Populations Coordinator. Accommodations may include but are not limited to the following:

- Extended time for class/work projects/tests (extended time is not allowed for course criteria that require time as part of the competency; for example, typing speed of 25 words per minute)
- Preferred seating in classrooms
- Permission to use recording devices for classroom lectures
- Sign language interpreters
- Magnification software

To request reasonable accommodations based on valid documentation or to schedule an appointment to receive additional information, students may contact the Accessibility Services/Special Populations Coordinator at 770.824.5241 or email [disabilityservices@westgatech.edu](mailto:disabilityservices@westgatech.edu).

## Special Populations

Professional staff members are available to assist special population students as they work toward their educational and professional goals. Special populations include:

- Individuals with disabilities
- Individuals from economically disadvantaged families, including foster children
- Individuals preparing for non-traditional fields
- Individuals with limited English proficiency
- Single parents
- Displaced homemakers – not including dependent children under the age of 24

Services include programs that will enhance or improve the academic, technical and employability skills of special population students. For more information please contact the Accessibility Services/Special Populations Coordinator at 770.824.5241 or [specialpopulations@westgatech.edu](mailto:specialpopulations@westgatech.edu).

## Student Organizations and Activities

Many student organizations are available at West Georgia Technical College, and other organizations are currently being researched in order to offer a broader range of activities in the near future. Joining one of the following organizations can enrich a student's academic experience and facilitate meeting other students. For more information, students may contact the Student Life Coordinator at 770.537.5722 or [studentlife@westgatech.edu](mailto:studentlife@westgatech.edu).

### I. Governance

**Georgia Student Government Association (GSGA):** Students on GSGA are elected by their peers. They are the voice of West Georgia Tech students and vote on behalf of all students for issues brought to the Georgia Student Government Association. Student Government is comprised of an Executive Board (President, Vice President, Etc.), campus Representatives, and Division Liaisons. All students are encouraged to participate through contact with their campus representatives as well as attendance at meetings. For more information about the Georgia Student Government Association, email [SGA@westgatech.edu](mailto:SGA@westgatech.edu)

### II. Academic and Professional

**Answering the Call of Excellence (ACE):** The ACE Program (Answering the Call for Excellence) is an academic advising, counseling, mentoring, and social support program intended to provide academic enrichment, leadership development, enhanced sense of professionalism and self-advocacy, critical thinking and communication skills leading to program completion, graduation and employment for primarily African American male students attending West Georgia Technical College. Participation is open to all students, and students from other ethnic and racial backgrounds are encouraged to become involved as well. For more information about ACE, email [ace@westgatech.edu](mailto:ace@westgatech.edu).

**Best and Crunchiest Original Nourishment:** B.A.C.O.N. is an organization open to all WGTC enrolled students that consider themselves "Foodies." The organization expands culinary knowledge throughout the community to motivate farm-to-table, community gardens, and simple cooking. Members will participate in community gardens, cooking demonstrations, and attend various food related events. The organization impacts the lives of anyone who truly loves food. For more information on the BACON Club please email [bacon@westgatech.edu](mailto:bacon@westgatech.edu).

**Phi Beta Lambda (PBL):** Students who are interested in developing leadership, communication, and team skills, or simply looking for an organization to meet and network with others at local, state, or national levels may join. PBL is not just another student group—it gives members an opportunity to learn and grow as a business professional. Employers are looking for students with cutting-edge skills. PBL gives members the chance to gain these skills and prepares them for the "real-world" after college. The organization may assist students to prepare for careers, graduate school and for life! For more information on PBL, e-mail [PBL@westgatech.edu](mailto:PBL@westgatech.edu)

**Radiological Association for the Development of Students (RADS):** The Radiological Association for the Development of Students is an organization for students in the Radiologic Technology program at West Georgia Technical College. This organization provides an opportunity for members to improve their leadership skills, attend educational seminars, and explore the many career opportunities available in the radiology field. For more information on RADS, e-mail [RADS@westgatech.edu](mailto:RADS@westgatech.edu)

**SkillsUSA:** The SkillsUSA is the national organization for students enrolled in classes with vocational trade, industrial, technology and health occupational objectives. West Georgia Technical College's SkillsUSA operates under a charter granted by the Georgia Association of the Vocational Industrial Clubs of America. SkillsUSA provides student with opportunities to learn and practice leadership and employability skills. They also learn to manage their time, communicate effectively and work as part of a team. Through SkillsUSA students can prepare themselves for future education or a full-time work experience. One of the benefits of being a SkillsUSA member is the opportunity to compete for scholarships and awards that are offered by our industry partners for achievement. Members conduct business using the democratic process. Regular club meetings are scheduled each month. Membership must be established prior to January in order to compete in the annual Local, State and National SkillsUSA Championship. For more information on SkillsUSA, e-mail SKILLSUSA@westgatech.edu

**Student Members of the American Dental Hygienists' Association (SADHA):** Membership in this student organization is available only for students enrolled in the Dental Hygiene program at West Georgia Technical College. Much like the Student Nursing Association, this program aids students in attending annual conferences for the Dental Hygienists Association, discounts, books, and recreational activities. For more information on the Student Members of the American Dental Hygienists' Association, e-mail SADA@westgatech.edu

**Student Nursing Association:** The Student Nursing Association at West Georgia Technical College is part of the Georgia Student Association of Nurses. This program is for students majoring in Registered Nursing and is the way to maximize a student's experience in the nursing program. This program provides networking opportunities, NCLEX review courses, aid with books, discounts, and educational conferences in- and out-of-state. For more information on the Student Nursing Association, e-mail SNA@westgatech.edu

### III. Honorary

**Kappa Beta Delta (KBD):** Kappa Beta Delta is to encourage and recognize scholarship and accomplishment among business students and to encourage and promote aspirations toward personal and professional improvement. It is organized exclusively for charitable and educational purposes. Students must be enrolled in an Accreditation Council for Business Schools and Programs (ACBSP) accredited degree program, rank in the upper 20% of students pursuing business degrees at the time of invitation, have completed at least 15 semester hours of credit with a minimum of six semester hours of credit in business subjects toward the degree program in which they are enrolled, and have attained a 3.0 GPA. For more information on Kappa Beta Delta, e-mail KBD@westgatech.edu

**National Technical Honor Society (NTHS):** The National Technical Honor Society is the acknowledged leader in the recognition of excellence in career and technical education and a major scholarship source for its members. NTHS membership is recognized by business, industry, and education as the hallmark of student achievement and leadership. Today, more than 3,000 schools and colleges are affiliated with the Society, and member schools agree that NTHS encourages higher achievement, cultivates a desire for personal excellence, and helps top students find success in today's highly competitive workplace. Founded in 1984, NTHS is a non-profit, educational organization carrying out its mission with the help of thousands of dedicated advisors at affiliated member institutions. NTHS provides excellent resources to promote higher scholastic achievement and to bring greater recognition to top students. In order to become a member of West Georgia Technical College's NTHS, the student must:

- Be enrolled in a degree or diploma program
- Be recommended by an instructor in his/her program;

- Have completed 15 consecutive semester institutional GPA hours in one program;
- Have maintained a 3.66 or higher overall GPA in his/her program;
- Must have a 2 or better in Work Ethics; and
- Have good character, exhibit leadership skills, and plan to pursue a career in his/her program of study.

For more information on National Technical Honor Society, e-mail [NTHS@westgatech.edu](mailto:NTHS@westgatech.edu)

**Phi Theta Kappa (PTK):** Phi Theta Kappa is a highly recognized international honor society for students who achieve superior academic success at a two-year college or institution. Chapter members serve as leaders for other students and for people in the community. Membership into the Beta Theta Phi Chapter offers intellectual enrichment and personal development as well as academic scholarships. For more information on Phi Theta Kappa, e-mail [PTK@westgatech.edu](mailto:PTK@westgatech.edu)

## IV. Fine Arts

**VOICES Magazine:** VOICES is published annually by West Georgia Technical College. The magazine seeks to showcase the best examples of the creative spirit that is alive and well at WGTC. Submissions are solicited during the fall semesters, compiled and edited during the late fall, and released in the middle of the spring semester each year. Submissions are welcome from all current students, as well as staff and faculty members. Student editors are encouraged to volunteer to assist with selections, compilation, and binding of the magazine during the fall and spring semesters. For more information about VOICES, visit the website, [www.westgatech.edu/voices](http://www.westgatech.edu/voices), or email

## New Organizations

Don't see anything that interests you? Want to form your own organization? Here's how! Applications for new student organizations are accepted every year in the fall term. Minimum requirements to form a new organization include at least 10 interested members, a faculty/staff advisor, and a constitution. For more information and to receive an application, please contact the department of Student Life, [studentlife@westgatech.edu](mailto:studentlife@westgatech.edu).

## Flyer Posting Guidelines

### General Provisions

1. Departments and officially registered campus organizations may post notices, handbills, non-commercial advertisements and posters on the bulletin boards located in the buildings and snack room bulletin boards.
2. All postings with the College name and/or logo require prior approval by the department of Institutional Advancement.
3. Those desiring to place notices on bulletin boards must have them approved by the Office of Student Life by filling out the Event & Poster Registration electronic form that can be found on the website: [www.westgatech.edu/sa](http://www.westgatech.edu/sa)
4. Do NOT post flyers on top of official WGTC advertisements.
5. Notices, handbills, and posters are to be placed only on bulletin boards. They may not be taped to doors, windows, light posts, or walls (interior or exterior of buildings), or stapled to trees or placed on cars.
6. All materials must have the name of the sponsoring department/student organization and the date of the event along with contact information printed on all materials. All materials advertising social events must have beginning and ending times listed.



7. Material should not contain any alcoholic words/pictures or any material that could be viewed as offensive. The Office of Student Life will have final authority regarding questionable flyers (i.e. parties, & untraditional events, etc.).
8. There is a TWO week maximum posting time unless approval is given for an extension by the Office of Student Activities.
9. Boards will be checked weekly for compliance.

### **Posters**

1. Posters are defined as standard poster boards not to exceed 14x24.
2. Placement of posters is restricted to bulletin boards and must be fastened with tape or tacks.

### **Handbills**

1. Handbills are any printed material smaller than 14 x 24.
2. Handbills may not be distributed on campus; they must be posted on bulletin boards.
3. Handbills may not be placed on cars.

### **Advertising**

1. Any index sized (3 x 5) sheet may be used for personal advertising, including book sales.
2. Commercial advertising is not permitted.

### **Posting by Off-Campus Groups**

1. All off-campus organizations must check with the Office of Student Activities or Executive Director of Campus operations before posting any material on any campus.
2. Off-campus organizations must comply with the same guidelines set for campus organizations.

### **Posting by Individuals**

1. The privilege to post is extended to officially recognized campus organizations and departments only. Students are allowed to post book sales on index card sized sheets.
2. All other individual posting is not allowed, unless specifically approved by the Office of Student Activities.

NOTE: Some bulletin boards have been designated for use by certain organizations/departments. No other organization or individuals will be allowed to use these bulletin boards.

## **Athletics**

The West Georgia Technical College Department of Athletics provides opportunities for full-time currently enrolled students to participate in four competitive sports: men's basketball, women's basketball, baseball and softball. West Georgia Tech Athletics strives to provide leadership and athletic opportunities to all student-athletes. West Georgia Technical College, nicknamed the Golden Knights, competes in the Georgia Collegiate Athletic Association (GCAA) as a member of the National Junior College Athletic Association (NJCAA).

Individuals wishing to play college sports at WGTC must:

- Be a full-time currently enrolled student in good standing; enrolled in a credit program seeking a Diploma, or Degree, and be admitted regular or provisional status;
- GED students are not eligible to participate, but can become eligible after satisfactory completion of the GED program and enrolled in WGTC as a full time student
- Be enrolled as a full-time student, having 12 or more credit hours in each term in which play takes place;

- Men's/Women's Basketball - fall & spring
- Baseball - fall & spring
- Softball – fall & spring
- Maintain a minimum 2.0 GPA both cumulative and for each enrolled term
- Complete all related forms for participation

More information on West Georgia Tech Golden Knights Athletics can be found at [WGTCAthletics.com](http://WGTCAthletics.com), on Facebook (WGTC Athletics) and Twitter (@WGTCAthletics).

## Housing

West Georgia Technical College does not provide housing for students attending the school; however, students desiring housing may obtain information through local newspaper advertisements and real estate agencies.

## Voter Registration

West Georgia encourages all students to become registered voters. To register to vote you must:

- Be a citizen of the United States.
- Be a legal resident of Georgia.
- Be at least 17 years of age (must be 18 years of age to vote).
- Not be serving a sentence for a conviction of felony involving moral turpitude.
- Not have been found mentally incompetent by a judge.

## Drug Free Schools and Communities Act

The Federal *Drug Free Schools and Communities Act* of 1990 contains Section 20, Drug Free Schools and Campuses, which was enacted to ensure that any institution of higher education that received funds under any federal program has adopted and implemented a program to prevent the use of illicit drugs and abuse of alcohol by students. No student may engage in the unlawful manufacture, possession, use or distribution of illicit drugs and alcohol on the Technical College's property or as part of any of its sponsored activities. Such unlawful activity may be considered sufficient grounds for serious punitive action, including expulsion. Disciplinary sanctions for students convicted of a felony offense involving alcohol or the manufacture, distribution, sale, possession or use of marijuana, controlled substances or other illegal or dangerous drugs shall be immediate suspension and denial of further state and/or federal funds from the date of conviction. Specifically in the case of a drug related offense the student shall minimally be suspended for the remainder of the quarter and forfeit all academic credit for that period.

WGTC shall notify the appropriate state/federal funding agency within 10 days after receiving notice of the conviction from the student or otherwise after receiving the actual notice of conviction. Within 30 days of notification of conviction, the Technical College shall with respect to any student so convicted:

1. Take additional appropriate action against such student up to and including expulsion as it deems necessary.
2. Provide such student with a description of any drug or alcohol counseling treatment, or rehabilitation or re-entry programs that are available for such purposes by a federal, state or local health, law enforcement or other appropriate agency.

WGTC is responsible for ensuring the development and implementation of a drug free awareness program to inform students of the following:

1. The dangers of drug and alcohol abuse on the campus and elsewhere.
2. Any available drug and alcohol counseling, rehabilitation and assistance programs.

3. Any penalties to be imposed upon students for drug and alcohol abuse violations occurring on the campus.
4. Any penalties to be imposed upon students for drug and alcohol abuse violations occurring on the campus.

## Academic Affairs

Each student at West Georgia Technical College must be a responsible partner in the learning process and should observe all current published regulations and procedures required by the College and by the program in which he or she is enrolled. Published information may be found in the student catalog, student handbook, college website, or linked from individual course syllabi. A current published regulation will not be waived nor will an exception be granted because a student pleads ignorance of the regulation or asserts that he or she was not informed of a specific requirement by an advisor or by a College staff member.

Students must become especially familiar with the offerings and requirements of their individual majors or programs of study and the content of the semester schedule of classes, which may contain notices of changes in academic regulations or procedures. West Georgia Technical College will make a reasonable effort to keep students advised of any such changes, and information on changes made by the College will be available in the Student Affairs Office. Requirements for programs of study can be found on the College webpage and in the student catalog. Students must be aware that it is their own responsibility to remain informed about current graduation requirements and should speak to an academic advisor for the specific completion requirements of their respective programs.

A candidate for graduation is normally subject to the catalog requirements in effect at the time of initial enrollment. However, in consultation with his or her advisor, a student may elect to satisfy the graduation requirements specified in any of the catalogs in effect subsequent to the time of initial enrollment. Also, a student who is not enrolled for one or more consecutive semesters is subject to the catalog graduation requirements in effect at the time of re-entry.

### Academic Advising System

Students admitted to West Georgia Technical College are assigned to the Advising Center for academic advisement. The only exceptions will be Transient and Special Status Students who will be assigned to the Registrar for advisement assistance, high school students who are assigned to a High School Coordinator, and Commercial Truck Driving students who are assigned to program faculty.

Once a student completes approximately 50 percent of academic program progression and completes any needed Learning Support classes, the student will be reassigned to the appropriate faculty advisor for that program. Exceptions to faculty advisor reassignment:

1. Healthcare Science and Healthcare Assistant students will be assigned to the Advising Center until they change their program or are accepted into a degree or diploma healthcare program;
2. Technical Specialist students will remain under the advising services of the Student Advising Center until they transfer or change programs.

Enrolled credit students may access Self Service Banner Web at any time to identify whether they are assigned to the Advising Center or have been transferred to their program faculty advisor. Status or program changes may involve advisor reassignment, so students making such changes should contact the Office of Admissions.

The role of all academic advisors is to assist students in the development of meaningful educational plans that are compatible with their life goals. The ultimate responsibility for making informed decisions about life goals and educational plans rests with the individual student. However, the academic advisor can assist by working with students to identify and assess alternatives and additional opportunities.

An academic advisor's responsibilities include helping students design a program of study, interpret catalog program information and degree completion requirements, and help students understand academic alternatives. Advisors also monitor academic progress and recommend appropriate resources to answer questions or solve problems related to academic and career matters. They are also valuable sources of information about College policies, procedures, resources, and programs. Students should review academic program information available on the school website prior to visiting advisors and are encouraged to contact advisors early in the semester prior to the registration period for academic counseling.

Academic advisors may be reached via email, phone, advisement kiosk, or in person. Walk-in visits to program Faculty Advisors should be during their posted office hours or to the Advisement Center during posted advisement hours. Advisement centers are available in designated areas on each campus including in the new Academic Resource Center (ARC) located in the Mary M. McLung Library on the Murphy campus.

## **Course Availability**

A listing of semester course offerings at West Georgia Technical College is available by accessing Self-Service Banner Web on the website. The College reserves the right to cancel classes due to low enrollment or other reasons. A full refund is made for any class canceled by the College.

## **Course Progression**

To meet academic requirements, students may not make a grade of *D* in their program courses, including program-specific electives. (This policy excludes core courses, unless a grade of *C* or better is required as a prerequisite to other courses.) Students who make a *D* must repeat the course and obtain a final grade higher than *D*. The first grade will, however, still be recorded on the transcript. A minimum cumulative grade point average of 2.0 is required for graduation.

To fulfill the academic requirements of all Health Sciences programs, a minimum grade of *C* is required for progress from specified courses to more advanced courses. In addition, a minimum grade of 75 is required for academic course progression in both the Registered Nursing and Licensed Practical Nursing programs. Students unable to meet the academic requirements for continuation in any Health Sciences program will not be allowed to continue until the requirements are met. Upon completion of these requirements, the student will be allowed to continue when course sequence permits. Students with a second failure of the same occupational course or of any subsequent course in the same program will not be eligible to progress in the program. Students with two academic failures in occupational courses will not be allowed a third attempt. This applies to all occupational courses in the School of Health Sciences except for those occupational courses in the Health Information Technology, Fire Science, Health Care Science, Health Care Assistant, and Nurse Aide programs.

## **Course Numbering System**

Courses numbered 0-0999 are preparatory courses and do not carry credit toward graduation. Courses numbered 1000 and above carry credit toward graduation with the exception of COLL 1000 which applies as institutional credit only. General education courses carrying a course number of 1100 and above (e.g., ENGL 1101) are taught in associate degree programs.

## Elective Courses

Program elective courses may be inside or outside the program of study, based on the list of approved electives provided in each program description. Program majors may include three types of electives:

1. Occupational/technically-related electives are those that are relative to the student's chosen academic major. These electives are generally satisfied by courses found in the student's academic major area or in a major related to the student's chosen field of study.
2. General core electives are selected from the general core course offerings available at the award level of the academic program in which the student is enrolled. Degree general core electives must come from degree level academic courses. Diploma level general core must come from diploma level basic skills offerings. However, if a student's placement score in a particular diploma program meets the degree level, the student may substitute the higher level degree course for the lower level diploma course, depending on compatibility of the course competencies and with registrar approval. For example, if a student's diploma level program requires ENGL 1010 but the student's placement score in English is at the degree level (or higher), the student may take the higher degree level ENGL 1101 Composition and Rhetoric course. Diploma level courses cannot be used as electives in degree programs with the exception of open electives specifically listed as "XXXX xxxx" electives.
3. General electives may be satisfied by either a technically-related occupational course or a general education course. When a general education course is used to satisfy this elective, it must be selected from offerings available at the award level of the academic program in which the student is enrolled. Degree general education electives must come from degree level general education course offerings. Diploma level basic skills electives must come from diploma level basic skills offerings. However, if a student's placement score in a particular diploma program meets the degree level, the student may substitute the higher level degree course for the lower level diploma course, depending on compatibility of the course competencies and with registrar approval (see example in paragraph above).

Learning support courses cannot be used to satisfy any elective requirement. Students should consult with their program advisors before registering for any elective course to ensure that the course selection will meet program graduation requirements.

## Grading System

The following grade system is used to report student progress in credit courses:

Grade	Nature of Work	Grade Points
A	(90-100) Excellent	4
B	(80-89) Good	3
C	(70-79) Satisfactory	2
D	(60-69)	1
F	(Below 60) Failing	0
WF	Withdrew Failing	0
I	Incomplete	Not Computed
WP	Withdrew Passing	Not Computed
NG	No Grade	Not Computed
AU	Audit	Not Computed
EX	Credit by Competency Exam	Not Computed
TR	Transfer Credit	Not Computed
W	Withdrew	Not Computed
AC	Articulated Credit	Not Computed

Learning support courses and COLL 1000 are graded on an A\* through F\* scale. The following learning support grades are not computed in a student's institutional GPA but do apply toward the Financial Aid Satisfactory Progress Policy.

A*	= 90-100	Not Computed
B*	= 80-89	Not Computed
C*	= 70-79	Not Computed
D*	= 60-69	Not Computed
F*	= 00-59	Not Computed
WF*	= 00-59	Not Computed

## Grade Point Average (GPA)

A grade point average (GPA) is calculated by (1) multiplying the credits for each eligible course by the grade points associated with the grade earned, (2) totaling the points earned for all eligible courses, and (3) dividing the total points by the total number of credits attempted in eligible courses. Eligible courses include all courses numbered 1000 and above with the exception of COLL 1000. Grades for courses numbered 0-0099 and COLL 1000 are not included in the calculation of Grade Point Average.

**I (Incomplete)** The grade of *I* is given to students only in extenuating circumstances. It signifies that a student has not completed all required course work by the end of the semester. Student and instructor must request a grade of *I* before grades are posted. If the required make-up work is not completed by the end of the first three weeks of the following semester, the *I* will automatically become an *F*. If a student received a grade of *I* in a course which is a prerequisite to other courses, the student must complete the required make-up work to determine the final grade and eligibility to enroll in other courses.

**AU (Audit)** By registering as an auditor, a student is permitted to audit a course/program and attend classes without receiving credit. Students are not permitted to change from audit to credit after the drop/add period or from credit to audit after the drop/add period at the beginning of each semester. Students who audit a class must pay regular tuition and fees for enrollment in any course(s).

**W (Withdraw)** This grade signifies that a student has officially withdrawn by the withdrawal date of the semester.

**WF (Withdraw Failing)** This grade indicates that a student officially withdrew after the withdrawal date of the semester. The *WF* has zero quality points and is calculated in the grade point average (GPA).

**WP (Withdraw Passing)** The grade of *WP* is given only to students with extenuating circumstances. This grade indicates that a student was passing when he or she officially withdrew after the withdrawal date of the semester.

Transcripts and grade reports contain two grades for each occupational course. The first grade is the letter grade assigned for academic work and skill development in the course. The second grade reflects the work ethics of the student in the course. (See section on Work Ethics.)



## Attendance

Students are expected to attend each scheduled class. Absences and tardies will become a part of the student's record through the work ethics grade (detailed in the catalog section on Work Ethics Procedures). It is recognized that there may be times when a student will not be able to attend class. In such cases, it is the student's responsibility to make arrangements with the instructor concerning the availability and completion of making up work missed. All make-up work will be at the discretion of the instructor, under the guidelines of the work ethics policy and procedures and consistent with classroom procedures established in the course syllabus.

Students receiving financial aid (especially Pell, WIA, or VA) should be aware that absences could jeopardize their financial aid funding and satisfactory academic progress. Students may not receive financial aid funds if they do not meet the attendance requirements of the financial aid agency.

A student will be dropped from a course in which the number of his or her absences, whether excused or unexcused, exceeds 20 percent of the total number of course meetings in the semester unless prior approval is given for extenuating circumstances, according to the following guidelines:

<b>Fall and Spring Semester</b>	
Number of course meetings per week	Will be dropped if absences exceed
1	3
2	6
3	9
4	12

<b>Summer Semester</b>	
Number of course meetings per week	Will be dropped if absences exceed
1	2
2	4
3	6
4	8

If there are extenuating circumstances, the teacher's discretion will be considered in the final decision for an exception. The grade of withdraw passing (WP) or withdraw failing (WF) will be assigned after the withdrawal date of the semester. The grade of WP is given only to students with extenuating circumstances.

Health Sciences programs and all courses with a significant virtual learning component have attendance guidelines specific to those methods of instructional delivery. These guidelines will be detailed in individual course syllabi and in program handbooks in these program areas.

**Online Courses:** Online students must complete an academically related activity each week to be considered active. Simply logging into class is not considered active. Academically related activities include, but are not limited to, submitting an academic assignment; taking an exam, an interactive tutorial, or computer-assisted instruction; participating in an online discussion about academic matters. A student will be dropped from an online courses if his/her absences exceed 20 percent of the number of weeks allocated for the course (absences do not have to be consecutive).

**Hybrid Courses:** Absences in hybrid courses may not exceed 20 percent of scheduled on-campus classes or 20 percent of the total contact hours for the course.

## Work Ethics Procedures

The Technical College System of Georgia and WGTC believe it is extremely important to identify, evaluate, and encourage good work habits as an integral part of the instructional program. Therefore, a system to evaluate “work ethics” in each course has been developed. Work ethics grades (3, 2, 1, 0) are earned in each completed credit hour course and are included on the student’s permanent record and transcript.

### Characteristics

The following work ethics characteristics are emphasized:

1. Attendance
2. Character
3. Teamwork
4. Appearance
5. Attitude
6. Productivity
7. Organizational Skills
8. Communication
9. Cooperation
10. Respect

Throughout the semester consistent emphasis is given to each of these characteristics or traits. Periodic presentation by each instructor is provided through a brief lesson, exercise, or activity featuring the trait which may be introduced in classes or labs.

### Grading

Work Ethics grading is performed “by exception” indicating that the majority of students receive a work ethics grade of 2 (meeting expectations). Instructors record a grade for students who display either poor work ethics or exceptional work ethics behaviors by adding to or subtracting points from the grading of the respective work ethics trait. Instructors must document work ethics performance of all students and provide a plan of improvement and a review date for those students who display poor work ethics. The follow-up review date provides an opportunity to re-evaluate performance before a final work ethics grade is assigned.

There are two formal reports—the Mid-Semester Report, a progress report given to those students who need an opportunity to improve, and the Final Report, a semester work ethics grade to be displayed on the student’s academic record.

Evaluation Process:

- 3 points = Exceeds expectations
- 2 points = Meets expectations
- 1 points = Needs improvement
- 0 points = Unacceptable

**NOTE:** The work ethics credits do not count toward graduation requirements or in calculating eligibility for financial aid but may affect employment opportunities.

### Excused Absences

No points are deducted from the attendance portion of the work ethics report if the student must be absent under any of the following conditions and follows the outlined procedures:

1. Jury duty (prior notification of instructor with written proof).
2. Death of immediate family member (mother, father, sister, brother, spouse, or child; notify instructor during the first day of absence with maximum of three days excused).
3. Court summons (prior notification of instructor with written proof).
4. Military duty (prior notification of instructor with written proof).

5. Job interview (prior approval of instructor and a job interview verification form to be signed by the employer—may be obtained from the job placement specialist).
6. Doctor's official work/school release form (completed and signed by attending physician and provided for the instructor the first day of return; a maximum of three days in a given semester will be excused for medical reasons, but only with proper documentation).

**NOTE:** Students are expected to follow individual instructors' make-up policies, and the excused absences outlined above are only considered when assessing your attendance grade for work ethics. The absences are still counted as part of the total allowable 20% of course absences. Absences above 20% of the total number of course meetings will result in the student's withdrawal from the course unless prior approval is given for extenuating circumstances. (See individual course syllabi for attendance guidelines for Health Sciences programs and for online or hybrid courses.)

## Academic Honors

The College recognizes the following academic honors for students enrolled in credit programs:

Honor Graduate – These graduation honors are awarded based on the cumulative grade point average, in the following categories: Highest honors (3.9-4.0 GPA), High Honors (3.7-3.89 GPA), and Honors (3.5-3.69 GPA).

President's List - Students achieving a 4.0 grade point average for the semester.

Dean's List - Students achieving a grade point average of 3.5 to 3.99 for the semester.

Names of qualifying students are acknowledged on the College website.

## Satisfactory Academic Progress

Students are considered to be in good standing and making satisfactory academic progress if they maintain a semester GPA of 2.0 or higher. A cumulative GPA of 2.0 or higher is required for graduation. This designation appears on the semester grade report and the official transcript. Students who earn a GPA of less than 2.0 for a semester are placed on academic probation. Additional information about SAP is included in the Financial Aid section of the catalog and in the student handbook, both available on the college website and also linked from each course syllabus. Additional information about Academic Probation and Suspension is included in the Registrar Services section of the catalog.

**NOTE:** Students enrolled in the Health Services programs should refer to the specific academic requirements for these programs.

**NOTE:** Health Sciences students who fail to earn a program defined satisfactory grade in any course required for their selected program of study may repeat a course one time only. Students with a second failure of the same occupational course or of any subsequent course in the same program will not be eligible to progress in the program. Students with two academic failures in occupational courses will not be allowed a third attempt. This applies to all occupational courses in the School of Health Sciences except for those occupational courses in the Health Information Technology, Fire Science, Health Care Science, Health Care Assistant, and Nurse Aide programs. (See Course Progression)

## Academic Integrity

West Georgia Technical College encourages an academic culture of honesty and personal integrity among its faculty, staff, and student body. Academic integrity is defined by the Center for Academic Integrity as “a commitment, even in the face of adversity, to five fundamental values: honesty, trust, fairness, respect and responsibility.” In this context, academic honesty means performing all academic work without plagiarizing, cheating, lying, tampering, stealing, receiving assistance from any other person or using any source of information that is not common knowledge (unless authorized by the instructor). The work of another person represented as one’s own is dishonest and does not fairly measure the competence, knowledge, and achievement of the individual. Academic dishonesty is contrary to the standards, ethics, and goals of higher education and is unacceptable in the technical college community. West Georgia Technical College promotes and expects each member of the College to conduct himself or herself with professional behavior and intellectual integrity.

Prohibited behaviors include, but are not limited to, the following:

- Plagiarizing any assignment. “Plagiarism” means using someone else’s ideas or words without using quotation marks and/or giving credit by citation of source(s).
- Copying/submitting another person’s work.
- Unauthorized taking of someone else’s work.
- Using unauthorized notes or equipment (including programmable calculators) during an examination.
- Stealing an examination or using a stolen examination.
- Allowing another student to have access to your work, thereby enabling that student to represent the work as his or her own.
- Having someone else take an assessment in your place.
- Fabricating information such as data for a lab report.
- Falsifying a patient’s medical record or a student’s clinical record.
- Using another person’s personal electronic file or copying another student’s computer program.

Depending on the severity of the situation, any student found to be in violation of any of the above prohibitions will be subject to a range of disciplinary actions, which may include the following:

- A zero for the assignment
- An F for the course
- Dismissal from the program
- Dismissal from the College

In addition, copyrighted material may not be knowingly copied or included in student submitted material or for personal benefit in violation of copyright laws or regulations without the written consent of the copyright owner(s) or a duly authorized agent(s). Academic Integrity policies including violations and permitted usage of copyrighted materials are outlined in the Student Code of Conduct available to students in the Student Handbook.

The Student Code of Conduct (see the Student Handbook) is enforced for traditional, hybrid, web-enhanced, and online classes.

## Academic Overload

An acceptable course load will vary depending upon the academic program and courses taken. Please contact your advisor to make an informed decision about a reasonable course load when working full- or part-time.

Students wishing to register for more than 18 credit hours in any semester must obtain prior approval from the Dean of the School in which the student's program is included. In general, a student must have been at West Georgia Technical College for at least two semesters and have achieved an overall GPA of at least 2.5 before an overload will be approved.

## Online Learning

### *Types of Courses*

The following terms describe the delivery methods of online courses offered at West Georgia Technical College:

**Online**—A course in which all instruction occurs online, and testing may occur online or in a proctored environment.

**Hybrid**— A course in which 25-50 percent of the learning activities are conducted online. Traditional class meeting times will vary within these guidelines, depending on course content and instructor discretion. Meeting times will be predetermined and specified in the semester class schedule.

**Web-enhanced**— A traditional classroom course that uses the Internet as a component of the course. That component supports classroom instruction and may require students to use the internet in order to interact with one another and the instructor, do research, complete and/or submit assignments, or take tests.

### **Requirements**

The content, assessments, and student learning outcomes of online courses are of the same content, instructional quality and rigor as those of hybrid or web-enhanced courses. The primary difference is that online courses offer students an alternative form of course delivery that is more flexible and convenient than hybrid or web-enhanced courses. As a trade-off, however, online courses require a greater time commitment than hybrid or web-enhanced courses. Students who take online courses need strong skills in studying, time management, Internet navigation, and reading comprehension to be successful. Individual courses may require additional specific skills, such as proficiency in word processing. Following instructions, working independently, and submitting assignments by due dates are an important part of online learning. Students must have frequent access to a computer (preferably at home) and a reliable Internet provider as some providers are not compatible with the online platform. (For more information on appropriate providers and online requirements, see our Online Learning web page.)

It is not recommended for students in provisional status to register for online courses. Learning support and online courses are both demanding, and trying to do both decreases a student's chance of academic success. Students enrolled in learning support reading courses cannot register for online courses. Students who failed or withdrew from a specific course or provisional students who fail to meet minimum assessed proficiency requirements for a course will not be allowed to take that course online.

WGTC supports the choice of students to take online courses from the institution of their choice and participates as a National Council for State Authorization Reciprocity Agreements (NC-SARA) approved institution. The State Authorization Reciprocity Agreement (SARA) is an agreement among its member states, districts and U.S. territories that establishes comparable national standards for interstate offering of postsecondary distance-education courses and programs. It is intended to make it easier for students to take online courses offered by postsecondary institutions in a state other than the one where they reside.

## **Library Services**

The Library serves as a central location for many needed college-wide academic resources. A library is located on each campus (Carroll, Coweta, Douglas, LaGrange and Murphy) to support the curricular, professional, and personal development needs of the WGTC academic community. The library staff works closely with the faculty, administration, and students to acquire and make accessible a well-balanced collection, in a variety of formats, to support the college's instructional programs and adult learning center.

The collection at each site will consist of books, periodicals, newspapers, videos, audio cassettes, software, and other multimedia and electronic reference resources (respective of curricula and service needs). A daily courier service exists allowing for timely exchange of materials between sites. Each site houses a computer lab, offering software applications which are closely aligned to college programs. Collectively WGTC libraries share a vision of providing a leading model of the "virtual" library. The commitment to open access for resources, services and information needs is met by combining on-site collections of current materials in print and electronic form (Galileo) along with remote access to content and services of the worldwide library and information resources.

West Georgia Technical College acquires current, authoritative, and relevant materials and journals that support student learning outcomes for all instructional areas and academic departments at the degree, diploma, and certificate level. Emphasis is also placed on acquiring materials and providing services to ensure availability of adequate resources that directly support the general education programs. In acquiring new materials, the Library includes the continuing education and personal enrichment needs and interests of student, faculty, staff, and public users.

The Mary M. McClung Library, located on the Murphy Campus, has been recently redesigned to provide a more centralized and open learning area to provide easier access to academic and support services for students. The newly opened Academic Resource Center (ARC), located in the library provides new meeting, lab, and supplemental instructional areas with up-to-date technology for individual and group student usage. In addition the Murphy advisement center has been relocated to the ARC. Future ARC locations are in consideration beginning with plans to open a new location in the Coweta library in 2017.

## **Academic Support Services**

West Georgia Technical College is committed to enhancing academic performance for all students. Resources are available at all campuses to stimulate academic achievement and include learning resource labs, tutoring, academic workshops, on-line tutorials, academic coaching and the Mentor Connection program. These services are free for all WGTC students. The Student Academic Success website at [http://www.westgatech.edu/Academics/SSS/Student\\_Success.htm](http://www.westgatech.edu/Academics/SSS/Student_Success.htm) provides current information and a listing of available resources. For more information, please contact Academic Support at 706.756.4678 or [wgtcsuccess@westgatech.edu](mailto:wgtcsuccess@westgatech.edu). The following resources for academic support are offered to all students studying in credit program areas:

**College Success (COLL 1000)** is a two-credit course designed to assist students to develop effective study skills, become acquainted with the programs and services of the College, and adjust to life as a college student. COLL 1000 is required for any student who, upon taking the admissions placement exam, is required to enroll in two or more learning support courses, or for any student readmitted after academic probation. COLL 1000 carries institutional credit only and does not enter into the calculation of GPA.

**Learning Resource Labs** available on each campus include a computer lab equipped with instructional software and a tutoring area for all levels of English, math, and other subject areas. Resource labs provide standard software including internet access for virtual learning and coursework completion. The learning resource lab in the ARC on the Mary McClung Library on Murphy also has a smart board with audio\visual delivery capability.

**Tutorial Services and Supplemental Instruction Courses** are provided free of charge to students enrolled in credit courses on all campuses and also are available to MOVR students taking WGTC courses at external instructional sites. Tutoring services are offered at convenient times throughout the semester and are also available through the *Upswing* online tutoring platform. A basic computer literacy tutor is also available for students enrolled in COMP 1000 classes. In addition, students may access online tutoring services that may be linked from the student's online course learning platform or directly from the school website. Supplemental instruction currently is provided in the areas of Math, Writing and Accounting. Information on tutoring services and supplemental instruction can be found on the College website or by contacting academic support at [wgtcsuccess@westgatech.edu](mailto:wgtcsuccess@westgatech.edu).

**The Mentor Connection program** is built on the philosophy that the personal connection between a mentor and student will support student self-advocacy leading a determined student to graduate from West Georgia Technical College. The positive connections that students make at the College foster the creation of a safe and comfortable learning environment. Students can apply to participate in the mentor program through the college website or by contacting academic support at [wgtcsuccess@westgatech.edu](mailto:wgtcsuccess@westgatech.edu)

**Academic Resource Center (ARC)** is housed in the Mary M. McClung Library on the Murphy Campus. The ARC will provide advisement staffed by a full-time advisor and tutoring services as well as available space for small meetings for student organizations or for group study collaboration. The ARC also contains a learning resource lab with a smart board and audio\video connectivity that can be used for tutoring and group meetings. The ARC is designed to provide easy access to students in a centralized, service oriented, and learning conducive atmosphere. Future ARC location expansion is planned for other campus libraries beginning with Coweta Campus in 2017.

## Learning Support

The Learning Support Program at West Georgia Technical College serves students who are in need of academic assistance. It includes learning support courses designed to improve students' basic abilities in the areas of English composition, mathematics, and reading skills. These courses, designated by course number 0090, 0998 or 0999, carry institutional credit and may be taken prior to enrollment in credit courses or in combination with credit courses, depending on a student's admission status.

Students required to take learning support courses must take those classes each semester until they have fulfilled the requirements. Students taking MATH 0090 are required to take a diagnostic exam at the beginning of each semester enrolled in the course to determine the competencies and objectives requiring mastery for satisfactory completion of the course.

Learning support courses will be covered by Title IV assistance if the student is enrolled as a provisional admit student in an eligible program at West Georgia Technical College and the learning support course is required by the College.

Grades received for learning support courses are counted in the HOPE Scholarship GPA calculation. All learning support courses are included in the 67 percent hours attempted completion rate.

### **Learning Support Courses Over Five Years Old**

Learning support courses over five years old must be repeated unless the student presents acceptable placement test scores less than five years old. Students with exam scores over five years old must take the Accuplacer placement exam for reevaluation of program status.

### **Independent Study**

Upon the recommendation of the instructor and advisor and with approval of the appropriate academic dean, a course may be taken as an independent study. Independent study will be allowed only under extenuating circumstances in which a course is not available through a normal schedule or will not be offered in the subsequent semester. A student must have a GPA of at least 3.0, as verified by the Registrar, in order to take a course as independent study. A student may not take through independent study a course in which he/she has previously received a grade of *D*, *F*, *W*, *WP*, or *WF*. Courses used as electives will not be offered as independent study. Final approval is given by the Assistant Vice President for Academic Affairs and is dependent upon the student's having met all requirements outlined in the independent study request. Students wishing to request independent study should contact their advisor the semester before the course is needed in order to begin the process.

### **Study Abroad Program**

The Study Abroad program provides WGTC faculty and students the opportunity to visit other countries to explore technical/vocational curriculum and develop joint student projects. The participants will gain first-hand experience of the cultural environment and an understanding of how other people live and work while completing academic assignments to earn college credit. For more information, email [studyabroad@westgatech.edu](mailto:studyabroad@westgatech.edu).

### **Institutional Course Exemption**

For students with previously acquired knowledge and skills, course credit may be obtained by demonstrating mastery of the subject through written and/or performance tests. Exemption examinations are available for several, but not all, courses at West Georgia Technical College. Courses currently available for exemption course testing includes: ALHS 1011, ALHS 1040, ALHS 1090, COMP 1000, MATH 1012, MATH 1013, ECCE 1101, MKTG 1100, FRSC 1121, FRSC 1132, FRSC 1141, FRSC 2130, and FRSC 2141. Students should contact the divisional Academic Dean of the program area for specific information concerning course exemption availability.

The following procedures for course exemption exams are to be followed:

1. Student must be accepted or currently enrolled as a credit student at West Georgia Technical College and must take the exemption exam prior to enrolling in the course unless the course was previously passed and has expired for program eligibility. (Exemption exams may be taken only once.) The student must have also met the prerequisites for the course. Students enrolled in Learning Support courses may not request exemption from a subsequent course in that area.



2. No later than the withdrawal date of the semester in which the exemption exam is requested, student meets with program chair to request an exemption exam. Program Chair explains the exemption process, gathers information from the student to determine eligibility, and upon verification of eligibility, provides the request form to the student to begin the process.
3. Upon form completion, the Program Chair recommends the student for exemption testing, signs form, and forwards the form to the appropriate Academic Dean for final approval/denial.
4. Academic Dean contacts the student and assesses evidence to determine if prior education, training, or work experience is similar to that of the course being considered. Dean checks for completion, collaborates with the Program Chair, and signs and returns form to student if recommended for testing.
5. Student presents signed Exemption Exam Request form to the campus cashier for fee payment. Cashier checks to be sure form has been signed by both the Academic Dean and Program Chair. The exemption exam fee is 25 percent of the regular tuition credit hour rate (fee is nonrefundable and is not covered by financial aid).
6. Student presents Exemption Exam Request form and photo ID to exam proctor at scheduled time of exam, on predetermined campus. Failure to arrive at designated time generally results in fee forfeiture and loss of test appointment.
7. Student completes exemption exam. Student must receive minimum score of 80% to be awarded exemption credit.
8. The Dean of the appropriate school submits official exam score to the Registrar for academic recording.
9. Registrar notifies the student of exemption exam results by mail and student email.
10. If the student has passed the exam, the Registrar records the grade as EX on the student's transcript. (EX grades are not included in the calculation of the student's grade point average.)
11. No more than 6 credit hours may be earned by course exemption.

## **Internship**

The internship program provides related work experience in a student's program of study prior to graduation. Internship is an option as an elective or as a required part of several diploma and degree programs. It is taken upon completion of prerequisites and with program advisor approval. The student, employer representative, and internship coordinator (course instructor) are required to sign a three way agreement attesting to agreement of their responsibilities involving the internship/practicum. Students must understand that a large portion of their grade is determined by an external business entity and should see their faculty program advisors for more information.

## **Student Right to Grade Appeal**

A student who wishes to contest a final course grade must first institute an informal appeals process through the instructor who awarded the grade or made the decision. A student must make every effort to resolve the appeal through initially contacting the instructor by phone, email, or personal visit before filing a formal appeal. The appeal must be filed within two weeks from the date that the student learned or reasonably should have learned of the grade.

If consultation with the instructor does not resolve the appeal, the student may appeal to the Academic Dean of the school in which the course was taught by filing a written request for review. (Forms for the appeal may be requested from the Office of Academic Affairs, the Academic Dean, or downloaded from the college website.) The written appeal must state the class in which the grade was received, corresponding semester, grade received, the instructor of the class, response from corresponding with the instructor, the reason for the appeal, the action requested based on the appeal, and student contact

information. This request must be filed within four weeks from the date that the student learned or reasonably should have learned of the grade.

The Academic Dean will respond to the student within two weeks of receiving the written request. If the student is not satisfied with the Dean's decision, the student may appeal in writing to the Vice President for Academic Affairs within two weeks of receiving the Dean's decision. The Vice President will respond to the student's request within one week. The decision of the Vice President for Academic Affairs shall be final.

The College assures that a student will not face retaliation for filing a grade appeal.

**The above appeal procedures do not apply to Student Code of Conduct alleged offenses or equity issues (i.e. race, age, national origin, or gender discrimination.) See the Non-Discrimination Policy and Grievance Procedure section of this catalog for an explanation of other grievance procedures or the Student Handbook for Code of Conduct procedures.**

## **Associate Degree Testing Requirement**

Students finishing associate degree programs must complete a general education competency assessment (ETS Proficiency Profile) during either the last semester or the next-to-last semester prior to graduation. The assessment includes items that measure four core skills areas: critical thinking, writing, reading, and mathematics. Unless otherwise provided for in an individual program, no minimum score or level of achievement is required for graduation. The general education assessment is administered during the fall and spring semesters on all campuses and for online programs to accommodate all graduating students.

Students may also be asked to participate in one or more satisfaction surveys designed to measure institutional effectiveness. Participation in testing and surveys may be required for all students, students in selected programs, and for students selected on a sample basis.

## **Licensure Programs**

Certain programs are designed to satisfy the educational requirements for licensure examinations. However, the licensing board may change these requirements prior to the completion of the course of study. While reasonable efforts will be made to enable students to satisfy additional requirements, no assurances can be made that the College will be able to offer these additional courses or, if taken, that such courses will entitle students to take or pass licensure examinations.

## **Embedded Certificate/Diplomas**

Any student enrolled in a diploma/degree program will be recorded as a graduate of a lower level program (diploma, TCC) when the following conditions have been met:

- Student has met all of the admissions requirements for the diploma/TCC.
- Student has successfully completed all coursework for the diploma/TCC.
- The College chooses to award a diploma/TCC with acknowledgement or notification to the student.

Data recording practices must represent an accurate history of student participation in programs. Students formally enrolled in a major will remain in that major until they formally change majors, graduate from that major, or leave the College. They may, however, simultaneously receive awards for diplomas/TCCs for which the requirements have been met.

## Intellectual Property

The College encourages the development, writing, invention, or production of intellectual property designed to improve the productivity of the College or to enhance the teaching/learning environment.

Intellectual property includes, but is not limited to, any copyrightable subject matter or material(s), patentable inventions, online courses, computer software or materials, or works of art that might be normally developed on a proprietary basis. Intellectual property also includes the common meaning, definition and description of intellectual property as established by the Copyright Act (Title 17 of the United States Code). Intellectual and creative works that can be copyrighted or patented, such as literary, dramatic, musical and artistic works, computer software, multimedia presentations, inventions, etc., are “intellectual property.”

Unless otherwise provided in a separate agreement, the College owns all rights to a copyrightable or patentable work created by the employee or student with College support. The ownership of a copyright or patent resulting from the development of intellectual property and any rewards or recognition attributed to the copyright or patent will be determined according to the following conditions:

Ownership resides with the employee or student if the following criteria are met:

- The work is the result of individual initiative, not requested or required by the College.
- The work is not the product of a specific contract or assignment made as a result of employment or enrollment with the College.
- The work is not prepared within the scope of the employee’s job duties or course/program requirements.
- The work is not completed using equipment or resources provided by the College.

Ownership resides with the College if the above criteria are not met and/or if the following criteria apply:

- The work is prepared within the scope of the employee’s job duties or course/program requirements.
- The work is the product of a specific contract or assignment made in the course of the employee’s employment or student’s enrollment with the College.
- The development of the work involved facilities, time, and/or other resources of the College including, but not limited to, released time, grant funds, College personnel, salary supplement, leave with pay, equipment, or other materials or financial assistance.
- Ownership refers to a legally binding agreement specifying the named party or parties to whom the intellectual property belongs and who will be attributer as the owners of the intellectual property in the general public.
- College resources include, but are not limited to, offices, computers, standard office equipment and supplies, libraries, labs, funds, and personnel.

# Economic Development Division

The Economic Development Division provides high-quality solutions for economic and workforce development. This is accomplished by offering a wide variety of programs, courses, and services through the Community Education Department, Corporate Training Department, Conference Centers, and Business & Industry Services.

## Community Education Department

The Community Education Department provides individuals with high-quality non-credit training solutions for personal and professional development and enrichment. This is accomplished by offering thousands of courses through the Computer, Healthcare, Industrial, Personal, Professional, and Online Education Centers as well as our Assessment & Testing Center.

## Corporate Training Department

The Corporate Training Department provides employers with high-quality solutions for workforce development. This is accomplished by offering a wide variety of customized training for software, soft skills, professional development, safety, industrial maintenance, manufacturing, and much more. Training is specifically tailored to the request of an employer with regard for schedule, location and curriculum that is developed and delivered by professionals with relevant business and industry experience. Highlighted are the Workforce Development Center, Safety Academy, Leadership Academy, and Industrial Maintenance Education Center.

**Workforce Development Center** provides employers a practical option to customized corporate training by offering pre-scheduled courses for open enrollment of smaller groups of employees. Dozens of courses in Professional Development, Project Management, Human Resources, Six Sigma, Safety / OSHA, Succession Planning / Supervision / Management / Leadership, Computer, Industrial Maintenance, Customer Service and Manufacturing. Most of these courses are conveniently delivered and rotated among our locations in Carrollton, Douglasville, LaGrange, and Newnan.

**Leadership Academy** provides the Managerial & Supervisory Leadership Certificate that serves employers with a practical solution for succession management through a series of customized courses including but not limited to Supervision, Coaching & Mentoring, Management, Change, Leadership, Communication, Customer Service, Risk, Inventory, Quality, Process, Performance, Conflict, Organizational Behavior & Communication, Project Management, Teams & Participation, and Ethics & Etiquette among dozens of other courses.

**Industrial Maintenance Education Center** offers a wide variety of Industrial Maintenance Technician Certificates that have been endorsed by the U.S. Department of Education as an innovative approach designed to introduce employees to industrial maintenance or enhance the skills of experienced industrial maintenance technicians. Programs are tailored based on a selection of specific industrial maintenance objectives. Each program comprises a series of short courses that each includes a pre-assessment, self-study interactive online training, a post-assessment, and a hands-on lab that is completed at the WGTC Southwire Center for Manufacturing Excellence located on the WGTC Carroll Campus.

## Conference Centers

Conference Centers provide organizations and individuals with high quality solutions hosting business meetings, office retreats, conferences, weddings, family reunions, and other events. This is accomplished through our unique venues at the Murphy Conference Center in Waco, GA and the Callaway Conference Center in LaGrange, GA that offer convenient and practical accommodations with up to 11,000 square feet and capacities for up to 650 people in banquet and 1,200 in auditorium seating. The Callaway Conference Center, in partnership with the widely recognized Burson Center in Carroll County, also offers facility rentals and other services to assist new and existing businesses and entrepreneurs.

## Business and Industry Services

Business and Industry Services provide employers with high-quality solutions for economic and workforce development. This is accomplished by facilitating a wide variety of services including but not limited to Georgia Quick Start and Georgia Retraining Tax Credits among many other services.

**Georgia Quick Start** is nationally recognized for providing high-quality training services at no cost to new or expanding businesses in Georgia that are preparing to hire a minimum number of net new employees in the same job classification for the manufacturing and warehouse and distribution industry or the service industry. Since 1967, Quick Start has provided customized training for hundreds of thousands of employees and for thousands of businesses and industries throughout the state.

**Georgia Retraining Tax Credits** are available to foster the profitability and competitiveness of Georgia's existing businesses by encouraging workforce development through retraining tax incentives, helping companies offset the costs of retraining employees that are affected by the implementation of new equipment or new technology, and enhancing the skills of Georgia employees to enable them to successfully use new equipment, technology or operating systems. An eligible business may be granted tax credits equal to one-half of the direct cost of retraining, up to \$500 per program per year per person, up to \$1,250 per person per year, and up to 50 percent of the amount of the taxpayer's income tax liability for the taxable year as computed without regard to this Code.

# Adult Education

## Adult General Education/GED® Preparation Classes

The Adult Education Program at West Georgia Technical College is specifically designed for adults who need assistance with basic academic skills or who are in need of a GED credential. Our programs offer flexible schedules that can meet the needs of any adult over 16 years of age who is eligible to participate. The Department provides free day and evening classes in Carroll, Coweta, Douglas, Haralson, Troup, Heard, and Meriwether counties to students wishing to improve basic skills, preparing for the GED® Tests, completing Learning Support college entrance requirements, or developing English skills. To begin classes, call the Adult Education Department at (toll-free) 1.855.500.GEDS to learn more about new student orientation classes and assessment or access our website. Adult Education classes are free of charge to all qualifying students.

The Adult Education department offers high quality educational assistance, providing the following:

### ***Basic skills instruction***

Classes to improve reading, writing, and math skills

### ***GED Preparation***

Classes providing instruction leading to GED test readiness.

### ***English as a Second Language (ESL) instruction***

Classes providing instruction in speaking, reading and writing the English language.

### ***Learning Support***

Instruction in math, reading, and writing for students who must improve these skills before beginning college coursework.

Students enrolled in Adult Education classes have the opportunity to engage in career exploration, gain assistance in applying to college, improve workplace skills, and improve computer skills. The mission of the department is to position students to take the next step in achieving goals and improving their lives.

## GED® Testing

West Georgia Technical College offers GED testing in Carroll, Coweta, Douglas, and Troup counties. Test-takers who earn satisfactory scores on the GED tests will receive a GED credential from the Technical College System of Georgia. This credential is widely accepted by government, business, industry, and other educational institutions. The cost of the test is \$160. Students enrolled in Adult Education classes may be eligible for testing scholarships. To register for GED testing visit [www.gedcomputer.com](http://www.gedcomputer.com). For more information on GED testing call toll-free 1.855.500.GEDS or visit the GED testing page on the WGTC website: <http://www.westgatech.edu/adulted/gedinfo.htm>

## Campuses

### **Carroll Campus**

997 South Highway 16  
Carrollton, Georgia 30116  
770.836.6800

### **Coweta Campus**

200 Campus Drive  
Newnan, Georgia 30265  
770.755.7800

### **Douglas Campus**

4600 Timber Ridge Drive  
Douglasville, Georgia 30135  
770.947.7200

### **LaGrange Campus**

1 College Circle  
LaGrange, Georgia 30240  
706.845.4323

### **Murphy Campus**

176 Murphy Campus Blvd.  
Waco, Georgia 30182  
770.537.6000

### **Virtual Learning Campus**

[onlinelearning@westgatech.edu](mailto:onlinelearning@westgatech.edu)  
[www.westgatech.edu/vlc](http://www.westgatech.edu/vlc)

## Instructional Sites

### **Carroll County College and Career Academy**

1075 Newnan Road  
Carrollton, Georgia 30116  
770.832.8380

### **Central Educational Center**

160 Martin Luther King, Jr. Drive  
Newnan, Georgia 30263  
770.755.7440

### **Franklin Site**

13017 Georgia Highway 34 East  
Franklin, Georgia 30217  
706.948.0250

### **Greenville Site**

17529 Roosevelt Highway  
Greenville, Georgia 30222  
706.672.3102

## Locations

### **Adamson Square Location**

401 Adamson Square  
Carrollton, Georgia 30117  
678.664.0400