



Academic Year 2018 Student Handbook Addendum Effective Fall Semester 2017

Please note the following changes for the 2018 OFTC Student Handbook

Section		Health Screenings and Vaccinations
PAGE NUMBER	EFFECTIVE DATE	Change Highlighted
20	6/11/2015	All students must have a physical examination by a healthcare provider prior to participation in clinical activities for their chosen specialization in the allied health department. Also, a visual and hearing screening performed by a health department is required. Separate documentation will be required for Hepatitis B vaccination series, or proof of seroconversion after the Hepatitis B vaccination series, <b>RPR</b> , and TB testing or chest x-ray. Tdap or other additional immunizations may be required at certain clinical sites. Proof of immunity to varicella and MMR is also required. A student who refuses the Hepatitis B vaccination series must sign a declination form. Students who refuse the Hepatitis B immunizations should also be aware of the risk of Hepatitis B in the health care field, and understand that they practice at their own risk. The student will incur the cost of these procedures. The physical exam form and proof of vaccinations are submitted to the program instructor.

24	<p>11/19/2015</p> <p>7/1/2015</p>	<p>Respiratory Care Students must successfully complete the following designated courses (ENGL 1101, ENGL 2130, MATH 1111, COMP 1000, BIOL 2113/2113L, BIOL 2114/2114L, BIOL 2117/2117L, CHEM 1211/1211L, PHYS 1110/1110L and PSYC 1101) prior to taking respiratory occupational classes.</p> <p>If a student has been extended two offers of acceptance into a specific allied health program at HGTC, STC, and/or OFTC and does not complete the program, the student will be denied admittance into the program. Students who have extenuating circumstances may appeal the decision in writing to the Vice President of Academic / Student Affairs by midterm of the semester preceding the start of each class.</p> <p>Re-entry or Transfer Students - Students who have been unsuccessful or have withdrawn from an allied health program at HGTC, STC or OFTC or another TCSG college and desire to re-enroll must compete for re-entry. Transfer students must submit all transcripts by the specified application deadline to compete for admission.</p>	<p>Respiratory Care Students after <b>competing after Spring Semester 2016</b> must successfully complete the following designated courses (ENGL 1101, ENGL 2130, MATH 1111, <del>COMP 1000</del>, BIOL 2113/2113L, BIOL 2114/2114L, BIOL 2117/2117L, CHEM 1211/1211L, <del>PHYS 1110/1110L</del> and PSYC 1101) prior to taking respiratory occupational classes.</p> <p>If a student has been extended two offers of acceptance into a specific allied health program at HGTC, STC, and/or OFTC and does not complete the program, the student will be denied admittance into the program. <b>Students who have extenuating circumstances may appeal via the admissions appeal process found on page 14 of the OFTC Student Handbook.</b></p> <p>Re-entry or Transfer Students - Students who have been unsuccessful or have withdrawn from an allied health program at HGTC, STC or OFTC or another TCSG college and desire to re-enroll must compete for re-entry. Transfer students must submit all transcripts by the specified application deadline to compete for admission. <b>Students transferring into the Practical Nursing program will be required to successfully complete the applicable ATI (Assessment Technologies Institute) exam(s) with OFTC faculty prior to being allowed to compete for</b></p>
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	1/29/2016	If all seats are not filled through competitive requirements, consideration will be given to students who did not make the required GPA or PSB cut scores based on the number of available seats. Consideration will be made according to ranking.	an advanced slot. The fee for the ATI exam must be paid with a credit card by the student during the testing process.  If all seats are not filled through competitive requirements, consideration <del>will</del> <b>may</b> be given to students who did not make the required GPA or PSB cut scores based on the number of available seats. <del>Consideration will be made according to ranking."</del>
<b>SECTION</b>		<b>FINANCIAL INFORMATION</b>	
<b>PAGE NUMBERS</b>	<b>EFFECTIVE DATE</b>	<b>Current Version</b>	<b>Corrective Version</b>
<b>48</b>	<b>7/1/2015</b>		<b>Federal Refund Policy</b>  Students receiving assistance from Title IV programs (Federal PELL Grant or FSEOG) will be awarded aid depending upon the amount of aid earned. If the student completed more than 60 percent of the term, he or she will have

			<p>earned 100 percent of the aid for that period. If the student completed 60 percent or less of the term, the percentage of the period completed is equal to the percentage of aid earned.</p> <p>The percentage completed will be calculated by counting the number of days completed up to the point of withdrawal divided by the total number of days in the term. This percentage will be applied to Title IV funds for which the student established eligibility prior to the withdrawal date.</p> <p>The Title IV aid earned is first used to pay the tuition, fees, and bookstore charges the student has deferred to their Title IV aid account. If any funds remain after deducting these charges, the student will receive the balance due in the form of a refund check prior to the end of the term. If the amount of Title IV aid earned is insufficient to cover these charges and any payments already made to the student, the student is liable for these charges and they must be repaid before the student will be allowed to enroll in another term of study at OFTC. Examples are available in the Office of Financial Aid.</p>
<b>SECTION</b>		<b>Academic Requirements</b>	
<b>PAGE NUMBERS</b>	<b>EFFECTIVE DATE</b>	<b>Current Version</b>	<b>Corrected Version</b>
57	7/1/2015	If a student desires to repeat the course(s) in which he or she received the unsatisfactory grade(s), then	If a student desires to repeat the course(s) in which he or she received the unsatisfactory grade(s). <b>The</b>

		<p>previous grades in the repeated classes will not be calculated into the credit hours and grade point ratios for graduation. The latest grade received will be used in the recalculation of grade point ratios for graduation purposes. If a student elects to repeat a course in which he or she earned a satisfactory grade ("A," "B," or "C"), the student's advisor must obtain permission from the dean of academic affairs over that program area. However, if the student earns a lower grade or withdraws in the second attempt, the second grade will stand for graduation purposes. The permanent record will show all work attempted and all grades earned. The cumulative grade point average is that grade point average calculated on all attempts at all credit courses taken at that college. The graduation grade point average is calculated only on those courses required for graduation. When a course is taken more than once, the final grade will be used in calculating the grade point average for graduation. A 2.0 grade point average is needed for graduation.</p>	<p>highest grade received will be used in the recalculation of grade point ratios for graduation purposes. If a student elects to repeat a course in which he or she earned a satisfactory grade ("A," "B," or "C"), the student's advisor must obtain permission from the dean of academic affairs over that program area. The permanent record will show all work attempted and all grades earned. The cumulative grade point average is that grade point average calculated on all attempts at all credit courses taken at that college. The graduation grade point average is calculated only on those courses required for graduation. When a course is taken more than once, the final or highest grade will be used in calculating the grade point average for graduation. A 2.0 grade point average is needed for graduation.</p>
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