



OCONEE FALL LINE  
TECHNICAL COLLEGE



# Academic Handbook Academic Year 2018

EFFECTIVE DATE: JULY 1, 2017

A Unit of the Technical College System of Georgia

# A Message from the President

Dear Oconee Fall Line Tech Student,

Welcome to Oconee Fall Line Technical College where you will find a student-centered, career driven, practical and powerful education with a supportive learning community.

Our approach to learning is both academic and hands-on. This means that our students examine the theories behind the material they are studying and have exciting opportunities to put what they learn into actual practice. All of our programs give our students a solid, up-to-date base of knowledge, skills, and experience.

We are a college that's committed to the personal and academic success of every single student. You will see, hear, and feel this commitment all across OFTC.

OFTC works closely with business and industry to provide customized training, to connect our graduates with employment opportunities, and to ensure students are working with state-of-the-art equipment, technology, and processes.

The information on the following pages will help direct you down the path that is ideal for your future. It contains important information about admissions, financial aid, grading, academic policies, the library, student code of conduct, and much more.

Again, I welcome you to the Oconee Fall Line Technical College family and congratulate you on your decision. I pledge that we at OFTC will do everything in our power to make your experience here a pleasurable and rewarding one. If there is anything I can do to help you on your journey, please contact me.



Sincerely,

A handwritten signature in black ink that reads "Lloyd Horadan". The signature is written in a cursive, flowing style.

Lloyd D. Horadan, Ed.D.

President

# Oconee Fall Line Technical College

## Academic Year 2018

### Student Handbook

#### CAMPUSES:

##### **NORTH CAMPUS**

1189 Deepstep Road  
Sandersville, GA 31082  
Phone: 478.553.2050  
Toll Free: 1 (877) 399.8324

##### **SOUTH CAMPUS**

560 Pinehill Road  
Dublin, GA 31021  
Phone: 478.275.6589  
Toll Free: 1 (800) 200.4484

#### OTHER CAMPUSES:

##### **HANCOCK COUNTY CENTER**

10571 Highway 15  
Sparta, GA 31087  
Phone: 706.444.1253

##### **JEFFERSON COUNTY CENTER**

1257 Warrior Trail  
Louisville, GA 30434  
Phone: 478.625.1901

##### **LITTLE OCMULGEE INSTRUCTIONAL CENTER**

140 N. Third Avenue  
Helena, GA 31037  
Phone: 229.868.7834

##### **TRANSPORTATION CENTER**

1678 Kaolin Road  
Sandersville, GA 31082  
Phone: 478.553.2408

##### **JEFFERSON COUNTY HIGH SCHOOL**

1157 Warrior Trail  
Louisville, GA 30434  
Phone: 478.625.1901

##### **DODGE COUNTY INSTRUCTIONAL CENTER**

1400 Martin Luther King, Jr. Drive  
Eastman, GA 31023  
Phone: 478.374.9592

A UNIT OF THE TECHNICAL COLLEGE SYSTEM OF GEORGIA.

EQUAL OPPORTUNITY INSTITUTION.

[www.OFTC.edu](http://www.OFTC.edu)

The statements set forth in this handbook are for informational purposes only and should not be construed as the basis of a contract between a student and this institution. While every effort has been made to ensure the accuracy of the material stated herein, we reserve the right to change any provision listed in the handbook, including, but not limited to, entrance requirements and admissions procedures, academic requirements for graduation and various fees and charges without actual notice to individual students. Every effort will be made to keep students advised of such changes. Changes/addenda to the catalog/student handbook can be found at the Oconee Fall Line Tech web site <http://www.OFTC.edu>. The web version supersedes all other forms of publications in terms of revisions.

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# Non-Discrimination Statement

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, or citizenship status (except in those special circumstances permitted or mandated by law). This nondiscrimination policy encompasses the operation of all educational programs and activities, including admissions policies, scholarship and loan programs, athletic and other Technical College System and College-administered programs, including any Workforce Investment Act of 1998 (WIA) Title I financed programs. It also encompasses the employment of personnel and contracting for goods and services.

## **TITLE IX Coordinator**

Janet Smith  
Office: South Campus WRS 112  
478-274-7836  
jrsmith@OFTC.edu

## **ADA/504 Coordinator**

Saketta Brown  
Office: South Campus WRS 112  
478-274-7643 or 478-553-2124  
sdbrown@oftc.edu

## **EEOC Officer**

Sharon O'Neal  
Office: North Campus 218  
478-553-2056  
soneal@OFTC.edu

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.

Oconee Fall Line Technical College is a Unit of the Technical College System of Georgia.

## General Information

### Mission

The mission of Oconee Fall Line Technical College, a unit of the Technical College System of Georgia, is to contribute to the economic and workforce development of east central Georgia through quality technical and continuing education, adult education, and business and industry services. The college offers associate degrees, diplomas, technical certificates of credit, and non-credit certificates in a student-centered learning environment through traditional and distance education modes of delivery.

### Guarantee/Warranty

Curriculum standards have been developed with direct involvement of business and industry. These standards serve as the industry-validated specifications for each occupational program. The TCSG guarantee to every one of our students is this:

If one of our graduates educated under a standard program and his/her employer finds that the graduate is deficient in one or more competencies as defined in the standards, the technical college will retrain the employee at no instructional cost to the employee or the employer.

This guarantee is in effect for a period of two years after graduation. To inquire or file a claim under this warranty, instructors or employers may contact the executive vice president of academic and student affairs at 478-553-2068.

### A Brief History

On September 4, 2010, the State Board of Technical and Adult Education (SBTAE) approved the merger of Heart of Georgia Technical College and Sandersville Technical College to be effective July 1, 2011.

Oconee Fall Line Technical College has six campuses – North Campus (Sandersville), South Campus (Dublin), Jefferson County Center (Louisville), Hancock County Center (Sparta), Little Ocmulgee Instructional Center (Helena), and Transportation Center (Sandersville). Two instructional centers include the Dodge County Instructional Center (Eastman) and the Jefferson County High School (Louisville). The college provides Adult Education services in each of the eleven counties served by the college that include Bleckley, Dodge, Glascock, Hancock, Jefferson, Laurens, Telfair, Warren, Washington, Wheeler, and Wilkinson counties.

### Handbook/Catalog

The Handbook and Catalog are available online at the OFTC website [www.OFTC.edu](http://www.OFTC.edu).

## Academic Year

The semester system divides the year into fall and spring semesters, each with about 15 weeks of instruction in addition to a summer session with 10 weeks of instruction. Shorter mini-semester are generally offered during Fall and spring semesters. Fall semesters typically begin in late August and end in mid-December. Spring semesters typically begin in early January and end in late April. Summer session will begin in May and end in late July or early August.

## Class Schedules

A listing of the classes to be taught each semester, including the days and times, is published prior to the beginning of each semester. Not all of the courses in the catalog are taught each semester. Courses offered are subject to change. Oconee Fall Line Technical College reserves the right to cancel any course for which there is insufficient enrollment.

Class schedules are available online at [www.OFTC.edu](http://www.OFTC.edu).

## Course Numbers

Course designations consist of a four-letter prefix, a number, and the title of the course. The four-letter prefix indicates the subject. Courses numbered 1000 and above carry credit toward graduation. General Education courses carrying a course number 1100 and above are degree-level courses.

## Prerequisites

Prerequisites are required before enrolling in a course; they will be identified immediately preceding the course description in the catalog.

## Corequisites

Corequisites are courses that must/may be taken at the same time and will be identified immediately preceding the course description.

## Course Completion

A grade of "C" or higher is required for successful completion of all courses in the Oconee Fall Line Technical College Catalog.

*NOTE: Former HGTC Students will be required to have a grade of "C" or higher after July 1, 2011 for all courses taken at OFTC. However, HGTC courses with a grade of "D" will be considered for successful completion of a course as long as the former HGTC student is continuously enrolled at OFTC. If a student drops out voluntarily or involuntarily during a Fall or Spring Semester, then the student will be readmitted under the current OFTC policy.*

## Types of Delivery

### TRADITIONAL

These are courses assigned to an instructor and to a classroom for every contact hour.

### CONCURRENT COURSES

Typically, the courses in the Cosmetology program and Trade and Industrial programs are assigned to an instructor and to a classroom/lab for every contact hour. However, students may work at their own pace through guidance from their instructor.

### ONLINE

These courses are taught using the Internet with the bulk of the course content, activities and interactions occurring online. Students are required to complete proctored events to complete the course.

### WEB-ENHANCED

These courses are traditional classroom courses that use the Internet as an important component of the course. The web-based component of the course supports classroom instruction and may require students to use the Internet in order to interact with one another and the instructor to review content, conduct research, complete and/or submit assignments, or take tests.

### HYBRID

These courses are taught partially via the Internet and partially via the classroom. Hybrid courses differ from web-enhanced courses in that hybrid courses are not assigned to a classroom for every contact hour described in the course catalog.

### TANDBERG TECHNOLOGY

OFTC also utilizes Tandberg technology to offer courses via distance education means. The course is taught on one campus and then broadcast simultaneously to a classroom on a different campus that is monitored by a class proctor.

## Student Responsibility

It is especially important that each student note that it is his or her responsibility to be aware of the calendar and of any changes in the calendar that may occur from time to time during the year.

## Social Media

Social media sites are communication tools that help support the college's mission, goals, programs, and sanctioned efforts and have the potential to create a significant impact on organizational and professional reputations. Therefore, OFTC has developed a procedure to properly portray, promote and protect the institution and to ensure that any and all interactions on behalf of OFTC represent the college's best interests:

- Prior to engaging in any form of social media involving OFTC, you must receive permission from the supervisor as appointed by your department head and notify the Office of Marketing.
- OFTC logos and/or visual identity cannot be used for personal social media without permission. Please contact the Office of Marketing for approval.
- The OFTC Social Media Policy only applies to social media accounts created to represent OFTC groups, departments, programs, entities, etc. and does not apply to personal accounts. The college does not take responsibility for pages developed by others.
- Best practices for social media accounts should be followed.

## **BEST PRACTICES**

- When using an officially recognized social media channel, assume at all times that you are representing OFTC.
- Use good judgment about content and respect privacy laws. Do not include confidential information about the college, its staff, or its students.
- You may post any content that is not threatening, obscene, a violation of intellectual property rights or privacy laws, or otherwise injurious or illegal. OFTC has the right to remove any content for any reason that violates this rule.
- Representation of your personal opinions as being endorsed by the college or any of its organizations is strictly prohibited. You may not use the OFTC name to promote any opinion, product, cause, or political candidate.
- By posting content to any social media site, you agree that you own or otherwise control all of the rights to that content, that your use of the content is protected fair use, that you will not knowingly provide misleading or false information, and that you hold the college harmless for any claims resulting from the content.

For more information on creating and using official OFTC social media accounts, contact the Office of Marketing as follows:

Emily Raley  
Director of Marketing & Public Relations  
(478) 240-5143  
eraley@oftc.edu

## **Accreditation**

Southern Association of Colleges and Schools  
Commission on Colleges

Oconee Fall Line Technical College is accredited by the Southern Association of Colleges and Schools Commission on Colleges to award Associate Degrees, Diplomas, and Technical Certificates of Credit. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, GA 30033-4097 or call (404) 679-4500 for questions about the accreditation of Oconee Fall Line Technical College.

The Commission is to be contacted only if there is evidence that appears to support Oconee Fall Line Technical College's significant non-compliance with a requirement or standard. Normal inquiries about Oconee Fall Line Technical College, such as admission requirements, financial aid, educational programs, etc., should be addressed directly to the College at 1189 Deepstep Road, Sandersville, GA 31082 or call 877-399-8324.

## **PROGRAM LEVEL ACCREDITATION**

### **AIR CONDITIONING TECHNOLOGY**

HVAC Excellence Accreditation  
<http://www.hvacexcellence.org/>

### **AUTOMOTIVE TECHNOLOGY**

Automotive Service Excellence/National Automotive Technicians Education Foundation (ASE/NATEF Certification)  
<http://www.natef.org/>

### **COSMETOLOGY**

Georgia Board of Cosmetology  
<http://sos.ga.gov/index.php/licensing/plb/16>

### **DIESEL TECHNOLOGY**

Automotive Service Excellence/National Automotive Technicians Education Foundation (ASE/NATEF Certification)  
<http://www.natef.org/>

### **MEDICAL ASSISTING**

Commission on Accreditation of Allied Health Education Programs ([www.caahep.org](http://www.caahep.org)) upon the recommendation of the Medical Assisting Education Review Board (MAERB)

Commission on Accreditation of Allied Health Education Programs  
1361 Park Street  
Clearwater, FL 33756  
727/210-2350

### **NURSE AIDE FUNDAMENTALS (NAST 1100)**

Georgia Medical Care Foundation  
<http://www.gmcf.org/>



## PARAMEDICINE

The Oconee Fall Line Technical College Paramedicine program is accredited by the Commission on Accreditation of Allied Health Education Programs ([www.caahep.org](http://www.caahep.org)) upon the recommendation of the Committee on Accreditation of Educational Programs for the Emergency Medical Services Professions (CoAEMSP).

Commission on Accreditation of Allied Health Education Programs  
25400 U.S. Highway 19 North, Suite 158  
Clearwater, FL 33763  
Phone: 727-210-2350  
[www.caahep.org](http://www.caahep.org)

Committee on Accreditation of Education Programs for the Emergency Medical Services Professions  
8301 Lakeview Parkway Suite 111-312  
Rowlett, TX 75088  
Phone: 214-703-8445  
[www.coaemsp.org](http://www.coaemsp.org)

## PHARMACY TECHNOLOGY

American Society of Health-System Pharmacists

The Pharmacy Technology program conducted by Oconee Fall Line Technical College, South Campus, Dublin, Georgia, is accredited by ASHP.  
<http://www.ashp.org>

## PRACTICAL NURSING

Georgia Board of Nursing  
<http://www.sos.state.ga.us>

## RADIOLOGIC TECHNOLOGY

Joint Review Committee on Education in Radiologic Technology (JRCERT)  
<http://www.jrcert.org/>

## RESPIRATORY CARE TECHNOLOGY

Commission on Accreditation for Respiratory Care (CoARC)  
<http://www.coarc.com/>

## State Board of the Technical College System of Georgia

Oconee Fall Line Technical College is a unit of the Technical College System of Georgia (TCSG). The governing board for the college is the Georgia State Board of the Technical College System of Georgia (TCSG).

Visit <http://www.tcsg.edu> for a complete list of current State Board Members.

## Board of Directors

While the Georgia State Board of the Technical College System of Georgia (TCSG) is the governing board of Oconee Fall Line Technical College, a local board of directors operates in concert with the State Board to accomplish the mission of the college.

Visit [www.OFTC.edu](http://www.OFTC.edu) for a complete list of current OFTC Board Members.

## Program Advisory Committees

Oconee Fall line Technical College utilizes program advisory committees consisting of representatives of local industry to ensure that the college maintains programs that are meeting the current training needs in each field of specialization. This enables programs to adapt to changes that occur in the field. These advisory committees, composed of members of business, industry, and education from the eleven-county service area, meet twice each year, usually in the fall and spring terms.

# OFTC 2017-2018 Calendar

## Fall Semester 2017

July 17	Monday	Fall Advanced Registration Begins NelNet Opens for Fall
July 26	Wednesday	Financial Aid Priority Date for Fall Semester
August 1	Tuesday	Last Day of Class for Summer Term Graduation Application Deadline Transient/Transfer Student Priority Date Fall Advanced Registration Ends
August 2	Wednesday	Grades Due - 12 Noon
August 2	Wednesday	New Student Registration North and South Campuses - 2:00 p.m. - 7:00 p.m. Jefferson & LOIC - 5:00 p.m. - 7:00 p.m.
August 3	Thursday	Mandatory Staff Development Day
August 4 - 19		Available for Faculty Leave
August 21	Monday	Faculty Return to Work
August 22	Tuesday	Final Student Registration North and South Campuses - 9:00 a.m. - 7:00 p.m. Jefferson County Center & LOIC - 5:00 - 7:00 p.m.
August 23	Wednesday	Course Cancellation Meeting
August 24	Thursday	New Student Orientation North and South Campuses - 9:30 a.m. and 5:30 p.m. Jefferson County Center and LOIC - 5:30 p.m.
August 28	Monday	Bookstore Day - 8:00 a.m. - 7:00 p.m. - All Campuses Fall Semester Classes Begin for Terms A & B Late Registration Fee Begins
August 30	Wednesday	Last Day for Refund for Terms A & B Last Day for Drop/Add for Terms A & B Last Day to Pay for Classes for Terms A & B - 5:00 pm Last Day to Use Financial Aid in the Bookstore for Terms A & B - 5:00 pm NelNet Closes for Fall Semester
August 31	Thursday	Purge
September 4	Monday	Labor Day Holiday
September 8	Friday	Last Day to Pay Graduation Fee
September 11	Monday	Pell Disbursed for Terms A & B
September 22	Friday	Mid-Term for Term B
September 25	Monday	Pell Funds Reimbursed for Terms A & B
October 2	Monday	Registration Begins for Term C
October 3	Tuesday	80% of Term B Completed
October 12	Thursday	Term B Classes End Bookstore Day for Term C
October 13	Friday	Grades Due for Term B - 12 Noon
October 16	Monday	Term C Classes Begin
October 17	Tuesday	Last Day to use Financial Aid in the Bookstore for Term C
October 18	Wednesday	Last Day for Refund for Term C Last Day for Drop/Add for Term C Purge for Term C
October 19	Thursday	Commencement - North Campus - 7:00 pm
October 24	Tuesday	Midterm for Term A
October 30	Monday	Pell Disbursed for Term C
November 13	Monday	80% of Term A Completed Pell Funds Reimbursed for Term C Mid-term for Term C
November 20	Monday	80% of Term C Completed Spring Advanced Registration Begins NelNet Opens for Spring
November 22	Wednesday	Student Holiday

November 23	Thursday	Student and Staff Holiday: Thanksgiving Day
November 24	Friday	Student and Staff Holiday: Robert E. Lee's Birthday Observed
December 4	Monday	Financial Aid Priority Date for Spring Semester
December 6	Wednesday	Fall Semester Classes End for Terms A & C Spring Advanced Registration Ends Transient/Transfer Student Priority Date Graduation Application Deadline
December 7	Thursday	Fall Semester Grades Due - 12:00 Noon New Student Registration North and South Campuses - 2:00 p.m. - 7:00 p.m. Jefferson & LOIC - 5:00 p.m. - 7:00 p.m.
December 8	Friday	Mandatory Staff Development Day
December 22	Friday	College Closed
December 25	Monday	Student and Staff Holiday: Christmas Day Observed
December 26	Tuesday	Student and Staff Holiday: Washington's B'day Observed
December 27	Wednesday	Student and Staff Holiday: Confederate Memorial Holiday Observed
December 28	Thursday	Student and Staff Holiday: Columbus Day Observed
December 29	Friday	Student and Staff Holiday: Veterans Day Observed Spring Semester 2018

## Spring Semester 2018

January 1	Monday	Student and Staff Holiday: New Year's Day Observed
January 2	Tuesday	Final Registration North and South Campuses - 9:00 a.m. - 7:00 p.m. Jefferson & LOIC - 5:00 p.m. - 7:00 p.m.
January 3	Wednesday	Course Cancellation Meeting
January 4	Thursday	New Student Orientation North and South Campuses - 9:30 a.m. and 5:30 p.m. Jefferson County Center & LOIC - 5:30 p.m.
January 8	Monday	Bookstore Day - 8:00 a.m. - 7:00 p.m. - All Campuses Spring Semester Classes Begin for Term A and Term B Late Registration Fee Begins for Term A and Term B
January 10	Wednesday	Last Day for Refund for Term A and Term B Last Day for Drop/Add for Term A and Term B Last Day to Pay for Classes - 5:00 pm for Term A and Term B Last Day to Use Financial Aid in the Bookstore for Term A and Term B - 5:00 p.m. NelNet Closes for Spring Semester
January 11	Thursday	Purge for Term A and Term B
January 15	Monday	Student and Staff Holiday: Martin Luther King, Jr. Day
January 22	Monday	Pell Disbursed for Term A and Term B
February 5	Monday	Pell Funds Reimbursed for Term A and Term B
February 7	Wednesday	Midterm for Term B
February 19	Monday	80% of Term B Completed Registration Begins for Term C
February 28	Wednesday	Classes End for Term B Bookstore Day - 8:00 am - 7:00 pm for Term C
March 1	Thursday	Classes Begin for Term C
March 1	Thursday	Late Registration Fee Begins for Term C Grades Due for Term B - 12 Noon
March 2	Friday	Last Day to use Financial Aid in the Bookstore for Term C - 1:00 pm
March 5	Monday	Last Day for Refund for Term C Last Day for Drop/Add for Term C Purge for Term C
March 12	Monday	Midterm for Term A Graduation Application Deadline for Spring
March 15	Thursday	Pell Funds Disbursed for Term C
March 29	Thursday	Pell Funds Reimbursed for Term C
March 30	Friday	Midterm for Term C

April 2 - 6	Mon. - Fri.	Student Holidays - Spring Break
April 9	Monday	80% of Term A Completed
April 16	Monday	Summer Advanced Registration Begins NelNet Opens for Summer
April 18	Wednesday	80% of Term C Completed
April 23	Monday	Financial Aid Priority Date for Summer Semester
April 30	Monday	Last Day of Class for Term A and Term C Transient/Transfer Student Priority Date Graduation Application Deadline Summer Advanced Registration Ends
May 1	Tuesday	Grades Due - 12 Noon New Student Registration North and South Campuses - 2:00 p.m. - 7:00 p.m. Jefferson & LOIC - 5:00 p.m. - 7:00 p.m.
May 4	Friday	Last Day to Pay Graduation Fee

## Summer Semester 2018

May 15	Tuesday	Final Registration North and South Campuses - 9:00 a.m. - 7:00 p.m. Jefferson & LOIC - 5:00 p.m. - 7:00 p.m. NelNet Closes for Summer Semester
May 16	Wednesday	Course Cancellation Meeting
May 17	Thursday	New Student Orientation North and South Campuses - 9:30 a.m. and 5:30 p.m. Jefferson County Center & LOIC - 5:30 p.m.
May 21	Monday	Bookstore Day - 8:00 a.m. - 7:00 p.m. - All Campuses Summer Semester Classes Begin Late Registration Fee Begins
May 23	Wednesday	Last Day for Refund Last Day for Drop/Add Last Day to Pay for Classes - 5:00 pm Last Day to Use Financial Aid in the Bookstore - 5:00 p.m.
May 24	Thursday	Purge
May 28	Monday	Staff and Student Holiday: Memorial Day
June 4	Monday	Pell Disbursed
June 14	Thursday	Commencement & GED Graduation - South Campus - 7:00 pm
June 18	Monday	Pell Funds Reimbursed
June 28	Thursday	Midterm Graduation Applications due for Summer
July 2	Monday	Student Holiday- Summer Break
July 3	Tuesday	Student Holiday - Summer Break
July 4	Wednesday	Staff and Student Holiday: July 4th
July 5	Thursday	Student Holiday - Summer Break
July 6	Friday	Student Holiday - Summer Break
July 16	Monday	Fall Advanced Registration Begins NelNet Opens for Fall
July 18	Wednesday	80% of Term Completed
July 25	Wednesday	Financial Aid Priority Date for Fall
July 31	Tuesday	Last Day of Class Transient/Transfer Student Priority Date Fall Advanced Registration Ends
August 1	Wednesday	Grades Due - 12 Noon New Student Registration North and South Campuses - 2:00 pm - 7:00 p.m. Jefferson County Center & LOIC - 5:00 - 7:00 p.m.
August 2	Thursday	Tentative Mandatory Staff Development Day



# Admissions

## General Admissions Policy

The admissions policy and procedures of the State Board of the Technical College System of Georgia and Oconee Fall Line Technical College assure the citizens of Georgia equal access to the opportunity to develop the knowledge, skills, and attitudes necessary for them to secure personally satisfying and socially productive employment.

In accordance with the Statement of Equal Opportunity, Oconee Fall Line Technical College (OFTC) 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).

OFTC is committed to an “open door” admissions policy. The “open door” policy means that any qualified applicant able to benefit from our curriculum will be served by the college on a first-applied, first-qualified basis.

Entrance requirements are flexible enough to allow a student opportunity for admission into a specific program. This can be accomplished when the student demonstrates aptitude and ability for these programs as determined by satisfactory academic performance, placement tests, and other appropriate evaluations, when deemed necessary, to determine general fitness for admission.

The president of the college may waive the high school diploma or high school equivalency requirement for those secondary students or those pursuing a high school equivalency who are otherwise eligible to enroll in a specific program of study.

## ELIGIBLE APPLICANTS

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. The president of the college may waive the “16 years of age” requirement for secondary students who are participating in an articulated program of study.

## REQUIRED ACADEMIC CRITERIA

To be admitted by a Technical College, applicants must satisfy one of the four academic readiness paths below:

1. High school graduates must submit an official high school transcript (including graduation date) that reflects the student has met the attendance, academic, and/or assessment requirements for the state’s board of education or equivalent agency.
  - Secondary schools must be accredited by an agency included on the TCSG approved accreditation agency list.
2. Submission of an official transcript reflecting the student has passed an examination the state recognizes as the equivalent of a high school diploma (e.g. GED).
3. Submission of an official transcript from each of one or more previously attended postsecondary institutions (accredited by an accepted accrediting agency) reflecting the successful completion (C or better) of a minimum of 30 semester or 45 quarter credit hours of coursework at the degree level.
4. Applicants who were home schooled in the state of Georgia and did not attend a recognized accredited program must 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.
  - b. Annual progress reports or a final transcript for the equivalent of the home-schooled student’s junior and senior years (the final progress report or transcript must include the graduation date).
5. Applicants who were home schooled outside the state of Georgia and did not attend a recognized accredited program must submit:
  - a. annual progress reports or a final transcript for the equivalent of the home-schooled student’s junior and senior years (the final progress report or transcript must include the graduation date); and
  - b. one of the following:
    - SAT or ACT scores that meet or exceed the TCSG system and college minimum score requirements for program readiness.
    - ACCUPLACER or Compass placement scores that meet or exceed the TCSG system and college minimum score requirements for program readiness.
6. Service members of the U.S. Air Force, Army, Coast Guard, Marines, or Navy may submit an official copy of their DD Form 214 indicating high school graduate or equivalent.

Exception: OFTC's President may waive the high school diploma/high school equivalency requirement for those secondary students or those pursuing a high school equivalency who are otherwise eligible to enroll in a specific program of study.

## Admissions Procedures

Applicants are processed and the names of applicants are placed on a list of programs on a first-come, first-served priority, except in competitive admission programs. Because of the increasing demand for technical training, the chances of being accepted in the desired program are better if a student applies early.

### ADMISSION STEPS INCLUDE:

1. Submit a completed application and the \$25.00 application fee.
2. Submit an official copy of your high school transcript or high school equivalency transcript to the Admissions Office. (Transcript request forms are available in the Admissions Office and on the OFTC website.)
3. Submit an official copy of all postsecondary transcripts to the Admissions Office. (Transcript request forms are available in the Admissions Office and on the OFTC website.)
4. Veterans must submit a copy of their DD214, military transcript and VA application and/or Certificate of Eligibility.
5. Take the Accuplacer exam. However, in the place of ACCUPLACER or COMPANION, or General Education Diploma scores of 165+ on English or Math, OFTC may accept a student's official entrance score on a validated assessment instrument (such as COMPASS, ASSET, SAT or ACT) if the scores meet the college program's required minimums. If a student's COMPASS, ASSET, SAT or ACT scores do not meet the college's program minimums for regular admission, a student must be assessed using one of the TCSG-approved instruments. Assessment results will be valid for any current or previous tool utilized for placement purposes for a period of 60 months from the date of testing and are transferable to any TCSG college. Official transcripts from a regionally or nationally accredited postsecondary institution recognized by the United States Department of Education documenting equivalent program-level English and math coursework successfully completed (C or better) may be used in lieu of completing the corresponding portion of the TCSG-approved assessment instrument(s).

*NOTE: Certain programs do not require a high school diploma, high school equivalency diploma, or placement test scores. Placement tests are not required for special admit (non-diploma/non-credit) students unless recommended by the Admissions Office. Contact the Admissions Office for details.*

Credentials submitted become and remain the property of OFTC and will not be returned to the applicant, duplicated, or transferred to another institution.

All students must meet regular admission status in their program of study in order to graduate.

Payment of fees for the processing of an admissions application shall entitle applicants to have their application form reviewed according to normal admissions procedures at the college. The payment of an application fee does not guarantee admission to the college or to any program.

## Admission Appeal

Applicants who feel that they were unjustly denied admission have the right to appeal any decision regarding acceptance to OFTC. Appeals should be made in writing to the dean for student affairs at the student's campus within three (3) business days of receiving notification of their admission status. The written document must include specific details supporting the appeal. A further appeal may be made to the executive vice president for academic and student affairs. This appeal also must be made in writing to the executive vice president within three (3) business days of receiving notification of the dean for student affairs' decision. The decision of the executive vice president is final.

## Entrance Requirements

Admission to OFTC is not a guarantee of admission to a specific degree, diploma or certificate program. The admission process encourages students to enter programs in which they have a reasonable expectation of success.

Students applying for admission to the college must be at least 16 years of age or older; the age requirement is higher for most Allied Health programs, Early Childhood Care and Education programs, Cosmetology, and Commercial Truck Driving.

The president of OFTC has the authority to grant a waiver to the admissions requirement as it relates to possessing a high school equivalency diploma or high school diploma for those secondary students who are otherwise eligible to enroll in a program of study that is agreed upon by the secondary school and OFTC. Prior to graduation, however, students enrolled in diploma, degree, and specified programs must receive a high school diploma or high school equivalency diploma.

## MOVE ON WHEN READY (MOWR)

The Move On When Ready (MOWR) program allows high school students to take academic degree-level core courses that will transfer to any TCSG or USG college or university, occupational courses, and diploma-level core courses. Some students may choose to enroll fully into a degree, diploma or technical certificate of credit program, or they may choose to take a few courses. All college coursework taken through MOWR will be fully covered through MOWR funding, and students will not be required to pay out-of-pocket for tuition, college fees, or textbooks. The only fees students may be responsible for are course-specific

fees determined by the college. No hours taken through the MOWR program will count towards a student's HOPE Grant or Scholarship caps. Participating in the MOWR program is a great incentive for high school students to get ahead on their college coursework.

## **MOWR APPLICATION PROCEDURE**

To participate in MOWR, students sign an advisement form with their high school or home study program, meet the admissions requirements at the postsecondary institution of their choice and make satisfactory academic progress.

Interested students should see their high school counselor and visit [GAfutures.org](http://GAfutures.org) for program information and the application.

Students attending a home study program must complete the MOWR paper application.

Students attending an eligible public or private high school or participating in the GAMES Academy or the Advanced Academy of Georgia must complete the MOWR online application.

The application consists of three parts:

1. Student & Parent/Guardian
2. High School/Home Study
3. Postsecondary Institution

All three sections of the application must be completed and submitted to Georgia Student Finance Commission.

## **PARTICIPANT ELIGIBILITY & REQUIREMENTS**

- All MOWR programs are operated in partnership with local school systems. Students must first meet the requirements of the local school system to establish eligibility to participate in any Move On When Ready program with OFTC.
- The student must attend a public or private high school in Georgia or home study program operated in accordance with O.C.G.A.20-2690(c).
- The student must be in 9th, 10th, 11th, or 12th grade.
- The student must have met all admission requirements for the postsecondary program of study.
- The student must not have already received a high school diploma.
- The student must not have a criminal history.
- The student must meet satisfactory academic progress.

## **ACADEMIC INFORMATION**

MOWR students will receive a letter grade from OFTC for academic coursework. The student will also receive a numerical grade for his/her high school which will count towards high school graduation.

OFTC instructors will notify the high school of grades earned for

each grading period for students participating in MOWR.

Failure of a technical college course can result from grades, behavior or attendance issues.

Failure of a MOWR course due to grades, behavior or attendance may prevent attainment of necessary units for graduation (1-2 semester hour credits = .5 high school unit credit; 3-5 semester hour credits = 1 high school unit credit) and result in the student being withdrawn from the MOWR class and/or program.

A student's high school graduation may be delayed if a course needed for graduation is failed or if the student withdraws or is withdrawn from a course needed for graduation.

If a student withdraws from a class or fails a class at the postsecondary institution and this class is needed for graduation, he/she may not be able to enroll in a high school or college course that will allow him/her to graduate on schedule. Many high school/college courses are offered on a rotational basis. Therefore, not every course is offered every semester.

The student who begins attending postsecondary classes and then decides to withdraw must wait until the next program intake to resume his/her high school program.

Students placed on Academic Suspension must sit out one semester and may be enrolled the following semester on Academic Probation, pending course offerings.

## **FINANCIAL AID INFORMATION**

Each student will be responsible for applying for MOWR online at [GAfutures.org](http://GAfutures.org).

HOPE hours used for MOWR will not factor into HOPE Grant/Scholarship caps.

Each student will enter into a Textbook Agreement.

MOWR students are not eligible for additional forms of financial aid while still in high school.

Some costs (equipment, tools, supplies, etc.) associated with some courses may not be covered by OFTC. These costs are the responsibility of the student.

## **ELIGIBILITY AND COMPETITIVE/EXTRACURRICULAR ACTIVITIES**

Students enrolled in a MOWR program must continue to meet the Georgia High School Association eligibility requirements for participation in high school competitive interscholastic activities and must abide by all rules of the high school when participating in extracurricular activities/attending school-sponsored events.

## **SPECIAL PERMISSIONS**

The student agrees to allow parental/guardian access to all college records pertaining to the student.

The student agrees to allow his/her parents/guardians to discuss

grades with the OFTC instructor.

The student and parents/guardians agree to allow high school access to all college records pertaining to the student.

The student and parents/guardians agree to allow the High School Initiatives Coordinator to review the student's grades and course information both at the secondary and postsecondary level with the purpose of evaluating credit and providing information to the high school and technical college.

## STUDENT RESPONSIBILITIES

- Follow the admission procedures of the technical college.
- Follow the rules and regulations of the technical college and the high school.
- Maintain at least a 2.0 cumulative grade point average at OFTC in order to complete an OFTC program of study. Student must earn at least a 2.0 ("C") average in a prerequisite class in order to register for the next course.
- Notify the secondary counselor of change in technical college courses.
- Fulfill all requirements for high school graduation.
- Complete only the courses prescribed by the High School Initiatives Coordinator.
- Pass the state assessment requirements.
- Make arrangements with local schools to take the state assessment tests.
- Pay for items not covered by MOWR (course related fees such as lab fees, materials, supplies, tools, and equipment).

## JOINT ENROLLMENT

Joint enrollment is an arrangement whereby a high school student is enrolled in postsecondary coursework with OFTC while continuing to pursue his or her high school diploma. Joint enrollment coursework earns postsecondary credit only.

## DUAL ENROLLMENT

Through dual enrollment, an eligible high school student can take technical college courses for both high school and technical college credit. These hours are not counted toward the HOPE hour cap. Successful students may receive an OFTC technical certificate of credit upon graduation from high school. In addition, some of the courses embedded in these programs transfer into additional certificate programs and/or into higher-level diploma and degree programs at technical colleges throughout Georgia.

The purpose of dual enrollment is to provide additional educational opportunities for high school students and to allow them to begin a postsecondary program in their chosen career field. Like articulation, dual enrollment helps create a smooth transition from high school to technical colleges.

## Assessment

The ability of a student to succeed in a program at OFTC is greatly determined by the math and language skills possessed by that student. The Technical College System of Georgia is committed to assisting each student achieve his/her maximum potential. All students applying for degree, diploma, and certificate programs must be assessed prior to acceptance to a program of study at a technical college. Students will then be admitted in accordance with the academic standards applicable to that program.

OFTC utilizes Accuplacer, the Technical College System of Georgia (TCSG)-approved assessment instruments, when evaluating students for program readiness. General Education Diploma scores of 165+ on English or Math, OFTC may accept a student's official entrance score on a validated assessment instrument (such as COMPASS, ASSET, SAT or ACT) if the scores meet the college program's required minimums. Students with a score of 235 which indicates Advanced Proficiency or Honors Level on the English/Language Arts portion of the Georgia High School Graduation Test may be exempt from placement testing in reading and writing only for technical certificates of credit and diploma programs of study. If a student's SAT, ACT, or Georgia High School Graduation Test in English/Language Arts scores do not meet the college's program minimums for regular admission, a student must be assessed using one of the TCSG-approved instruments. Assessment results will be valid for placement purposes for a period of 60 months/5 years and are transferable to any TCSG college.

Official transcripts from a regionally or nationally accredited postsecondary institution recognized by the United States Department of Education documenting equivalent program-level English and math coursework successfully completed (C or better) may be used in lieu of completing the corresponding portion of the TCSG-approved assessment instrument.

## Retests

State-approved assessment instruments are valid for placement purposes for 5 years/60 months, unless students have successfully completed college-level English and math classes.

Additionally, students who are being readmitted to the college after taking the exam in high school for the dual enrollment program will be given the opportunity to retest. Students will take the parts of the exam in which he/she was not successful in meeting regular admissions requirements.

## Transfer Student Admission Requirements

Applicants to OFTC who have been previously enrolled at a postsecondary institution will be considered for admissions under the following policies:

- Applicants who are in good standing at their previous institution may be accepted in good standing.



- Applicants who are on academic probation or have a cumulative GPA under 2.0 at their previous institution may be accepted on transfer probation. Applicants who are on academic suspension or academic dismissal at their previous institution must wait a minimum of one semester to enter OFTC. Applicants in this status will be accepted on academic probation after one semester.
- Applicants who wish to transfer to OFTC must meet the entrance requirements and follow the admissions procedures listed in the above sections.
- Applicants must have college transcripts sent to the Admissions Office before registration.
- The director of admissions will make a determination of placement based on college math and English credits. A grade of "C" or higher must be earned for the course and the course must have the same number of credit hours or greater as the OFTC math or English course. NOTE: The director of admissions can use an unofficial college transcript for placement purposes only. However, an official transcript must be on file for the registrar to post the credit to the OFTC transcript. Exemption credit will not transfer.
- A student who has attended a previous institution and is eligible to transfer credit for English and math is not required to take the Accuplacer placement exam.
- Criminal background checks and drug screenings are not transferable. A student transferring into a program at OFTC which requires these items must obtain new ones following OFTC guidelines.
- Priority dates for transfer applications are listed on the OFTC calendar.

## Transient Student Admission Requirements

If an OFTC student wishes to attend another technical college as a transient student to take online courses, the student must apply at [www.gvtc.org](http://www.gvtc.org) and pay the application fee for the host school. Students should follow the instructions on the website to complete the application and view a list of courses offered at other technical colleges. Students should select "Transient" as the student type. OFTC will be the home school, and the school the student will attend will be the host school. The Registrar's Office will be notified by GVTC of students requesting transient status and will verify the student is eligible for transient status. The paperwork will then be forwarded to the Financial Aid Office for verification of any financial aid to the student. After this process is complete, the Registrar's Office will forward a Transient Agreement to the college the student wishes to attend.

Students who wish to attend another technical college as a transient student but will not be taking online courses must complete a Transient Request Form at OFTC. The Registrar's Office will verify the student is eligible for transient status. The paperwork will then be forwarded to the Financial Aid Office for verification of any financial aid to the student. After this process is complete, the Registrar's Office will forward a Transient

Agreement to the college the student wishes to attend.

For Practical Nursing and Radiologic Technology students who are taking a transient class during the semester prior to term of entry into the Practical Nursing core classes or the Radiologic Technology program, students must have all transient grades reported by the host school by the day after OFTC's term ends to be considered for competition.

If the student qualifies for transient status, a Transient Student Agreement Form will be approved and sent to the host school before the current semester ends. However, grades will be reviewed at the end of the current semester. If the student is not in good standing or does not meet qualifications for transient, an updated Transient Student Agreement will be sent to the host school rescinding the approval.

Students must request an official transcript from the host school at the end of the semester. Transient grades will not be posted until the official transcript is received.

Students applying to OFTC as a transient student must apply at [www.gvtc.org](http://www.gvtc.org) and pay the application fee. The student's home school must provide OFTC with a Transient Student Agreement.

*Note: A first semester student will not be allowed to be a transient student.*

This procedure applies for currently enrolled OFTC students seeking transient status at another post-secondary institution. Students are authorized to be in transient status for only one semester, and cannot be a full-time student at OFTC during the term in which they are taking transient classes.

## TRANSIENT PROCEDURES

To qualify for transient status, students must meet the following criteria:

1. Be in good standing and have at least a 2.00 GPA.
2. Be a currently enrolled student.
3. Be a part-time student at OFTC.
4. Have completed all required prerequisite courses.

Students will be approved to take classes via transient status as long as OFTC does not offer the course that term. Students taking classes at OFTC and at another school will only be required to pay the Instructional Technology Fee at OFTC. Students not taking classes at OFTC will be required to pay the Instructional Technology Fee at each institution they attend.

Diploma and Certificate students: Grades earned in transient coursework will appear on the student's OFTC transcript as transfer credit and will not be calculated in the student's grade point average.

Degree students: Grades earned in transient coursework will appear on the student's OFTC transcript as transfer credit and will

be calculated in the student's attempted hours and HOPE GPA for HOPE Scholarship.

The procedure for disbursing financial aid for transient work at another TCSG college is as follows:

The OFTC Financial Aid Office (home school) authorizes HOPE and Pell eligibility prior to the beginning of the semester and forwards to the college the student plans to attend (host school). If the student is eligible for HOPE, the host school will use HOPE Grant/Scholarship at the beginning of the semester to cover tuition and fees. If the student is eligible for Title IV funding and those funds are not available at the beginning of the semester, they will be disbursed by OFTC once the Financial Aid Office receives enrollment verification from the host school. If the student is not eligible for HOPE, he/she must pay tuition and fees at the host school. Please contact the Financial Aid Office at 478-274-7833 if you have any questions regarding the disbursement of funds.

## Special Admit Admission Requirements

An applicant who desires to take credit courses for personal or professional benefit but who does not plan to earn a degree, diploma or certificate is classified as a Special Admit student. The following parameters apply to this classification:

- Be classified as non-award seeking at time of entry by the director of admissions.
- Be granted special admit student status upon recommendation of the director of admissions.
- Enroll in classes only on a space-available basis.
- Receive credit for regular program coursework that is satisfactorily completed.
- Receive credit for a non-limited number of courses, but have the ability to transfer only 25 quarter or 17 semester credit hours into a specific program for award-seeking purposes.
- Have the prerogative of applying for regular admit status but must go through the regular student admissions process. This includes taking the state-approved placement assessment. The number of hours taken as a special admit student in no way waives the requirement of the regular admission process.
- Adhere to the specific institutional prerequisite requirements when selecting courses.

*NOTE: Special Admit students are not eligible for Financial Aid programs.*

## Online Classes and Admissions Procedures

The Georgia Virtual Technical Connection's (GVTC) mission is to provide students with a central point of reference for programs offered electronically through the Technical College System of

Georgia (TCSG). GVTC provides the central point of contact for the student applying online by providing an online course catalog, an online orientation, answers to questions concerning the online process and facilitation of the online application to the requested college. GVTC acts as a facilitator rather than a full functioning admissions department; application files, assessment testing, advisement and registration, financial aid, textbook orders, and awarding credentials are managed at the local colleges. GVTC's function is to assist the student in locating the course(s) needed and to direct the application to the requested college.

The same policies and procedures that apply to the traditional student affairs process apply to the Georgia Virtual Technical Connection (GVTC) process. Each application is processed in a nondiscriminatory way for admission to any technical college within the TCSG. GVTC acts as facilitator in assisting the college's student affairs division in processing the online student. OFTC requests that students take transient courses at only one institution per semester.

## PROCTORING

In order to validate student identity for all online courses, students enrolled in online courses at OFTC are required to complete at least one proctored event per course (a major exam, assignment, or presentation). The event will be reflected as part of the grading scale on the course syllabus. Proctored events must be completed by the end of the official Final Exams period.

The proctored event may be administered at an OFTC assessment center and will be monitored by an OFTC employee. The proctored event may also be scheduled through the instructor at the instructor's home campus and will be monitored by the instructor. Students must attend the proctored session as scheduled via the Assessment page of the OFTC website.

Students arranging proctoring on a non-OFTC site must take the event during the same time frame established by the instructor for other class members. The site and the proctor must meet OFTC's requirements.

Students who do not complete the proctored event will receive an "F" for the course.

## ADMISSIONS PROCESS

The procedures for admissions are:

- Complete and submit the online application form to GVTC — [www.gvtc.org](http://www.gvtc.org)
- Print the application, sign it, and mail to college of choice with a non-refundable \$25 application fee.
- Submit high school transcript or high school equivalency diploma.
- Submit all post-secondary transcripts.
- Submit assessment test scores within the last five (5) years. These may be ACCUPLACER, COMPANION, COMPASS, ASSET, SAT, or ACT. Students with a score of 235 which

indicates Advanced Proficiency or Honors Level on the English/Language Arts portion of the Georgia High School Graduation Test may be exempt from placement testing in reading and writing only for technical certificates of credit and diploma programs of study.

- For transient students only, present the appropriate transient correspondence to the host school.
- Students must be sixteen (16) years of age or older.

## STUDENT RESPONSIBILITIES

- If the student is a transient, it is the student's responsibility to contact his/her advisor for permission to be a transient student before applying to GVTC.
- It is the student's responsibility to ensure that he/she has access to a computer that meets the minimum hardware/software requirements to participate in an online course. Those requirements are listed on the GVTC website at:

<http://www.gvtc.org>

- It is the student's responsibility to purchase his/her textbooks or needed supplies. The course instructor may assist the student.
- Transient OFTC students not taking online courses must complete a Transient Request Form in the Registrar's Office.

## Readmission Requirements

Students who have withdrawn from the institution, either voluntarily or involuntarily, and desire to be readmitted, must submit an application to the Admissions Office. Students who have attended another postsecondary institution must request that an official transcript of all academic work be sent to the Admissions Office at Oconee Fall Line Technical College.

Readmission Steps:

- Complete an application for readmission; no fee required for former students.
- Meet admissions requirements in place at the time of reapplication.

A student who has been dismissed for unsatisfactory academic progress must refer to the academic progress policy and procedure found later in this handbook.

A student suspended for a disciplinary reason may be considered for readmission at the end of the suspension by making an appointment with the executive vice president of academic and student affairs.

Readmission to a program will be granted on a space-available basis within the appropriate course sequence. A student will be required to complete the curriculum requirements in place at the time of re-enrollment.

If 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 may not be permitted to register at any college in the Technical College System of Georgia for a period of ten years after the most recent expulsion/suspension.

## Admission Categories

### REGULAR STATUS

Regular admission of students to a degree, diploma or certificate program is contingent upon their meeting statewide and/or college requirements established for a specific program. In addition, the applicants must complete all application, assessment, and placement procedures prior to enrollment.

Regular admission status is based upon the credential (degree, diploma, or technical certificate of credit) being sought by the student. Any change in the credential being sought shall require a student to meet the admission requirements of the new credential.

### PROVISIONAL PROGRAM STATUS

For most programs, provisional admission to a diploma or certification program is granted to qualified students who do not meet the regular placement test scores in English, reading and/or math. Degree students who are admitted provisionally must take the required learning support classes at the credit level. Students may take some occupational courses while remediating. All students initially admitted on the provisional basis must meet regular admission requirements for that program prior to graduation from that program.

### PENDING STATUS

Applicants who are in their final year of high school and are applying for a college term immediately after they graduate are granted Pending Admit Status. The following specifics define the parameters of this status:

- Applicants must submit a transcript showing the applicant is on track for completing all required high school courses before the semester they wish to enroll.
  - A letter from the high school confirming the pending completion is encouraged to be sent with the transcript.
- Will be allowed to register for courses after course placement requirements have been met.
- These applicants are not eligible for federal financial aid until a final high school transcript has been received.

## ACADEMIC AND LEARNING SUPPORT COURSES

Students placed in English, reading, and math academic support courses for certificate or diploma programs will be required to complete individualized non-credit Academic Support sessions

offered through the Adult Education department at all OFTC Adult Education facilities in the service area. Students must score 10 or higher on the TABE Level D (Test for Adult Basic Education) to progress to diploma-level math and English credit courses. A grade of "EXE" will be placed on the student's transcript to indicate successful completion of the academic support courses.

Students placed in English and reading learning support courses at the 0988 level or math learning support courses at the 0098 or 0099 levels will be required to complete learning support coursework at the credit level and must earn a grade of "C" or higher to progress into degree level math and English credit courses. Students who require learning support math will be placed in MATH 0098 or 0099 (dependent on test score) Learning Support Mathematics. Students who are required to take learning support reading and/or writing will take ENGL 0988 Intermediate Reading and Writing.

## Criminal Background Checks

Applicants to most programs at Oconee Fall Line Technical College are admitted to the program on a first-applied, first-qualified basis. However, before entering certain internship, practicum or clinical settings, students must obtain a criminal background check. Class instructors will inform students when they should begin the criminal background check process. If the background check is not satisfactory, students will be required to withdraw from the class.

All students enrolled in Early Childhood Care and Education programs that require students to be placed in practicum/lab courses or be placed in any internship or practicum setting in a paid or unpaid capacity that involves personal contact with any child being cared for by a public or private child care learning center, group day care home, or family day care home may be required to undergo a fingerprint-based criminal records check. With respect to participation in a practicum/lab or internship, there may be additional standards established by individual site operators that students must meet. A student's placement at a particular site for a practicum/lab or internship is contingent upon acceptance by the individual operator. Students who receive an unsatisfactory fingerprint records check determination from the Georgia Department of Early Care and Learning will be provided an opportunity to show that the record is in error and/or to appeal the determination by requesting a hearing before an Administrative Law Judge at the Office of Administrative Hearings.

If an unsatisfactory determination from the Georgia Department of Early Care and Learning is not reversed; if students are unable to meet other practicum/lab or internship requirements established by an individual site operator; or if students are removed from and cannot return to complete a practicum/lab or internship placement in response to an arrest, conviction, or other change(s) in criminal history status involving a covered crime; or, if they fail to meet other established academic requirements associated with the ECCE program, they will be unable to graduate from OFTC with an Early Childhood Care and Education Degree or Diploma.

Students are responsible for all costs associated with the above referenced fingerprint records check. The Georgia Department

of Early Care and Learning reserves the right to require students to undergo an additional fingerprint records check if the agency has reason to believe that students possess a criminal record that renders them ineligible to have contact with children in an internship or practicum/lab site. Students are responsible for all costs associated with any additional fingerprint record check(s) that may be required.

Students must sign the *Acknowledgement of Criminal History Records Check Requirements Form* and the *Early Childhood Care and Education Program Disclosure of Arrest/Conviction Form*. If a student is arrested, convicted of any crime, or subject to any other criminal history status change for a covered crime while performing an internship or practicum/lab in a child enrichment center or group day care home, he/she must verbally notify and provide the site with a completed Disclosure of Arrest/Conviction Form no later than three (3) calendar days following the arrest, conviction, or change regarding his/her criminal history status.

## Health Screenings and Vaccinations

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, RPR, 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.

## Special Admissions Programs

Several programs at Oconee Fall Line Technical College have additional program admissions requirements prior to acceptance into the program or prior to continuation in the program of study.

## ALLIED HEALTH PROGRAMS

To meet the ever-expanding demand for qualified allied health professionals, OFTC offers a wide array of degree, diploma and technical certificates of credit programs in allied health. These programs provide classroom instruction, laboratory experience, and clinical practice to assure that students obtain the most current and the highest-level skills in their chosen health profession.

Students interested in allied health programs may obtain admission requirements information from the Admissions Office. Information about the sequence of course offerings and program costs is also available on the OFTC website.



## GENERAL INFORMATION

Prior to beginning clinical training or enrolling in courses requiring personal protective equipment, students must have completed a current physical exam. Medical professional liability insurance is also required. Students must satisfactorily pass a criminal background investigation; have a negative drug test; and provide evidence of all items listed in the previous Health Screening and Vaccination Section prior to beginning their laboratory practice or clinical training. The drug screen is arranged by the Academic Affairs Office. Students will be provided with information about ordering their criminal background investigations. The criminal background investigation must be provided through the OFTC recommended provider.

In allied health programs, students are required to purchase approved uniforms, and in some programs, purchase of laboratory supplies and materials is also required.

Students will be assigned to off-campus clinical sites and must have reliable transportation and be able to complete clinical during non-traditional hours. Clinical sites may vary depending on the number of students and availability of sites. Clinical rotation may involve travel to distant sites to meet necessary requirements. Students must comply with all standards and policies set forth by the clinical sites throughout their clinical rotation.

Regardless of the student's grade point average, the student will be academically dismissed from allied health programs if the grade for any required program course is "D" or lower.

*Special Note: Conviction of a felony or misdemeanor could make a student ineligible to complete program clinical requirements or take the licensing exam(s) required by the profession upon graduation.*

## DRUG SCREENING AND CRIMINAL BACKGROUND INVESTIGATIONS

Any student with a confirmed positive drug test will not be placed in any practicum/lab course or any clinical, internship, or practicum setting and will be dismissed from clinical classes and the program for at least one full semester due to the fact that the clinical courses are required for the program of study. Students may continue to take classes that are not prerequisite or corequisite general education or allied health core classes during the term in which they are tested. A student who fails a drug test and is dismissed from his/her program will not receive a refund for any fees paid.

### Overview

Admission into Oconee Fall Line Technical College's programs does not guarantee acceptance or placement into practicum/lab courses or into any clinical, internship, or practicum setting, which is required for graduation.

Affiliate clinical/internship/practicum/externship sites supporting allied health programs require that students have satisfactory criminal background investigation and negative drug testing results prior to acceptance or placement in clinical rotations.

Random and discretionary background investigations and drug screens may also be conducted at the request of the clinical/internship/practicum/externship site.

In accordance with this requirement, the following procedure has been established.

### Categories of persons subject to testing

Any student enrolled in a program that requires students to be placed in practicum/lab courses or into any internship, externship, practicum or clinical setting is subject to the rules and procedures set forth in this procedure as mandated by the clinical/internship/practicum /externship institution.

### Participation as a requirement of being placed at a clinical/internship/practicum site

No student will be placed into practicum/lab courses or into any clinical, internship, externship, or practicum setting in a program or continue in the program without having the required satisfactory criminal background investigation and a negative drug test.

### Drug Testing

#### PROHIBITED BEHAVIOR

It is a violation of this procedure and the OFTC Student Code of Conduct for any student to use, manufacture, possess, sell, trade, offer for sale, solicit, transfer, or offer to buy illegal drugs or otherwise engage in the illegal use of drugs while on OFTC premises or participating in any practicum/lab courses or any off-site instructional activity.

It is a violation of this procedure for any student to report to OFTC or to any practicum/lab courses or any off-site instructional activity under the influence of or while possessing on or in his or her body, blood, or urine, illegal drugs in any detectable amount.

It is a violation of this procedure for any student to report to OFTC or to any practicum/lab courses or any off-site instructional activity while under the influence of or impaired by alcohol.

It is a violation of this procedure for any student to use prescribed drugs illegally, i.e., to use prescription drugs that have not been legally obtained or in a manner for the purpose other than prescribed. However, nothing in this procedure precludes the appropriate use of legally prescribed medications.

#### CIRCUMSTANCES FOR TESTING

##### PRE-CLINICAL TESTING

All students enrolled in programs that require students to be placed in practicum/lab courses or be placed in any clinical or practicum setting will undergo testing for the presence of drugs as a condition of being placed in any practicum/lab course or in any clinical, internship, externship or practicum setting. Any student with a confirmed positive drug test

will not be placed in any practicum/lab courses or in any clinical, internship, externship or practicum setting and will be dismissed from classes and the program for at least one full semester due to the fact that the clinical courses are required for the program of study. Students may continue to take general education or allied health core classes that are not prerequisite or corequisite classes during the term in which they are tested.

Students will be required to submit voluntarily to a **urinalysis at a laboratory chosen by Oconee Fall Line Technical College**, and by signing the consent agreement will release OFTC from liability. The cost for this test is \$30 (subject to change) and will be paid by the student, financial aid, or third party. **Fees made payable for drug screen are nonrefundable and must be paid prior to the first day of the semester of which the fee is assessed.** Drug tests are valid for one year from the test date if the student maintains continuous enrollment at OFTC unless a request to retest is made due to reasonable suspicion or if the clinical site requests a retest. Student must show an OFTC student photo ID at time of drug testing. Additional fees may apply for certain situations and fees are subject to change.

### **CONTINUOUS ENROLLMENT**

If a student is not continuously enrolled following the term(s) in which he/she was tested, then the student will be required to retest once he/she re-enrolls following the pre-clinical testing procedures.

### **REASONABLE SUSPICION**

Reasonable suspicion is based on the judgment of the clinical site. Reasonable suspicion is a belief that a student is using or has used drugs or alcohol in violation of this procedure drawn from specific objective and articulable facts and reasonable inferences drawn from those facts in light of experience. The clinical site will notify the instructional coordinator if a student has to be tested due to reasonable suspicion.

Students will be tested if there is reasonable suspicion that the student is violating this procedure.

### **RANDOM TESTING**

Students are subject to random drug testing during the clinical/practicum rotation schedule as required by the clinical site. The affiliate clinical/practicum institution and OFTC shall have the right to terminate a student who fails a random drug test from the clinical/internship/practicum/externship site and from the program. The clinical site will notify the instructional coordinator if a student has to be tested due to random testing.

### **RETURN-TO-DUTY, FOLLOW-UP-TESTING**

Students who violate or fail to follow any of the provisions of this procedure will be removed from their program for one full semester before being allowed to reapply to the program

following the competitive selection process. The affiliate clinical/ practicum institution, however, is not required to re-admit a student to a clinical/practicum site once a student has been released from its site.

A student who has tested positive for drugs must attend drug/alcohol rehabilitation prior to reapplying to the program. Documentation (signed by a substance abuse professional) of this rehabilitation training must be submitted at the time of reapplication to the instructional coordinator. A second violation of this procedure will result in permanent dismissal from the program.

### **TESTING PROCEDURES**

The instructional coordinator will schedule tests and will notify the instructor of the testing date, time, and location. All drug and alcohol tests scheduled by OFTC will be performed by a college-approved testing company. Controlled substance test will be a 9-panel rapid. If the student is under the prescriptive care of a physician and tests positive, the student will be contacted by the Medical Review Officer (MRO) from the testing company and documentation must be presented within a specified deadline. Failure to submit requested documentation by the specified deadline will result in a positive ruling by the MRO.

### **NOTIFICATION**

The privacy of individuals taking these tests will be maintained consistent with the policies of Oconee Fall Line Technical College. Testing results will be faxed to the attention of the instructional coordinator who will maintain records. Those students who pass drug testing will be included on the roster for the clinical course. Those students who fail the drug test will be dismissed from the program. No student will be notified of any results until his/her identity has been verified. A positive result is the sole determination of the MRO. There is no OFTC appeal process for a result deemed positive by the MRO.

### **CONSEQUENCES OF USE OF CONTROLLED SUBSTANCES AND MISUSE OF ALCOHOL**

**Students with unsatisfactory results will not be accepted at the affiliate clinical/internship/practicum/externship site and will not be allowed to continue in the course or program at Oconee Fall Line Technical College.** Failure to follow the policies contained herein will result in dismissal from the affiliate clinical/practicum site and dismissal from the program for one semester. It is the procedure of Oconee Fall Line Technical College that any student who is currently registered in an allied health clinical course and who violates any of the provisions set forth in this procedure will receive a course grade of "W," "WP," "WF," or "F" and will be dropped as appropriate for the course(s) currently registered. However, the student may continue to be enrolled in a general education or core allied health course during the term that he/she is tested.

## **EFFECTS OF ALCOHOL AND CONTROLLED SUBSTANCES**

Community resources are available to assist students who are experiencing problems with alcohol and/or other drugs. Information concerning the effects of alcohol and controlled substances use on an individual's health, work, and personal life and the signs and symptoms of an alcohol or controlled substances problem is available from the Student Affairs Offices at Oconee Fall Line Technical College.

### **SHOULD YOU HAVE QUESTIONS, PLEASE CONTACT:**

Instructional Coordinator, South Campus  
Oconee Fall Line Technical College  
560 Pinehill Road  
Dublin, GA 31021  
478-274-7839

## **Criminal Background Investigation**

### **PRE-ENROLLMENT**

The clinical/internship/practicum/externship sites associated with the college's allied health programs require background investigations on incoming students to ensure the safety of the patients treated by students in the program. Therefore, all students enrolled in programs that require students to be placed in practicum/lab courses or be placed in any clinical, internship, externship, or practicum setting will be required to have a criminal background investigation conducted by PreCheck Inc., a firm specializing in background investigations for healthcare workers. Criminal background checks are valid for one year if the student maintains continuous OFTC enrollment unless the clinical/internship/practicum/externship site requests a new check. The student will be assessed a non-refundable fee of \$49.50 (subject to change) for the cost of the background investigation as part of his/her semester matriculation fees by OFTC. Additional costs may be incurred for criminal background investigations processed out of the state of Georgia. Students must place their order online through StudentCheck. By signing the consent agreement, the student releases Oconee Fall Line Technical College from liability. Any students submitting a premature or duplicate request will be charged the fee for all requests processed by PreCheck.

### **PROCEDURE**

- Go to <https://weborder.precheck.net/StudentCheck/studentmain.aspx> and select the name of the school, then select your program from the drop down menu.
- Complete all required fields and press Continue to enter your electronic signature. Students will be provided an order confirmation number and instructions on how to check the status on the completion of their report by

email. (Students with a criminal record should disclose the crime on their application.)

Most reports are completed within three business weekdays. To obtain a copy of their background investigations, students may log into <https://weborder.precheck.net/StudentCheck/studentmain.aspx> and click on "here," enter their SSN and DOB. If the application is complete, then the student can click on the application number to download and print a copy of his/her report. This feature is good for 90 days after submittal. After 90 days, students will be charged \$14.95 (subject to change) for a copy of their report.

Students needing assistance should contact PreCheck at [StudentCheck@PreCheck.com](mailto:StudentCheck@PreCheck.com).

**Students should not submit results of criminal background investigations to any Oconee Fall Line Technical College faculty or staff member.**

***The clinical/internship/practicum/externship sites make the sole decision whether students are accepted at their sites based on the results of the investigation report.***

Students who are advised by the clinical/internship/practicum/externship site that they have been denied acceptance at the site should contact PreCheck. Call PreCheck's Adverse Action hotline at 800-203-1654. Adverse Action is the procedure established by the Fair Credit Reporting Act that allows students to see the report and to dispute anything reported.

### **NOTIFICATION**

Students must agree that criminal history record information can be provided to those persons with a need to know at the affiliate clinical/internship/practicum/externship institutions. The privacy of individuals having criminal background investigations conducted will be maintained consistent with the policies of Oconee Fall Line Technical College. The program instructor will be responsible for providing the roster of students to the clinical/internship/practicum/externship institution for consideration. The affiliate clinical/internship/practicum/externship institution will review the results to determine whether the students meet requirements of the affiliate clinical/internship/practicum/externship site. Students with unsatisfactory results will not be accepted at the affiliate clinical/internship/practicum/externship site and will not be able to complete the course or program at Oconee Fall Line Technical College. Failure to follow the policies contained herein will result in dismissal from the affiliate clinical/practicum site and dismissal from the program for one semester. It is the procedure of Oconee Fall Line Technical College that any student who is currently registered in an allied health clinical course who violates any of the provisions set forth in this procedure will receive a course grade of "W," "WP," "WF," or "F" or will be dropped as appropriate for the course(s) currently registered. However, the student may continue to be enrolled in a general education or core allied health course during the term that he/she is tested.

If a student is rejected for cause by a clinical/internship/practicum/externship facility and the student self-discloses the criminal history to the faculty member, it is then appropriate for the instructional coordinator to discuss the student information with the clinical/internship/practicum/externship facility. A clinical/internship/practicum/externship facility has the right to exclude any student if, in the opinion of the site, the student could pose or potentially pose a danger to patients. **The clinical/internship/practicum/externship institution makes the sole decision whether students are accepted at its clinical/internship/practicum/externship site. There is not an OFTC appeal process for an unsatisfactory criminal background investigation.**

## BEHAVIOR THAT CONSTITUTES A REFUSAL TO A CRIMINAL BACKGROUND INVESTIGATION

Failure to submit to have a criminal background investigation conducted within the required time frame constitutes a refusal and will be viewed as an unsatisfactory result. Students with a refusal will be dismissed from the program. Students will receive a "W, WP," "WF," or "F" in their program classes. Students may continue to be enrolled in their general education courses during the term.

## FEES

Fees made payable for drug screens and criminal background investigations are nonrefundable. Students are assessed fees for the drug screen and criminal background investigation, and **fees must be paid prior to the first day of the semester of which fees are assessed. Failure to pay fees by the required date will cause the student to be dropped from the registered course(s).**

## OTHER

Students who **withdraw or are dismissed** from a program that requires drug screens and who wish to reapply must follow the competitive selection process and must have another drug screen (at the student's expense) prior to being placed in a clinical/internship/practicum/externship setting. This requirement also applies to students who transfer to a program that requires a drug screen.

Students who **withdraw or are dismissed** from a program that requires criminal background investigations and who wish to reapply must follow the competitive selection process and must have another criminal background investigation if the student's break in service from OFTC is greater than one year or if the clinical site requests an up-to-date background check. This requirement also applies to students who transfer to a program and whose criminal background investigations are older than one year.

SHOULD YOU HAVE QUESTIONS,  
PLEASE CONTACT:

Instructional Coordinator, South Campus  
Oconee Fall Line Technical College  
560 Pinehill Road  
Dublin, GA 31021  
478-274-7839

## ALLIED HEALTH PROGRAMS SPECIFIC ADMISSIONS REQUIREMENTS

### Competitive Allied Health Programs

Applications to compete must be submitted no later than the specified deadline. Students without an application on file in the Admissions Office will NOT be considered for competition. Applications signify that the student (1) has completed or will complete the designated courses, (2) has registered for and will complete PSB (Radiologic Technology) or TEAS (Practical Nursing) test prior to the beginning of the semester that the student would enter the program, (3) understands the competitive process including deadlines for work experience forms and official college transcripts. If designated core courses and additional curriculum/other requirements listed are not completed by the end of the term prior to the term of entry and/or if the student is not in satisfactory academic standing at OFTC, then the application will not be considered. The student is responsible for the payment of the drug screen fee and criminal background check fee that will be assessed when students register for classes with such requirements. All newly accepted students will be required to attend an orientation session prior to the beginning of the program. The updated Guidelines for Entry into Allied Health Programs can be found on the OFTC website under admissions.

## DIPLOMA PROGRAMS

### PRACTICAL NURSING

The following designated courses will be used toward the GPA ranking: ALHS 1040, ALHS 1060, ALHS 1090, ALHS 1011, COLL1060, ENGL 1010, MATH 1012, PSYC 1010, and NAST 1100. Bonus points will continue to be awarded for documented program-specific, paid, full-time work experience and for completing designated courses at HGTC, STC or OFTC. Students competing for the program after summer semester 2017 will be required to complete the HealthCare Assistant Technical Certificate of Credit prior to competition.

## ASSOCIATE DEGREE OF APPLIED SCIENCE PROGRAMS

### RADIOLOGIC TECHNOLOGY

The Radiologic Technology Associate Degree program is competitive and designated courses and additional courses must be completed before entering the program. Students will be required to take the designated core classes: ALHS 1090, BIOL 2113, BIOL 2113L, BIOL 2114, BIOL 2114L, COMP 1000 or COLL 1060, ENGL 1101, ENGL 2130, IMSA 1100, MATH 1111, PSYC 1101, and RADT 1010. These students may compete for program course slots each spring semester. Bonus



points will continue to be awarded for documented program-specific, paid, full-time work experience and for completing designated courses at HGTC, OFTC or OFTC. Students are required to complete the Imaging Science Technical Certificate of Credit prior to competition.

CHEM 1151/1151L, COLL 1060, ENGL 1101, ENGL 2130, and MATH 1111) prior to taking respiratory occupational classes.

### **Non-Competitive Allied Health Programs**

Students must complete an application to compete for their name to be placed on the list of potential program students. Students without an application on file will NOT be considered for program competition. Applications signify that the student has completed or will complete the designated courses prior to program entry and understands the deadlines for official college transcripts. If more students apply to compete than there are seats available, the competitive process is followed with the exception of PSB/TEAS testing. All expiration policies apply regardless of whether or not a program is competitive.

## DIPLOMA PROGRAMS

### **MEDICAL ASSISTING**

Students must successfully complete the following designated courses (ALHS 1011, ALHS 1090, COMP 1000 or COLL 1060, ENGL 1010, MATH 1012, and PSYC 1010) prior to taking medical assisting occupational classes.

### **PHARMACY TECHNOLOGY**

Students must successfully complete the following designated courses (ALHS 1011, ALHS 1040, ALHS 1090, COMP 1000 or COLL 1060, ENGL 1010, MATH 1012, and PSYC 1010) prior to taking pharmacy technology occupational classes.

### **PARAMEDICINE**

Students must have a current EMT certification and successful completion of Advanced Emergency Medical Technical or Pre-hospital EMS Operations Technical Certificate of Credit prior to enrolling in paramedic technology occupation courses.

## DEGREE PROGRAMS

### **PHARMACY TECHNOLOGY**

Students must successfully complete the following designated courses (ENGL 1101, ENGL 2130, MATH 1111, PSYC 1101, COLL 1060, ALHS 1040, ALHS 1090, BIOL 2113/2113L, and BIOL 2114/2114L) prior to taking pharmacy technology occupational classes.

### **RESPIRATORY CARE**

Students must successfully complete the following designated courses (BIOL 2113/2113L, BIOL 2114/2114L, BIOL 2117/2117L, CHEM 1211/1211L or

### **Competitive Admissions Requirements**

Following the successful completion (a grade of "C" or better) of all designated courses, students will enter into a competitive process for determining eligibility to progress into occupational program courses. The formula used for the competitive process is:

$$\text{Total score} = (\text{designated courses GPA} \times 50\%) + (\text{PSB/TEAS} \times 50\%) + \text{possible bonus points.}$$

Students must complete the Competitive Admissions Application the term prior to entering the program to be considered for the program.

- The GPA is calculated using grades earned in the designated courses. ALHS, biology, and chemistry courses must have been completed within the past five (5) years and if courses have been repeated, each grade within the previous five (5) years will be used in the GPA calculation. If the student has been continuously enrolled at OFTC, the five year period will not apply. The highest attempt of other designated classes will be used in the GPA calculation. The registrar will calculate GPAs for all students. The GPA must be 3.0 or higher to be considered for the program.
- The Psychological Services Bureau Aptitude exam (PSB) is an additional requirement for competition into the Radiologic Technology program. The Test of Essential Academic Skills (TEAS) is an additional requirement for competition into the Practical Nursing Program. These tests may be taken only twice per academic year (the academic year begins each fall semester), but students must wait 30 days before retesting. The test must be taken and scored prior to acceptance. The highest overall score will be used in the competitive process. The PSB/TEAS must be taken within the last 12 months for the scores to be considered for admission purposes. A minimum required score of 220 (PSB) or 59.9 (TEAS) must be attained for a student to be eligible to compete.
- Bonus points may be earned through documented, program-specific, paid, full-time work experience. One (1) bonus point for every three (3) months of full-time work experience will be awarded with a maximum of five (5) bonus points for consecutive work experience. Only work experience from the past five years will be considered for bonus points. Work experience will be evaluated by the program chair.
- Bonus points may be awarded for completing designated courses at HGTC, OFTC and OFTC. One (1) point will be awarded for each designated course completed, with a maximum of three (3) bonus points possible.
- For Practical Nursing program only, three (3) bonus points will be awarded if student has completed requirements for OFTC Health Care Assistant TCC.
- All students' total scores will be ranked from the highest to the lowest. Students with the highest total scores, a GPA of at least 3.0 and the minimum required testing score on

PSB or TEAS will be accepted. The total number of students accepted is based on the number of available openings. If all seats are not filled through competitive requirements, consideration may be given to students who did not make the required GPA or testing cut scores based on the number of available seats.

- Re-entry or Transfer Students - Students who have been unsuccessful or have withdrawn from an allied health program at HGTC, OFTC 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.
- Re-entry to first semester - Students who wish to re-enroll in the first semester of a program must follow the same guidelines listed above. PSB/TEAS exam scores already on file in the Admissions Office will be used in calculating the total score using the formula above as long as the former PSB/TEAS test was taken within the last 12 months. Students will have to resubmit work verification forms. Students in programs that previously did not require PSB/TEAS scores must take the exam to be considered for re-entry into a program.
- Re-entry to other semesters: All students applying for re-entry into other semesters must first meet OFTC's first-term entry requirements. If ALHS, biology, and chemistry courses have been repeated, each grade within the previous five (5) years will be used in the GPA calculation. The highest attempt of other designated classes will be used in the GPA calculation. Students' GPAs will be ranked from the highest to the lowest based on the competitive process. Students with the highest ranking will be accepted, up to the maximum of available openings. This option is only available if vacant slots exist in the advanced program cohort for the semester student needs to re-enter.
- 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 an advanced slot. The fee for the ATI exam must be paid with a credit card by the student at the time of testing.
- Applicants who feel that they were unjustly denied admission have the right to appeal any decision regarding acceptance to the dean for student affairs at the student's campus within three (3) business days of receiving notification of their admission status. The written document must include specific details supporting the appeal. A further appeal may be made to the vice president for academic and student affairs. This appeal also must be made via the admissions appeal process.
- If a student has been extended two offers of acceptance into a specific allied health program at the former HGTC, the former STC, or OFTC and did not complete the program, the student will be denied admittance into the program. Students who have extenuating circumstances may appeal the decision in writing via the admissions appeal process.
- All newly accepted Practical Nursing students will be required

to attend an orientation session and a pharmacology tutorial session (Math Boot Camp) prior to the beginning of the Practical Nursing classes. Attendance to both events is mandatory. Any student not attending both may forfeit his/her slot.

*NOTE: If a student elects to take an exemption test and passes the test for one of the required core classes for an allied health competitive program, then the exempted course will not be used for calculating the GPA for a competitive allied health program acceptance. Students may only exempt two courses in competitive allied health programs.*

## PSB/TEAS TESTING POLICY/PROCEDURES

- All candidates for entry or re-entry to OFTC's Practical Nursing must take the Test of Essential Academic Skills (TEAS). All candidates for entry or re-entry into OFTC's Radiologic Technology Program must take the PSB Allied Health Aptitude Exam. A minimum required score of 220 (PSB) or 59.5 (TEAS) must be attained on the PSB for a student to be eligible to compete for admissions for Radiologic Technology or Practical Nursing programs.
- Candidates will be allowed to submit a maximum of two PSB/TEAS exam scores to admissions in an academic year. When a candidate has taken the exam more than once, the highest cumulative raw score on all five parts and which is earned on a single administration date will be utilized. PSB/TEAS results from other colleges must be submitted by the college to OFTC's Admissions Office and must be in the form of the PSB/TEAS student individual record. These scores must be received by the last day of OFTC classes preceding the semester of intended program admission.
- Candidates must wait a minimum of 30 days between the first and second PSB/TEAS administration.
- The PSB/TEAS score will be weighted at 50% of the candidate's overall score for competitive selection.
- The fee for taking the PSB/TEAS exam will be \$35 (subject to change) and must be paid prior to testing. The receipt for payment must be provided on test date.
- Candidates for PSB/TEAS testing must show a valid photo ID (driver's license or other government-issued ID) immediately prior to testing.

## PROCEDURES:

- Assessment Center staff will establish sufficient PSB/TEAS administration dates and at varying times to be available and convenient to all candidates needing testing and/or retesting.
- Communication of PSB/TEAS dates to allied health candidates will be accomplished through the OFTC

website Admissions page, an email to all OFTC student accounts at the first of each semester, and an email to Student Affairs and affiliated instructional faculty/staff/administration.

- Candidates for PSB/TEAS testing must schedule their appointments through the Assessment Centers on the North or South Campuses. Tests within a given semester will not be scheduled earlier than the first day of classes for that semester. Test appointments will be scheduled on a first-come, first-serve basis with a maximum of 24 candidates testing at each given time.
- It will be recommended to candidates (but not required) that they take the PSB/TEAS exam during their final semester of designated courses and/or following completion of those courses.
- Following PSB/TEAS testing, each first-time candidate is required to personally meet with Assessment Center staff for counseling and interpretation of his/her scores. Test scores for re-testers will be mailed.

## ALLIED HEALTH TECHNICAL STANDARDS AND CLINICAL REQUIREMENTS

Oconee Fall Line Technical College has a moral and ethical responsibility to select, educate, and graduate competent and safe students/practitioners. The college has identified technical standards critical to the success of students in the Allied Health programs. These standards are designed not to be exclusionary, but to establish performance expectations that will enable students to provide safe professional practice with or without reasonable accommodations. All students enrolled in an Allied Health program will be asked to review the provided technical standards and clinical requirements and sign a form certifying they have read, understand, and are able to meet the standards and requirements as follows. The Allied Health programs are prepared to provide reasonable accommodations to accepted students who have documented disabilities. Students with disabilities who wish to request accommodations under the Americans with Disabilities Act must follow the college's procedures outlined in the Student Affairs section of the catalog prior to enrollment in program courses.

- Ability to work in a clinical setting eight to twelve hours a day performing physical tasks requiring physical energy without jeopardizing patient, self, or colleague safety.\*
- Possess fine and gross motor function necessary to perform patient care activities with the ability to frequently reach, lift, and use manual dexterity in the manipulation and operation of equipment, accessories, as well as for the use/creation of immobilization devices.\*
- Ability to assist in the transporting, moving, lifting and transferring of patients weighing up to 450 pounds from a wheelchair or stretcher, to and from beds, treatment tables, chairs, etc.\*
- Ability to lift devices (weighing up to 50 pounds).

- Ability to communicate clearly (verbal, written, nonverbal, and technically), with all members of the health care team and patients. (Documented by satisfactory completion of general education requirements).
- Possess sufficient visual and aural acuity to observe lectures, demonstrations and clinical situations in the practice of health care professions. This is necessary to report visual observations of patients and equipment operations as well as to read patient's medical records and medical information. Aural acuity must be adequate enough to hear the patient during all phases of care as well as to perceive and interpret equipment signals. Tactile and somatic senses must be intact to provide appropriate responses and intervention.\*
- Possess the emotional health required for full use of the intellectual abilities, demonstration of good judgment, prompt and safe completion of all responsibilities, and development of mature and effective relationships with faculty, classmates, preceptors, and patients. Must be able to work cooperatively with others, adapt to rapidly changing environments, think clearly and tolerate physically and mentally challenging workloads under stressful situations. Additionally, students must demonstrate moral reasoning and ethical behaviors.\*
- Have sufficient problem-solving skills to include measuring, calculating, reasoning, analyzing, evaluating, and synthesizing with the ability to perform these skills in a timely fashion. Periodic examinations, both written and practical, are an essential component of the health sciences curriculum. In order to progress through the curriculum, students must successfully fulfill examination requirements. (Documented by meeting program admission status)
- Must demonstrate clinical competency. The process of evaluation of the clinical performance is an essential component of the curriculum and participation in clinical experiences and evaluation are required.

\* Documented by physical exam.

## COMMERCIAL TRUCK DRIVING ADMISSION REQUIREMENTS

OFTC prefers to accept students 21 years of age or older for the Commercial Truck Driving program. Students aged 18 – 20 years old may operate a commercial truck only in the state of Georgia and, therefore, may have limited employment opportunities. All students are admitted to the program on a first-applied, first-qualified basis.

In order to be officially accepted into the CTD Program at Oconee Fall Line Technical College, students must complete the following steps:

- Complete all Oconee Fall Line Technical College admissions procedures.
- Students under 21 must complete an acknowledgment form stating that they understand the restrictions on employment and training opportunities in the trucking industry.
- After obtaining acceptable scores on the placement test,



students must obtain a seven-year Motor Vehicle Report (MVR) from the Georgia Department of Driver Services.

- Applicants must have a valid Georgia driver's license and have no more than eight points (or five points in one year) or four moving violations on the Georgia Violator Scale. Furthermore, applicants can have no more than one DUI, Controlled Substance Conviction, or Open Container, and none in the past five years. After the MVR is approved, the following conditions must be met:
- After obtaining CDL permit, students must successfully pass a NIDA 5 drug screen.
- Applicants must pass the Department of Transportation (DOT) physical examination.

## TRANSPORTATION DEPARTMENT

### DISQUALIFYING CONDITIONS

1. Loss of use of extremity. Loss of use of a foot, leg or arm, subject to a Skill Performance Evaluation of ability to safely control and operate a commercial motor vehicle even with a prosthetic limb.
  2. Diabetes. Medical history of clinical diagnosis of diabetes currently requiring insulin. Diabetics whose condition is controlled with oral medication and diet may qualify.
  3. Cardiovascular. Current clinical diagnosis of myocardial infarction, angina pectoris, coronary insufficiency, thrombosis, or any other cardiovascular disease of a variety known to be accompanied by syncope, dyspnea, collapse, or congestive cardiac failure. Coronary artery bypasses & pacemakers are not disqualifying, but implantable cardioverter defibrillators (ICD) are disqualifying due to risk of syncope.
  4. Respiratory. Established medical history or clinical diagnosis of a respiratory dysfunction likely to interfere with the ability to control and drive a commercial motor vehicle safely. Examples of disqualifying respiratory conditions are emphysema, chronic asthma, carcinoma, tuberculosis, chronic bronchitis and sleep apnea.
  5. Hypertension. Any detection of hypertension requires frequent rechecks. A blood pressure of 180 (systolic) and 110 (diastolic) or higher is considered Stage 3, at high risk for an acute event such as a stroke. The driver with Stage 3 hypertension may not be qualified, even temporarily, until reduced to equal to or less than 140/90 and treatment is well tolerated, and thereafter rechecked every six months.
  6. Other physical limitations. Clinical diagnosis of rheumatic, arthritic, orthopedic or vascular disease which interferes with ability to control and operate a motor vehicle. This would include, but not limited to, known to have acute episodes of transient muscle weakness, poor muscular coordination (ataxia), abnormal sensations (paresthesia), decreased muscle tone (hypotonia), visual disturbances and pain which may be suddenly incapacitating. Medical examiners must evaluate the severity and the likelihood of impairment affecting safe operation.
7. Epilepsy. Established medical history or clinical diagnosis of epilepsy or other condition known to cause loss of consciousness. Single episodes of non-epileptic seizure or loss of consciousness are evaluated regarding likelihood of recurrence, with a six month waiting period highly recommended. Drivers with a history of epilepsy/seizures off antiseizure medication and seizure-free for 10 years may be qualified to operate a CMV in interstate commerce. Interstate drivers with a history of a single unprovoked seizure may be qualified to drive a CMV in interstate commerce if seizure-free and off antiseizure medication for a 5-year period or more.
  8. Psychiatric. Mental, nervous or functional disease or psychiatric disorder. This is often a subjective evaluation and easily overlooked by medical examiners.
  9. Vision. Must have corrected vision of at least 20/40 in both eyes. One who is blind in one eye cannot qualify.
  10. Hearing. Must be able to perceive a forced whispered voice in the better ear at not less than five feet with or without the use of a hearing aid. If tested by use of an audiometric device, must have an average hearing loss in the better ear greater than 40 decibels at 500 Hz, 1,000 Hz and 2,000 Hz with or without a hearing aid.
  11. Uses a Schedule I drug or other narcotic, with a narrow exception for prescribed medications. Exception: A driver may use such a substance or drug, if the substance or drug is prescribed by a licensed medical practitioner who: is familiar with the driver's medical history and assigned duties and has advised the driver that the prescribed substance or drug will not adversely affect the driver's ability to safely operate a commercial motor vehicle.
  12. Current diagnosis of alcoholism.

*Oconee Fall Line Technical College's Commercial Truck Driving Program is prepared to provide reasonable accommodations to students who have documented disabilities. Students with disabilities who wish to request accommodations under the Americans with Disabilities Act must follow the college's procedures outlined in the Student Affairs section of the catalog prior to enrollment in program courses.*

## TRANSPORTATION DIVISION DRUG AND ALCOHOL TESTING PROCEDURE

### Overview

Oconee Fall Line Technical College's Transportation programs are committed to providing a safe environment and fostering the well-being and health of its students and employees. For purposes of this procedure, the programs will be referred to as Commercial Truck Driving (CTD). That commitment is jeopardized when any student of the college illegally uses drugs, comes to school under



the influence, possesses, manufactures, distributes or sells drugs or abuses alcohol while enrolled at Oconee Fall Line Technical College, hereinafter referred to as OFTC. In accordance with Federal Motor Carrier Safety Regulation Part 382, the following procedure has been established.

It is our procedure to (1) assure that students are not impaired in their ability to perform assigned duties in a safe, productive, and healthy manner; (2) create a learning environment free from the adverse effects of drug abuse and alcohol misuse; (3) prohibit the unlawful manufacture, distribution, dispensing, possession, or use of controlled substances; and (4) to encourage students to seek professional assistance at any time with personal problems, including alcohol or drug dependency, that adversely affect their ability to perform their assigned duties.

Students who fail to follow or violate any of the provisions of this procedure will be dismissed from the CTD program for one full semester before being eligible to reapply to the program. Violation of this procedure a second time will result in permanent dismissal from the program. **Any student who violates any of the provisions set forth in this procedure will also receive a course grade of "F" for the course(s) currently enrolled and of which a grade has not already been earned/recorded and a grade of "0" for work ethics.**

### **Purpose**

The purpose of this procedure is to assure student fitness for school and to protect our students, employees, and the public from the risks posed by the misuse of alcohol and use of prohibited drugs. This procedure is also intended to comply with all applicable federal regulations governing workplace drug and alcohol programs in the transportation industry. The Federal Motor Carrier Safety Administration (FMCSA) of the U.S. Department of Transportation has published 49 CFR Part 40, as amended, that sets standards for the collection and testing of urine and breath specimens. In addition, the federal government published 49 CFR Part 29, "The Drug-Free Workplace Act of 1988," which requires the establishment of drug-free workplace policies and the reporting of certain drug-related offenses. This procedure incorporates those requirements for safety sensitive students and others when so noted.

### **Applicability**

This procedure applies to all OFTC CTD students when they are on OFTC property or when performing ANY OFTC-related business including off-site instructional activities. This procedure also applies to off-site lunch periods or breaks when a student is scheduled to return to class.

### **Participation as a Requirement of Enrollment**

Students will not be allowed to perform safety sensitive functions in the CTD program or continue in the program without participating in mandatory drug testing and/or random drug/alcohol testing. Students must show a photo I.D. before testing.

### **Prohibited Substances**

Prohibited substances addressed by this procedure include the following:

### **ILLEGALLY USED CONTROLLED SUBSTANCES OR DRUGS**

The use of any illegal drug or any substance identified in Schedules I through V of Section 202 of the Controlled Substance Act (21 U.S.C. 812), as further defined by 21 CFR 1300, 11 through 1300.15 is prohibited at all times unless a legal prescription has been written for the substance. This includes, but is not limited to: marijuana, amphetamines, opiates, phencyclidine (PCP), and cocaine, as well as any drug not approved for medical use by the U.S. Drug Enforcement Administration or the U.S. Food and Drug Administration. Illegal use includes use of any illegal drug, misuse of legal prescribed drugs (reviewed by a medical review officer), and use of illegally obtained prescription drugs.

### **LEGAL DRUGS**

The appropriate use of legally prescribed drugs and non-prescription medications is not prohibited. However, the use of any substance that carries a warning label that indicates that mental functioning, motor skills, or judgment may be adversely affected must be reported to the drug and alcohol testing center. In addition, the student must obtain a written release from the attending physician releasing the person to perform his/her school duties any time he/she obtains a performance altering prescription.

A legally prescribed drug means that an individual has a prescription or other written approval from a physician for the use of a drug in the course of medical treatment. It must include the patient's name, the name of the substance, quantity/amount to be taken, and the period of authorization. The misuse or abuse of legal drugs while performing college business is prohibited. **According to FMCSA (DOT) regulation Part 382.213 (a), "No driver shall report for duty or remain on duty requiring the performance of safety-sensitive functions when the driver uses any controlled substance, except when the use is pursuant to the instructions of a licensed medical practitioner, as defined in §382.107, who has advised the driver that the substance will not adversely affect the driver's ability to safely operate a commercial motor vehicle."**

### **ALCOHOL**

The use of beverages containing alcohol or substances including any medication, mouthwash, food, candy, or any other substance such that alcohol is present in the body while performing classroom activities is prohibited. The concentration of alcohol is expressed in terms of alcohol per 210 liters of breath as measured by an evidential breath testing device.

### **Prohibited Behavior:**

## MANUFACTURE, TRAFFICKING, POSSESSION AND USE

CTD students are prohibited from engaging in the unlawful manufacture, distribution, dispensing, possession, or use of prohibited substances on college premises, in OFTC owned/leased vehicles, or at an off-site instructional activity. Students who violate this provision will be dismissed from the CTD program for one full semester before being eligible to reapply. Law enforcement may be notified, as appropriate, where criminal activity is suspected.

## INTOXICATION/UNDER THE INFLUENCE

Any CTD student who is reasonably suspected of being intoxicated, impaired, under the influence of a prohibited substance, or not fit for school shall be suspended from school duties pending an investigation and verification of condition. Students found to be under the influence of a prohibited substance or who fail to pass a drug or alcohol test shall be dismissed from the CTD program for one full semester before being eligible to reapply. A drug or alcohol test is considered positive if the individual is found to have a quantifiable presence of a prohibited substance in the body above the minimum thresholds defined in 49 CRF Part 40, as amended.

## ALCOHOL USE

No CTD student shall report to OFTC or any off-site instructional activity when his/her ability to perform assigned safety sensitive functions is adversely affected by alcohol or when his/her breath alcohol concentration is 0.01 or greater. No CTD student shall use alcohol while at OFTC or any off-site instructional activity. CTD students shall not use alcohol within eight (8) hours of reporting for class or during the hours that they are in class. Violation of these provisions is prohibited and punishable by dismissal from the CTD program for one full semester before being eligible to reapply.

## COMPLIANCE WITH TESTING REQUIREMENTS

All CTD students will be subject to urine drug testing as a condition of program enrollment. Any CTD student who refuses to comply with a request for testing shall be dismissed. Any CTD student who is suspected of providing false information in connection with a test, or who is suspected of falsifying test results through tampering, contamination, adulteration, or substitution will be required to undergo an observed collection at the student's expense. Verification of a positive test will result in the student being dismissed from the CTD program for one full semester before being eligible to reapply. Refusal can include an inability to provide a sufficient urine specimen, saliva sample, or a breath sample without a valid medical explanation, as well as a verbal declaration, obstructive behavior, or physical absence resulting in the inability to conduct the test.

## BEHAVIOR THAT CONSTITUTES A REFUSAL TO

## A TEST

Failure to submit to a required substance abuse test within the required timeframe or submitting a verified adulterated or substitute drug test constitutes a refusal and will be viewed as a positive result:

**“Such behavior includes refusal to take the test (382.211); inability to provide sufficient quantities of breath, saliva, or urine to be tested without a valid medical explanation; tampering with or attempting to adulterate the specimen; interfering with the collection procedure; not immediately reporting to the collection site; failing to remain at the collection site until the collection process is complete; having a test result reported by an MRO as adulterated or substituted; or leaving the scene of an accident without a valid reason before the tests have been conducted.”**

## TREATMENT REQUIREMENTS

All students are encouraged to make use of the available resources for treatment for alcohol misuse and/or illegal drug use problems. The cost of any treatment or rehabilitation services will be borne by the student. Students who test positive will be dismissed from the CTD program, and provided with contact information of an approved DOT Substance Abuse Professional for assessment at the students' expense.

## PROPER APPLICATION OF THE POLICY

OFTC is dedicated to assuring fair and equitable application of this substance abuse procedure. Therefore, supervisors/instructors are required to use and apply all aspects of this procedure in an unbiased and impartial manner. Any supervisor/instructor who knowingly disregards the requirements of this procedure, or who is found to deliberately misuse the procedure in regard to students, shall be subject to disciplinary action, up to and including termination.

### **Testing Procedures:**

Students are required to pay a \$46.50 fee to have a DOT drug/alcohol screening test, which is scheduled by OFTC. All drug and alcohol tests for the Commercial Truck Driving program of OFTC will be performed by a college-approved drug and alcohol testing company, which is an approved DOT certified collection site.

Additional fees will apply for the following situations. **(Fees are subject to change.)**

1. Students who test positive on a reasonable suspicion, post accident and/or random drug test will be charged an additional \$46.50.
2. Students who refuse to have a drug test will be charged an additional \$15.

3. Students who are mandated or requested to have an observed specimen will have an additional charge of \$15.
4. Students who report for testing not within normal operating hours will be charged an additional \$10 per hour charged on the quarter hour.
5. **Students, who notify the Medical Review Officer (MRO) of their desire to request a split sample test and subsequently change their mind, are responsible for the \$300-\$500 retesting cost, if they do not contact the MRO within the specified timeframe of their intent to cancel the request.**

Analytical urine drug testing and breath testing for alcohol may be conducted when circumstances warrant or as required by federal regulations. While enrolled in the CTD program, all students shall be subject to drug testing, for reasonable suspicion, and following an accident as defined in the Post Accident Section of this procedure. CTD students shall also be subject to drug and alcohol testing on a random, unannounced basis. Testing shall be conducted in a manner to assure a high degree of accuracy and reliability and using techniques, equipment, and laboratory facilities which have been approved by the U.S. Department of Health and Human Service (DHHS). All testing will be conducted consistent with the procedures put forth in 49 CFR Part 40 as amended.

Controlled Substance test will be a NIDA 5 split specimen. The drugs that will be tested for include marijuana, cocaine, opiates, amphetamines, and phencyclidine. An initial drug screen will be conducted on each urine specimen. For those specimens that are positive, a confirmatory Gas Chromatography/Mass Spectrometry (GC/MS) test will be performed. The test will be considered positive if the amounts present are above the minimum thresholds established in 49 CFR Part 40, as amended. In instances where there is a reason to believe a student is abusing a substance other than the five drugs listed above, OFTC reserves the right to test for additional drugs under its own authority using standard laboratory testing protocols.

Tests for breath alcohol concentration will be conducted utilizing a National Highway Traffic Safety Administration (NHTSA) approved testing device operated by a trained technician. If the initial test indicates an alcohol concentration of 0.02 or greater, a second test will be performed to confirm the results of the initial test. The confirmatory test will be performed using a NHTSA approved evidential breath testing device (EBT) operated by a trained breath alcohol technician.

Any CTD student that has a confirmed positive drug or alcohol test will be dismissed from the CTD program, and informed of educational and rehabilitation programs available. OFTC affirms the need to protect individual dignity, privacy, and confidentiality throughout the testing process. The privacy of individuals taking these tests will be maintained consistent with policies of OFTC, and records will be maintained by the academic affairs office. No student will be notified of any results until his/her identity has been verified.

### **Student Requested Testing**

Any CTD student who questions the results of a required drug test may request that the split sample be tested. The student has to request the split specimen be sent to another DHHS-certified laboratory for analysis. The test must be conducted on the split sample that was provided by the student at the same time as the original sample. All costs for such testing are paid by the student. The method of collecting, storing, and testing the split sample will be consistent with the procedures set forth in 49 CFR Part 40, as amended.

Students who test positive will be contacted by the Medical Review Officer from the DOT-approved lab. If the student is unavailable and an answering machine is available, a message will be left with a telephone number for the student to return the call. If no contact is made, the Medical Review Officer will attempt to call the student several times. If unsuccessful, the Medical Review Officer will contact the OFTC Academic Affairs office with the results. The student's request for a split sample test must be made to the Medical Review Officer within 72 hours of notice of the original sample verified test result. The request may be verbal or in writing. Requests after 72 hours will only be accepted if the delay was due to documentable facts that were beyond the control of the student. Failure to respond to a medical review officer regarding drug/alcohol test results will result in a positive reading which will result in dismissal from the program.

### **Pre-Employment Drug Testing**

All CTD students will undergo testing for the presence of drugs. After acceptance into the program, students will be notified when to report for drug/alcohol testing.

Students will be required to submit voluntarily to a urinalysis, and by signing consent, will release OFTC from liability. The cost for this test will be paid by the student.

## REASONABLE SUSPICION TESTING

All CTD students may be subject to a "fitness for school" evaluation, and urine and/or breath testing when there are reasons to believe that drug or alcohol use is adversely affecting class performance. A reasonable suspicion referral for testing will be made on the basis of documented objective facts and circumstances which are consistent with the short-term effects of substance abuse or alcohol misuse. Examples of reasonable suspicion include, but are not limited to, the following:

1. Physical signs and symptoms consistent with prohibited substance use or alcohol misuse.
2. Evidence of the manufacture, distribution, dispensing, possession, or use of controlled substances, drugs, alcohol, or other prohibited substances.
3. Occurrence of a serious or potentially serious accident that may have been caused by prohibited substance abuse or alcohol misuse.



4. Fights (to mean physical contact), assaults, and flagrant disregard or violations of established safety, security, or other operating procedures.

Reasonable suspicion referrals must be made by an OFTC administrator and/or instructor who is trained to detect the signs and symptoms of drug and alcohol use and who reasonably concludes that a student may be adversely affected or impaired in his/her classroom performance due to possible prohibited substance abuse or alcohol misuse. If the test is positive, the student is responsible for the cost of the test and the student will be dismissed from the CTD program. If the test is negative, OFTC will assume the cost.

### POST ACCIDENT TESTING

All CTD students will be required to undergo drug and alcohol testing if they are involved in an accident with an OFTC owned/leased vehicle which results in a fatality or involved in a non-fatal accident resulting in bodily injury of a person and they receive medical treatment away from the scene, or one or more motor vehicles incur disabling damage and has to be towed and the driver receives a citation under state or local law for a moving traffic violation arising from the accident. This includes all surviving CTD students that are operating in the vehicle and any others whose performance could have contributed to the accident. If the test is positive, the student is responsible for the cost of the test and the student will be dismissed from the CTD program. If the test is negative, OFTC will assume the cost.

Following an accident, the CTD student will be tested at the nearest approved location as soon as possible, but not to exceed eight hours for alcohol testing and 32 hours for drug testing. Any CTD student involved in an accident must refrain from alcohol use for eight hours following the accident or until he/she undergoes a post-accident alcohol test. Any CTD student who leaves the scene of the accident without justifiable explanation prior to submission to drug and alcohol testing will be considered to have refused the test and their enrollment in CTD is terminated. Students tested under this provision will also include any other covered student whose performance could have contributed to the accident.

### RANDOM TESTING

Students in CTD will be subject to unannounced drug and alcohol testing. The selection of students for random drug and alcohol testing will be made using a scientifically valid method that ensures each covered student that he/she will have an equal chance of being selected each time selections are made. The random tests will be unannounced and performed while the student is enrolled in CTD classes.

If the test is positive, the student is responsible for the cost of the test and the student will be dismissed from the CTD program. If the test is negative, OFTC will assume the cost with the exception of a split sample drug test that the student requests. Students will be directed to a specified site and

must report for random testing within one hour from time of notification unless the student is on the road and is to be notified after coming off the road.

Students who are selected in a random pool but subsequently are withdrawn for an attendance violation must be tested if the student appeals and is reinstated into the program. Students will be notified of the date/time of testing.

### RETURN-TO-SCHOOL, FOLLOW-UP TESTING

Students who fail to follow or violate any of the provisions of this procedure will be dismissed from the CTD program for one full semester before being able to reapply to the program. All CTD students who previously tested positive on a drug or alcohol test must attend drug/alcohol rehabilitation prior to reapplying to the CTD program. Students must test negative (below 0.02 for alcohol) on a return-to-school test and be evaluated and released by the Substance Abuse Professional before returning to school. Documentation (signed by a substance abuse professional) of rehabilitation training must be submitted at the time of student reapplying to school. A student who violates this procedure a second time will result in permanent dismissal from the program.

### SUBSTANCE ABUSE ASSESSMENT

Any CTD student who tests positive for the presence of illegal drugs or alcohol above the minimum thresholds set forth in 49 CRF Part 40, as amended, is dismissed from OFTC, and referred for evaluation by an approved DOT Substance Abuse Professional (SAP). A SAP is a licensed or certified physician, psychologist, social worker, employee assistance professional, or addiction counselor with knowledge of and clinical experience in the diagnosis and treatment of alcohol-related disorders or drug abuse. The SAP will evaluate each student to determine what assistance, if any, the student needs in resolving problems associated with prohibited drug use or alcohol misuse. This will be at the student's expense.

Assessment by a SAP or participation in a Substance Abuse Program does not shield a student from disciplinary action or guarantee reinstatement to the CTD program at OFTC.

If a CTD student is allowed to return to the CTD program, he/she must properly follow the rehabilitation program prescribed by the SAP. The student must have negative return-to-school drug tests and be subject to unannounced follow-up testing as required by SAP. The cost of the drug tests and any treatment or rehabilitation services will be paid directly by the student.

### CONSEQUENCES FOR DRIVERS WITH AN ALCOHOL CONCENTRATION OF 0.02 OR GREATER

The consumption or possession of alcoholic beverages on OFTC premises, in OFTC owned/leased vehicles, or while engaging in any off-site instructional activity is prohibited.



A student whose normal faculties are impaired due to the consumption of alcoholic beverages, or whose blood alcohol level tests 0.02 or greater shall be guilty of violating procedure and will be dismissed from the CTD program. The student will be able to reapply to the program after one full semester. A student whose blood alcohol level tests 0.04 or greater must attend alcohol rehabilitation through an approved DOT Substance Abuse Professional (SAP) prior to reapplying to the program. The student is responsible for the cost of the rehabilitation. Documentation (signed by a substance abuse professional) must be submitted at the time of reapplication. A second violation of this procedure will result in permanent dismissal from the program.

## CONSEQUENCES OF USE OF CONTROLLED SUBSTANCES AND MISUSE OF ALCOHOL

Failure to follow the policies contained herein will result in dismissal from the program, program failure, and possible legal action. ***It is the procedure of Oconee Fall Line Technical College that any student who violates any of the provisions set forth in this procedure will also receive a course grade of "F" for the course(s) currently enrolled and of which a grade has not already been earned/recorded and a grade of "0" for work ethics.***

## RE-ENTRY CONTRACTS

Students who re-enter the Commercial Truck Driving program must agree to the following and be responsible for ensuring that all stipulations are met. That contract may include (but is not limited to):

1. A release to work statement from the Substance Abuse Professional,
2. A negative test for alcohol/drugs.
3. Unannounced frequent follow-up testing as required by SAP.
4. Follow specified after care requirements with the understanding that violation of the re-entry contract is grounds for dismissal.

## INFORMATION DISCLOSURE

1. OFTC shall release information regarding a covered student's record as directed by specific, written consent from the student authorizing release of the information to an identified person.
2. A covered student is entitled, upon written request, to obtain copies of any record pertaining to his/her use of prohibited substances, including any records pertaining to his/her test results.
3. OFTC may disclose information that is required to be maintained to the decision maker in a lawsuit, grievance,

or other proceeding initiated by or on behalf of the student tested without the student's written permission.

4. When requested by the National Transportation Safety Board as part of an accident investigation, OFTC shall disclose information related to its administration of drug and alcohol tests following the accident investigation.
5. Records shall be made available to subsequent employers upon receipt of written request from the student.
6. OFTC shall disclose data for its drug and alcohol testing program and any other information pertaining to its anti-drug program, when requested by the Secretary of Transportation or any DOT agency with regulatory authority over OFTC.

## SCHOOL CONTACT

Anyone with questions regarding this policy or any other aspect of the substance abuse policy should contact the following OFTC instructors:

### SOUTH CAMPUS (DUBLIN)

Joey Wooten, Instructor, Commercial Truck Driving Program  
560 Pinehill Road  
Dublin, GA 31021  
478.274.7851

### NORTH CAMPUS (SANDERSVILLE)

Gerald Burten, Instructor, Commercial Truck Driving Program  
1678 Kaolin Road  
Sandersville, GA 31082  
478.553.2396

## EFFECTS OF ALCOHOL AND CONTROLLED SUBSTANCES

For information concerning the effects of alcohol and controlled substances use on an individual's health, work, and personal life, signs and symptoms of an alcohol or controlled substances problem, please see below:

### REHABILITATION CONTACT INFORMATION

National Substance Abuse Professional (SAP) Network  
(800) 879-6428

## APPEAL RIGHTS AND PROCESS

The DOT lab results are final. Therefore, there is no student substance abuse appeals process at OFTC. However, the student may request a split specimen test from the drug testing agency. The student is responsible for the cost of all drug testing.

Reference: Federal Motor Carrier Safety Regulation 382.601

## Admissions Residency

## Requirements

### TCSG RESIDENCY PROCEDURE

- A. Each technical college shall be responsible for the verification of the lawful presence in the United States of every successfully admitted student applying for Georgia resident tuition status as required by state and federal immigration laws. Verification procedures shall comply with O.C.G.A. § 50-36-1.
- B. Determining a student's residency status must be based on the existence of surrounding objective circumstances that indicate a student's intent to maintain a permanent presence, or Domicile, in the State of Georgia. No single factor is conclusive. Similarly, there is no predetermined number of factors required to be met. The following indicators may be considered when documenting the Domicile of an individual, but this is not an exhaustive list:
- Location of employment.
  - Location of voter registration.
  - Location of property, including home purchase, and taxes paid thereon.
  - State for which the individual filed and paid state income taxes.
  - Address and other information on federal and state income tax returns.
  - State where the person's automobile title is registered and the payment of property taxes thereon.
  - Address on driver's license and state of issuance.
  - Address on the Georgia Driver's License Bureau ID.
  - Reason for initially coming to Georgia.
  - State of issuance of business, professional, or other licenses.
  - Location of checking, savings, or other banking accounts.
  - Citizenship Requirements:
    - o A student meets the Citizenship Requirements, for purposes of this procedure and the related policies, if he or she is a United States Citizen, born or naturalized.
    - o A student meets the Citizenship requirements, for purposes of this procedure and the related policies, if he or she is an Eligible Non-Citizen, according to the Federal Title IV definition.
    - o Ineligible Non-Citizens: A Non-Citizen cannot qualify for in-state tuition. However, in the discretion of the President of the college the international tuition may be waived in favor of an out-of-state tuition rate for a Non-Citizen who has been verified as lawfully present in the United States in accordance with state and federal immigration laws.

### C. Georgia Residency

#### 1. Dependent Students:

- A Dependent Student meets the Georgia Residency Requirements, for purposes of this procedure and the related policies, if his or her Parent has established and maintained Domicile in the State of Georgia for at least 12 consecutive months immediately preceding the first day of classes of the school term for which the student is seeking in-state tuition, and
- Such student graduated from an Eligible High School located in the State of Georgia; or
- The Parent claimed the student as a dependent on the Parent's most recent federal income tax return.
- A Dependent Student meets the Georgia Residency Requirements, for purposes of this procedure and related policies, if a United States court-appointed Legal Guardian has established and maintained Domicile in the State of Georgia for at least 12 consecutive months immediately preceding the first day of classes of the school term for which the student is seeking in-state tuition, provided that the appointment was not made to avoid payment of Out-of-State Tuition.

#### 2. Independent Students:

- An Independent Student meets the Georgia Residency requirements, for purposes of this procedure and the related policies, if he or she has established and maintained Domicile in the State of Georgia for at least 12 consecutive months immediately preceding the first day of classes of the school term for which the student is seeking In-State Tuition.
- It is presumed that no Independent Student shall have gained or acquired Georgia Residency, for purposes of this procedure and the related policies, while attending a TCSG college without clear evidence of having established a Domicile in the State of Georgia for purposes other than attending a TCSG college.

### D. Retaining Georgia Residency

- Dependent Students: If the Parent or United States court-appointed Legal Guardian of a Dependent Student who was correctly determined to meet Georgia Residency requirements for the purposes of this procedure and the related policies, establishes Domicile outside the State of Georgia, such student shall continue to retain his or her status as a Georgia Resident, for purposes of this procedure and the related policies, as long as such student remains Continuously Enrolled in a TCSG college.

- Independent Students: If an Independent Student who was correctly determined to meet Georgia Residency requirements, for purposes of this procedure and the related policies, temporarily relocates outside the State of Georgia, but returns to the State of Georgia within 12 months, such student shall retain his or her status as a Georgia Resident, for purposes of In-State Tuition.

#### E. Eligibility for Out-of-State Tuition Exemption:

Students in the following classifications are eligible for Out of State Tuition Exemption. These exemptions do not affect the student's eligibility for the HOPE Scholarship or Grant, except for exemptions for military personnel and their dependents as provided for in the GSFC regulations:

- Employees and their children who move to Georgia for employment with a new or expanding industry as defined in OCGA 20-4-40;
- Full-time employees of the Technical College System of Georgia, their spouses, and dependent children;
- Full-time teachers in a public school, a military base, or a public postsecondary college, their spouses, and dependent children;
- United States military personnel stationed in Georgia and on active duty and their dependents living in Georgia;
- United States military personnel, spouses and dependent children reassigned outside Georgia, who remain continuously enrolled and on active military status;
- United States military personnel and their dependents that are Domiciled in Georgia, but are stationed outside the State;
- Students who are Domiciled in out-of-state counties bordering on Georgia counties and who are enrolled in a Technical College with a local reciprocity agreement;
- Career consular officers and their dependents that are citizens of the foreign nation which their consular office represents, and who are living in Georgia under orders of their respective governments. This exemption shall apply only to those consular officers whose nations operate on the principle of educational reciprocity with the United States.
- Members of a uniformed military service of the United States who, within thirty-six (36) months of separation from such service, enroll in an academic program and demonstrate an intent to become domiciled in Georgia. This exemption may also be granted to their spouses and dependent children. This exemption also applies to recipients of transferred GI Bill benefits who within thirty-six months of the transferor's separation from the uniformed military service of the United States enroll in an academic program and demonstrate an intent to become domiciled in Georgia. An individual or former service member so described retains the exemption if enrolled at the expiration of the thirty-six month window and remains continuously enrolled (other than during

regularly schedule breaks) and uses educational benefits, even if the student enrolls in multiple programs.

- Students using transferred GI Bill while the transferor is on active duty who demonstrate an intent to become domiciled in Georgia and students using the Marine Gunnery John David Fry Scholarship who demonstrate an intent to become domiciled in Georgia.
- Students who are described as covered individuals in 38 U.S.C. 3679(c)
- Students who are dually enrolled and participating in Move On When Ready.

Notwithstanding any provision in this procedure, no person who is unlawfully present in the United States shall be eligible for any exemption of the tuition differential.

## International Students

Oconee Fall Line Technical College is not authorized to issue I-20Ms for student visas.

## Program Transfers

Students have the option of transferring from one program to another while enrolled at the college, provided the student has the necessary qualifications for transfer and a vacancy is available in the program. Students interested in transferring to a different program should first contact the Admissions Office to initiate a program transfer and obtain information about the intended program. Next, a student may meet with the Financial Aid Office to obtain information about how the change may affect financial aid. Finally, students still interested in transferring to a different program should return to the Admissions Office for completion of the program transfer. In the event a student declares a change of programs, the student's previously earned credits will be evaluated in terms of the new program. Program transfer priority dates are the same as the Financial Aid priority dates which are listed on the OFTC calendar. Students must complete a change of program request form available in the Admissions Office.

## Enrollment in Multiple Programs

Concurrent enrollment in more than one degree, diploma, and/or technical certificate program is not allowed.

# Records and Registration

## Registration Eligibility

Students who have received an official letter of acceptance to the institution and continuing students not on academic suspension may register for classes. Students enrolling under the special admission provisions are also eligible to register for certain classes.

Applicants will not be approved for academic advisement and/or registration until formally accepted by the director of admissions, nor will they be permitted to attend classes until registration has been completed.

## Registration Procedures for Credit Classes

Registration for credit classes occurs in three phases at Oconee Fall Line Technical College:

- Advisement and Advanced Registration for currently enrolled students
- Advisement and Registration for new students
- Final Advisement and Registration for all students

## Advanced Registration

This is a restricted registration held only for currently enrolled students approximately three weeks prior to the start of classes. Specific registration dates for returning students will be posted. In order to register, students must make an appointment with their advisor and then students may register via BannerWeb. Students should keep a copy of the unofficial schedule of classes as a reference for the first day of classes for the next semester.

A returning student cannot register for classes unless an advisor approves the student's schedule of classes. Therefore, a returning student who did not participate in advanced registration must participate in new student registration or final registration.

## ONLINE ADVANCED REGISTRATION FOR RETURNING STUDENTS

**Step 1:** Complete Advisement. You must contact your advisor and make an appointment for advisement. Your advisor can register you at this point or you can:

**Step 2:** Go to OFTC's website at [www.OFTC.edu](http://www.OFTC.edu)

**Step 3:** Click BannerWeb. Enter your student ID and PIN. Click Login.

*\*\*If this is your first entry into BannerWeb your User ID is your social security number or student ID. Your PIN is your six digit birthday (MMDDYY). You may be asked to change your PIN when you enter BannerWeb. Follow the directions on the*

*screen. If you cannot remember your PIN, you can reset your PIN by entering your social security number or student ID and then click on Forgot PIN.*

**Step 4:** Choose Student Services and Financial Aid.

**Step 5:** Click Registration Menu, enter alternate PIN given by advisor, and then choose Add/Drop Classes.

**Step 6:** Enter current term.

**Step 7:** Enter the CRN's from the registration form you completed with your advisor.

**Step 8:** Choose Submit Changes.

**Step 9:** Choose Student Detail Schedule to print schedule.

## New Student Registration

New Student Registration is a registration session for new, transfer, and readmit students prior to the start of classes. New Student Registration is held at the North Campus, South Campus, Jefferson County Center, and the Little Ocmulgee Instructional Center.

## Final Registration

Final Registration is open to all students prior to the beginning of the term. **A late registration fee is charged to students who register on or after the first day of classes.**

## Viewing Grades and Unofficial Transcripts Online

**Step 1:** Go to OFTC's website at [www.OFTC.edu](http://www.OFTC.edu)

**Step 2:** Click BannerWeb. Enter your student ID and PIN. Click Login.

*\*\*If this is your first entry into BannerWeb, your User ID is your social security number or student ID. Your PIN is your six digit birthday (MMDDYY). You may be asked to change your PIN when you enter BannerWeb. Follow the directions on the screen. If you cannot remember your PIN, you can reset your PIN by entering your social security number or student ID and then click on Forgot PIN.*

**Step 3:** Click Student Services and Financial Aid.

**Step 4:** Click Student Records, to see final grades for a specific semester click Final Grades or click Unofficial Academic Transcript to view transfer credit and official transcript. Select appropriate term and click Submit.

*If you have any questions, please call the Student Affairs Office at (North Campus) 478-240-5161 or (South Campus) 478-274-7761.*



## Request Official Transcripts Online Using BannerWeb

You may request an OFFICIAL transcript from the registrar's office or via [www.OFTC.edu](http://www.OFTC.edu). There is a \$5.00 charge for each official transcript. From BannerWeb:

**Step 1:** Click Student Services and Financial Aid

**Step 2:** Choose Student Records

**Step 3:** Click Request Official Transcript

**Step 4:** Enter Information into each field. Click Continue.

**Step 5:** Review information then Select Payment Type. Click Submit Request.

**Step 6:** Enter credit card information. Click Continue to Credit Card.

## Request Official Transcripts Using National Student Clearing House

**Step 1:** Go to OFTC's website at [www.OFTC.edu](http://www.OFTC.edu)

**Step 2:** Hover over the Admissions tab and click Registrar.

**Step 3:** Click Official Transcript Request.

**Step 4:** Click National Student Clearinghouse.

**Step 5:** A new window will open. Click Order/Track/Verify. Follow the prompts and fill in required fields.

**Step 6:** Enter your credit card/debit card information to pay the \$5.00 transcript fee plus a \$2.50 handling fee.

Transcripts can also be obtained by completing an authorization to release records form and submitting it directly to the registrar's office. The release form can also be printed from the OFTC website at [www.OFTC.edu](http://www.OFTC.edu).

## DegreeWorks

DegreeWorks is an easy-to-use, web-based, degree audit and academic advising software designed to enhance the advisement planning process. DegreeWorks is a powerful tool that allows you to view your academic program at any time and confirm how your course choices fulfill degree/diploma/certificate requirements. It is designed to aid and facilitate academic advising, but **is not** intended to replace face-to-face advising sessions with your academic advisor.

### ACCESSING DEGREEWORKS

1. Log on to [www.OFTC.edu](http://www.OFTC.edu). You will see a link for BannerWeb on the top of the home page.
2. Click on **OFTC BannerWeb Login**.

3. You will then need to type your User ID and PIN.
4. Click on the **Student Services & Financial Aid** link.
5. Once the **Student Services & Financial Aid** menu has opened, click on **DegreeWorks**.
6. Then click on the **Link to DegreeWorks** button.
7. Your DegreeWorks audit should open now open. Under **Student View**, you should see:
  - Your name
  - Your ID
  - Advisor Name
  - Phone #
  - Degree Name
  - Address

If any of this information is not correct, please contact Student Affairs.

**North Campus:** 478-553-2064 / 478-553-2063  
**South Campus:** 478-274-7834 / 478-274-7837

8. You will need to scroll down to view your General Education Core and Occupational Courses information.

You will notice a green check mark to the left of the courses that you have successfully passed. You should see the title of the course, grade earned, work ethics (if applicable) and the term the course was successfully passed.

9. Scroll down to the bottom of your DGW audit to see if there are any courses that are listed as **Classes Not Applicable for Major** or **Insufficient**. If you have any questions about these courses, please contact your advisor.

If you need help understanding your DegreeWorks Audit, please contact:

Dawn Lawson, instructional coordinator – 478-553-2051

## Registration Errors

It is the student's responsibility to complete the proper forms and procedures for registration or changes to registration and to verify that his or her schedule of classes is correct. The Registrar's Office cannot be held responsible for errors resulting from the student's failure to execute the proper procedure or verify his or her schedule at the time it is received. Any problems experienced at registration should be reported immediately to the registrar.

## Matriculation

Registration is not complete until tuition and fees are paid. Students who receive any type of financial aid must ensure that all the proper paperwork is complete and returned to the Financial Aid Office by the posted priority date. Students will be dropped

from the courses for which they have attempted to register if tuition and fees are not paid by the last day to pay noted in the OFTC calendar.

## Full-Time Student Status

A student must be registered for a minimum of 12 semester credit hours to be considered a full-time student. Students may request documentation of full-time status from the National Student Clearinghouse.

## National Student Clearinghouse

The National Student Clearinghouse is the authorized agent for providing degree and enrollment verifications. To access your enrollment information using BannerWeb, please follow the steps below:

**Step 1:** Go to OFTC's website at [www.OFTC.edu](http://www.OFTC.edu)

**Step 2:** Click BannerWeb.

**Step 3:** Enter your student ID and PIN.

**Step 4:** Click Login.

*\*\*If this is your first entry into BannerWeb, your User ID is your social security number or student ID. Your PIN is your six digit birthday (MMDDYY). You may be asked to change your PIN when you enter BannerWeb. Follow the directions on the screen. If you cannot remember your PIN, you can reset your PIN by entering your social security number or student ID and then click on Forgot PIN.*

**Step 5:** Click Student Services and Financial Aid.

**Step 6:** Click Student Records.

**Step 7:** Click National Student Clearinghouse - Self Service.

**Step 8:** Choose either Current Enrollment or All Enrollment.

**Step 9:** Click on Obtain Enrollment Certificate.

**Step 10:** Print the Enrollment Certificate.

## Dropping/Adding Courses

OFTC provides a three-day No Harm, No Foul drop period for all students. Students who are officially withdrawn from courses by the end of the third instructional day of the semester will receive no grade for the course and 100% refund of applicable tuition and fees. Tuition and fees for courses dropped after the three-day refund period are NOT refundable. This deadline is strictly enforced.

To add a course, a student must:

- Contact the instructor teaching the course
- The instructor, advisor, or student will add the student to the course via BannerWeb by the close of business by the 3rd day of the term.

*Students who add a course may owe additional tuition and fees (See Tuition and Fee Schedule).*

To drop a course, a student must notify the instructor or the advisor teaching the class by the end of the 3rd instructional day of the semester.

Courses dropped during this period will not appear on the student's official academic record and will not be calculated in the course load for financial aid purposes unless the student purchased books. A student who drops a course may be due a refund (See Refund Policy).

## Withdrawal Procedures

Through the end of the last day of the semester, a student may withdraw from a course. To withdraw from a course, a student must notify the instructor teaching the course he/she intends to withdraw. The instructor will assign a "W" if the withdrawal day is on or before midterm. If the withdrawal occurs after midterm of the semester and the student has a "60" or higher average the instructor will assign a "WP." If the withdrawal occurs after midterm of the semester and the student has a "59" or lower average, the instructor will assign a "WF." However, if the withdrawal occurs after 80% of the term, regardless of the grade in the course, the grade will be a "WF."

A student may be administratively withdrawn by an instructor if the student does not comply with the attendance procedure outlined in the course syllabus.

A student withdrawing from a course after the Drop/Refund period and on or before the midterm date of the semester will receive a grade of "W." A student who withdraws from a course after the midterm date will be assigned a "WP" or a "WF." A student who withdraws from a course by the end of the third instructional day of the semester may be due a refund of tuition. Students on financial aid should be aware that a drop or withdrawal might affect their financial aid. Failure to withdraw from any course may result in a grade failure and loss of financial aid.

## Military Withdrawal

Oconee Fall Line Technical College is authorized to reimburse all tuition and fees paid by students who are required to withdraw from courses as a result of being called into active duty or relocated in response to national emergencies.

In the event of a military emergency whereby a student who is in the Armed Services, the National Guard or an Armed Forces reserve is activated or otherwise called to duty and as a result may no longer attend class(es), such student may within a reasonable time withdraw from the college. Documentation of such military service must be provided from an appropriate military official. **Students who received financial aid may be required to pay the award back to OFTC.**

## Attendance

Regular and punctual attendance is an important part of preparing a student for employment and is often a critical factor when employers review a student's record. Absences seriously disrupt a student's orderly progress in a course and significantly diminish the quality of group interaction in class. Regular and punctual attendance in all classes is the student's responsibility. Attendance is counted from the first scheduled class meeting of each semester. Absence from class for any reason does not excuse a student from full responsibility for class work or assignments missed. The student is still responsible for preparing assignments for the next class meeting and for completing all work missed in accordance with the course syllabus.

All class meetings are important and require that a student abide by the attendance policies adopted for individual classes by instructors. Specific course attendance policies and penalties imposed for absences are left to the discretion of individual instructors. Programs governed by state and federal licensing agencies may have more specific attendance policies to which students must adhere. **The attendance policy will be stated in the course syllabus, which is distributed to students at the beginning of the semester in each class. The instructor has the option of withdrawing students from the course who exceed the maximum number of permitted absences as defined by the course syllabus.** Excessive absenteeism and tardiness impact work ethics evaluations and may affect course grades. If the withdrawal date occurs prior to or on midterm/midcourse, the student will receive a grade of "W." If the withdrawal occurs after midterm/midcourse and by 80% of the semester and the student has a "60" or above average, the grade is "WP;" if the withdrawal occurs after 80% of the semester, the grade is "WF." Students will not be penalized when they are absent due to attending pre-approved college-related activities. However, the student is responsible for making up missed work within the specified time period in accordance with the course syllabus at the convenience of the instructor. **Students who anticipate an absence from class must contact their instructor prior to the absence.**

## ONLINE COURSES

The mistake most students make about online learning is in thinking they only have to log on once a week. To receive credit for accessing (attending) the class, students must log into Blackboard and then click on each course they are taking. Just logging into Blackboard does not count for attendance. Many courses require submission of work as proof of attendance.

The recommendation is to check the site at least equal to the number of contact hours for the course, just like attending class on campus on a regular basis. For example, if the class is a 5 contact hour class, this would be the minimum number of times per week to log on to check announcements, complete assignments, etc.

The instructor has the option of withdrawing students from the course who exceed the maximum number of permitted absences as defined by the course syllabus. Excessive absenteeism and

tardiness impact work ethics evaluations and may affect course grades. If the withdrawal date occurs prior to midterm/midcourse, the student will receive a grade of "W." If the withdrawal occurs between midterm/midcourse and 80% of the semester and the student has a "60" or above average, the grade is "WP;" if the withdrawal occurs after 80% of the semester, the grade is "WF."

## ATTENDANCE APPEAL PROCESS

Students should **FIRST** discuss attendance matters with their instructor. Students with **EXTENUATING** circumstances who wish to appeal violation of the attendance policy must do so in **WRITING** within 48 hours of being withdrawn from the course in hard copy form or electronically. **Students must attend class or log on to their online classes until the appeal decision is made.** Students who fail to appeal the attendance decision in writing within 48 hours will be immediately withdrawn from the class or classes for which they initiated the appeal and will forfeit their right of additional appeals for the incident.

## ATTENDANCE APPEALS—CREDIT STUDENTS

To initiate an appeal, the following procedure must be followed.

- A credit student who is not satisfied with the instructor's decision may appeal to the respective dean for academic affairs. The credit student must write a letter/email addressed to the dean for academic affairs stating the reason why he/ she was withdrawn from the course, stating the reasons for the absences, providing a copy of the course syllabus, providing the reasons why he/she should be reinstated to class, and providing his/her current contact information. Written appeals should include copies of any documentation cited in support of the student's case. Documentation, while helpful in determining the facts in a situation, does not guarantee reinstatement.

Hard copies may be given to the instructional coordinator on the North or South Campus who will give the documentation to the appropriate dean:

### —Allied Health and Professional Services Courses

Tammy Bayto      tbayto@oftc.edu

### —Business Services and General Education Courses

Michele Strickland    mstrickland@oftc.edu

### —Transportation, Trade and Industrial Courses

Roy Williams      rwilliams@oftc.edu

- Upon receipt of the appeal, the student is issued a pass to return to class and must attend class. The dean or designee will review the documentation and render a decision within two (2) working days either via letter or OFTC email.
- If the student is denied reinstatement to class, the student may appeal the decision to the executive vice president for academic and student affairs within two (2) working days from the dean's or designee's notification. The student must

write a letter/email addressed to the vice president stating the reason why the dean's or designee's decision should not be accepted and why the student should be reinstated to class. The student is issued a pass to return to class and must attend class until a decision is rendered. The executive vice president or designee reviewing the documentation will render a decision within two (2) working days. The decision of the executive vice president shall be final.

### **Executive Vice President for Academic and Student Affairs**

Erica Harden                      eharden@oftc.edu

*NOTE: Due to the demand for many courses at the college, if a student fails to attend the first scheduled class meeting of each semester and fails to contact the instructor for the course, the student may be dropped so that other students on the course waiting list can be added to the course.*

## **Auditing Courses**

A student who wishes to audit a course(s) and receive no credit may apply as a special admit student if not already enrolled as a regular student. By registering as an audit student and paying the regular fees and tuition, a student is permitted to audit a course. Exceptions to this policy are clinical courses, certain laboratory courses and supervised work experience. Students auditing courses are not required to take exams; however, the instructor may request that students demonstrate required knowledge before being allowed to perform certain tasks to operate equipment. A student is not permitted to change from audit to credit or from credit to audit after the first day of the semester. However, a student will be permitted to register for the course for credit at a later semester.

## **Advanced Placement**

Students may be eligible for advanced placement through two methods—transfer credit and exemption credit.

## **TRANSFER CREDIT**

Oconee Fall Line Technical College recognizes previous postsecondary coursework by accepting credits earned from other regionally or nationally accredited institutions that are applicable to the student's program of study. A student who presents credit for evaluation and transfer must be aware that the awarding of credit does not guarantee that institutions subsequently attended by the student will accept those credits.

Credit for courses at an institution accredited by a national or regional accrediting agency recognized by the U.S. Department of Education and TCSG and whose entrance requirements and curriculum are equivalent to or greater than Oconee Fall Line Technical College will be considered for award of transfer of credit. Oconee Fall Line Technical College distinguishes between the acceptance of credit and the applicability toward program requirements. Applicability of credit toward a credential refers to the prerogative of the academic divisions to count specific credit

toward the fulfillment of graduation requirements.

The registrar determines the transferability of courses taken at other postsecondary institutions by considering the educational quality of the learning experience for which the student seeks transfer credit; the comparability of the nature, content, and level of the learning experiences to the courses offered at Oconee Fall Line Technical College; and the appropriateness and applicability of the learning experiences to the programs offered at Oconee Fall Line Technical College and how recently they occurred. The college established the following procedures to guide the registrar in awarding transfer of credit:

- In order for the registrar to evaluate credit, students must submit official transcripts from all colleges. All official transcripts must include final grades.
- Students may receive transfer credit for courses for which they earned a "C" or better or other grades that denote successful completion. The registrar will not award transfer credit for courses with grades below a "C," including "D," "F," "I," "IP," "S," "U," "EXE," "AC," "W," "WF," and "WP."
- Due to the rapid changes in technology and technical information, program specific technical courses will be considered for transfer of credit only if the coursework has been completed within the last 60 months. A student desiring consideration of credit for technical courses or experiences that are more than 60 months old can request transfer credit by exemption testing.
- Transfer credit will be considered without restriction of completion dates for courses in academic disciplines - language arts and communication, social/behavioral sciences, natural sciences/mathematics and humanities/fine arts.
- Allied Health programs may have more stringent transfer credit procedures. OFTC will accept the following courses within a three-year period of time, EMSP, IMSA, MAST, NAST, PHAR, PNSG, RADT, and RESP. OFTC will accept the following courses within five-year period of time, ALHS, BIOL and CHEM. If the student has been continuously enrolled at OFTC, the three-year and five-year period will not apply. Please check with the Registrar's office or dean of academic affairs for Allied Health and Professional Services for these procedures.
- The registrar will not award transfer credit for learning support coursework taken at other colleges. Students transferring from another college or university are not required to retake learning support courses they have successfully completed.
- The registrar transfers all coursework under the semester system.
- The transfer credit is recorded as TRA, TRB, TRC, or TRM on the OFTC transcript and is not included in the calculation of the semester, cumulative, or graduation grade point averages. The third letter indicates the grade earned in the course. For competitive admissions programs, grades for



credit earned as transfer credit will be evaluated for GPA and calculated in the GPA under consideration for program admission.

- The registrar sends written notification regarding the award of transfer of credit. Students may also access their records online through the college website (BannerWeb) to verify the transfer credit awarded by the registrar.
- If coursework is earned at a nationally accredited college, OFTC reserves the right to evaluate instructor credentials applicable to the requested transfer coursework.

A student who has attended a previous college and is eligible for transfer of credit for English and math is not required to take the placement exam. However, if the student for any reason takes the exam and scores at the learning support or provisional level, the student forfeits evaluation of their transcript, and the scores on the exam will determine placement.

Students wishing to transfer from Oconee Fall Line Technical College to another college must contact that college directly to determine transfer of credit.

## ARMED SERVICES CREDIT

Credit may be awarded for education/training experiences in the Armed Services. Such experiences must be certified by the American Council on Education (identified in the Council's publication: Guide to the Evaluation of Educational Experiences in the Armed Services). Credit will be given on the basis of individual evaluation. Credible military experience must closely correspond to course(s) in the Oconee Fall Line Technical College curriculum in content and competencies. A grade of TRM will be assigned for military transfer credit on the OFTC transcript.

## INTERNATIONAL CREDIT

Course credit may be awarded for courses completed with a "C" or better, or its equivalent, from an international college, university, or other postsecondary institution that is authorized and/or accredited by applicable government and/or accreditation agencies in its own country. Credit may be awarded for courses based upon an evaluation performed by an independent evaluation service assuring that state standards and applicable accreditation criteria are met. Students may refer to the US Network for Education Information (USNEI), a DOE-administered website and public-private partnership, that provides a list of possible credential evaluation services. The registrar will make the final decision regarding the award of transfer credit. Grade points will not be assigned to transfer credit.

## ARTICULATED CREDIT

Articulated Credit is an option that allows high school students to receive advanced credit by taking articulated classes in high school. Articulated credit can be earned by a secondary student who matriculates within 2 years (24 months) after high school graduation, unless dictated by program standards. An official high school transcript must be submitted showing the completed

courses. The student must have earned a score of "80" or above on the course(s) to be eligible to test for credit at OFTC. The student must take and obtain at least "80" on the exemption test. Students can receive advanced credit for up to 50% of the program hours of an articulated diploma program.

## INSTITUTIONAL EXEMPTION EXAM

Oconee Fall Line Technical College provides students an opportunity to receive credit for courses by successfully exempting courses. The student must demonstrate thorough mastery of written and/or performance tests that have been developed locally to adequately demonstrate achievement of the necessary competency level.

A student may receive credit for courses by passing an exemption examination only if the student has never attempted the course or made a grade of "D" or "F" in an equivalent course at OFTC or another postsecondary institution. Students wishing to pursue credit by examination must meet the following requirements:

- Be admitted to OFTC.
- Submit the Application for Credit by Exemption Examination form to the Registrar's Office.
- Pay a fee \$50.00 course prior to taking the exam(s).
- Present photo ID to the test administrator.
- Earn a score of at least an "80."
- A student cannot exempt more than 50% of program requirements. A grade of "EXE" will be entered on the permanent record if the exemption exam is successfully completed. The hours for the exempted grades will not be computed in the grade point average which may affect financial aid status, competitive status, and/or eligibility for the President's or Dean's List. Exemption exams may NOT be taken more than once. If a student takes an exemption exam and does not make the required score, the student is required to take the course to receive course credit. A student competing for admissions to a competitive program may only exempt two courses.

## STANDARDIZED EXAM CREDIT

OFTC will award credit based on nationally normed exams including:

- **CLEP** - Credit will be awarded for successful completion of any appropriate CLEP (College Level Examination Program) subject area examination. Credit will be awarded based on score recommendations of the Council on College Level Services.
- **Advanced Placement Examinations** - Credit will be awarded to students who have taken appropriate courses (determined equivalent to courses offered at a Technical College) in high school and achieve a score of 3 or more on the Advanced Placement Examination. The Advanced Placement Examinations are offered by the College Entrance Examination Board.

- **Professional certification** – OFTC will consider awarding credit when a professional certification is held that is equivalent to the course competencies. The certification must be up-to-date and require the demonstration of knowledge or skills comparable to those attained by students who have completed the OFTC course.

## Residency Requirement

Oconee Fall Line Technical College will award degrees, diplomas, and certificates only to those students who have earned at least 25% of the work through instruction offered at OFTC. Due to the rapid changes in technology and technical information, program specific technical courses will be considered valid if coursework has been completed at OFTC or the former Heart of Georgia Technical College or Sandersville Technical College within the last 10 years. A student desiring consideration of credit for technical courses or experiences that are more than 10 years old can request transfer credit by exemption testing. General Education courses have no time limit.

Students in certain allied health programs which require licensure or certification examinations must complete at least 50% of the credit hours of the required curriculum for graduation in residency at Oconee Fall Line Technical College.

## OFTC Diploma Graduates to Degree Programs

### **BUSINESS SERVICES PROGRAMS DIPLOMA GRADUATES**

Currently employed graduates of the Accounting diploma program, the Applied Business Technology diploma program, the Business Technology diploma program, the Business Management diploma program, the Computer Support Specialist diploma program, and the Networking Specialist diploma program who exceed the established time limits for course credit may return to OFTC and complete the associate degree-level core courses and remaining associate degree-level occupational courses to be granted an Associate of Applied Science Degree in the respective field. An employment verification form and a diploma-level capstone exam will be required prior to admission. The employment verification form may be obtained from the program faculty member, and the capstone examination may be scheduled with the program faculty member.

### **PHARMACY TECHNICIAN DIPLOMA GRADUATES**

Practicing Certified Pharmacy Technicians who were graduates of the Pharmacy Technology diploma program may return to OFTC and complete the associate degree-level core courses to be granted an Associate of Applied Science Degree in Pharmacy Technology within five (5) years of graduation. An employment verification form and a diploma-level capstone exam with skills check off will be required prior to admission and can be obtained/scheduled with the program faculty member.

## **FOR ALL OTHER PROGRAM AREAS**

- Non-allied health occupational courses taken at OFTC, HGTC, or STC will be accepted for credit for 10 years.
- Transfer in credit for non-allied health occupational courses from another institution will be accepted for 5 years.
- Core credit courses (EMPL, ENGL, MATH, and PSYC) will be accepted indefinitely.

## Double Majors

Oconee Fall Line Technical College does not allow a student to enroll in two different programs at the same time unless the program is a technical certificate of credit embedded in a diploma or degree. Oconee Fall Line Technical College's procedure is that a student must complete all requirements for one program before applying and being accepted into another program.

## Change of Program

Students desiring to change their program of study must complete the appropriate forms prior to the start of the semester in which the program change is desired and meet all the admissions standards for their new program of study. If the program to which the student is attempting to transfer has additional admissions requirements, the student must complete the requirements and will be admitted on a first-admitted, first-qualified basis. Students changing to an Associate of Applied Science Degree should complete a change of program form by midterm.

## Change of Address/Name

Students are responsible for notifying the Registrar's Office of any change of address or name. OFTC will mail all notices and official correspondence to the last address on the student's record which then constitutes official notification. Students should complete and sign the Information Change Request on the OFTC website.

## Student Records

### **FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT NOTIFICATION OF STUDENTS**

Annually, Oconee Fall Line Technical College shall inform its students about the Family Educational Rights and Privacy Act of 1974. This Act was designed to protect the privacy of educational records, and to establish the right of students to inspect and review their non-privileged educational records. The Act also provides guidelines for the correction of inaccurate or misleading data through informal and formal hearings. Students have the right to file complaints with the Family Policy Compliance Office, U.S. Department of Education, concerning alleged failures by the institution to comply with the Act. Oconee Fall Line Technical College shall also provide a mechanism whereby students may file informal complaints within the college.

This policy applies to students who are or who have formerly been enrolled at Oconee Fall Line Technical College.

Education records include any records (in handwriting, print,

tapes, film, computer, or other medium) maintained by Oconee Fall Line Technical College or the Technical College System of Georgia (TCSG) that are directly related to a student except:

1. A personal record kept by a faculty or staff member if it is kept in the sole possession of the maker of the record, is not accessible or revealed to any other person except a temporary substitute for the maker of the record, and is not used for purposes other than a memory or reference tool. Records that contain information taken directly from a student or that are used to make decisions about the student are not covered by this exception.
2. Records created and maintained by Oconee Fall Line Technical College Law Enforcement Unit for law enforcement purposes.
3. An employment record of an individual whose employment is not contingent on the fact that he or she is a student.
4. Records made or maintained by a physician, psychiatrist, psychologist, or other recognized professional or paraprofessional if the records are used only for treatment of a student and made available only to those persons providing the treatment.
5. Alumni records that contain information about a student after he or she is no longer in attendance at the college and which do not relate to the person as a student.

## STUDENT ACCESS TO RECORDS

Students may review their official academic record, disciplinary record, and financial aid record with the following exceptions:

1. Any and all documents written or solicited prior to January 1, 1975, on the presumption that they were intended to remain confidential and privileged.
2. Any and all documents to which access has been waived by the student.
3. Any and all records which are excluded from the Family Educational Rights and Privacy Act definition of educational records.
4. Any and all financial data and income tax forms submitted in confidence by the student's parents in connection with an application for, or receipt of, financial aid.
5. Any and all records connected with an application to attend STC, HGTC, or OFTC if the applicant never enrolled.
6. Those records that contain information on more than one student. The requesting student has the right to view only those portions of the record that pertain to his or her own educational records.

All requests shall be granted as soon as practicable, but in no event later than 45 days after the date of request. No documents or files may be altered or removed once a request has been filed. A student may receive a copy of any and all records to which he

or she has lawful access upon payment of any copying charge established by TCSG or Oconee Fall Line Technical College except when a hold has been placed on his or her record pending the payment of debts owed Oconee Fall Line Technical College, or when he or she requests a copy of a transcript, the original of which is held elsewhere.

## HEARINGS TO CHALLENGE ACCURACY OF RECORDS

If, upon inspection and review of his or her record, the student believes that the record is inaccurate, misleading or otherwise in violation of his or her privacy rights, he or she may ask that the record be changed or may insert a statement in the file.

Should the request for a change be denied, the student will be notified of the college's decision and advised of the right to a hearing to challenge the information believed to be inaccurate, misleading or in violation of the student's privacy rights. The student has 30 days to appeal the decision to the executive vice president of academic and student affairs and ask for a hearing.

On behalf of academic/student affairs, either the executive vice president or another appointed hearing officer shall conduct a hearing at which the student shall be afforded a full and fair opportunity to present evidence relevant to the issues raised in the original request to amend the student's education records. The student may be assisted by one or more individuals, including an attorney. The hearing officer will consider only challenges to the accuracy of the records. Hence, if a grade has allegedly been incorrectly recorded on a student's transcript, the accuracy of the record may be challenged.

The hearing officer shall prepare a written decision based solely on the evidence presented at the hearing. The decision will include a summary of the evidence presented and the reasons for the decision. The decision of the hearing officer shall be final, save for any review that may be granted by the President of OFTC.

If OFTC decides that the challenged information is not inaccurate, misleading or in violation of the student's right of privacy, it will notify the student of the right to place in the record a statement commenting on the challenged information and a statement setting forth reasons for disagreeing with the decision. Such a statement shall become a part of the information contained in the education record and will be disclosed with it.

A student may make a specific waiver of access to evaluations solicited and/or received under condition of confidentiality.

## Release of Information

Oconee Fall Line Technical College will disclose information from a student's education records only with the written consent of the student, except that the records may be disclosed without consent when the disclosure is:

1. To OFTC officials who have a legitimate educational interest in the records.



An OFTC official is:

- A person employed by OFTC in an administrative, supervisory, academic or research, or support staff position, including health or medical staff.
- A person elected to OFTC's Board of Directors.
- A person employed by or under contract to OFTC to perform a special task, such as an attorney or auditor.
- A person who is employed by OFTC's Security Unit.
- A student serving on an official committee, such as a disciplinary or grievance committee, or who is assisting another OFTC official in performing his or her tasks.

An OFTC official has a legitimate educational interest if the official is:

- Performing a task that is specified in his or her position description or contract agreement.
  - Performing a task related to a student's education.
  - Performing a task related to the discipline of a student.
  - Providing a service or benefit relating to the student or student's family, such as health care, counseling, job placement, or financial aid.
  - Maintaining the safety and security of the campus.
  - The determination as to whether or not a legitimate educational interest exists will be made by the custodian of the records on a case-by-case basis. When the custodian has any question regarding the request, the custodian should withhold disclosure unless the custodian obtains consent from the student, or the concurrence of a supervisor or other appropriate official that the record may be released.
2. Officials of another school, upon request, in which a student seeks or intends to enroll may have access to records. The student shall receive notification of the disclosure unless the student initiated the disclosure.
  3. Subject to the conditions set forth in 34 C.F.R. §99.35 authorized representatives of the Comptroller General of the United States, the Secretary of the U.S. Department of Education, authorized representatives of the Attorney General for law enforcement purposes, or state and local educational authorities.
  4. To OFTC or other Department officials or lending institutions, in connection with financial aid for which the student has applied or which the student has received, if the information is necessary for such purposes as to:
    - Determine eligibility for the aid;
    - Determine the amount of the aid;

- Determine the conditions for the aid; or
  - Enforce the terms and conditions of the aid.
5. To state and local officials or authorities to which such information is specifically required to be reported or disclosed pursuant to the state statute adopted prior to November 19, 1974, if the allowed reporting or disclosure concerns the juvenile justice system and the system's ability to effectively serve the student whose records are released; or information that is allowed to be reported pursuant to a state statute adopted after 1974, which concerns the juvenile justice system and the system's ability to effectively serve, prior to adjudication, the student whose records are released.
    - Nothing in this paragraph shall prevent the state from further limiting the number or type of state or local officials who will continue to have access thereunder.
  6. To organizations conducting studies for, or on behalf of, educational agencies or institutions for the purpose of developing, validating or administering predictive tests, administering student aid programs and improving instruction, if such studies are conducted in such a manner as will not permit the personal identification of students and their parents by persons other than representatives of such organizations and such information will be destroyed when no longer needed for the purpose for which it is conducted.
  7. Accrediting organizations in order to carry out their accrediting functions.
  8. To parents of a dependent student, as defined in Section 152 of the Internal Revenue Code of 1954. The parent must provide a copy of their most recent Federal income tax return establishing the student's dependency. Full rights under the act shall be given to either parent, unless the institution has been provided with evidence that there is a court order, state statute or legally binding document relating to such matters as divorce, separation or custody that specifically revokes those rights.
  9. In connection with an emergency, appropriate persons if the knowledge of such information is necessary to protect the health or safety of the student or others.
  10. To comply with a judicial order or lawfully issued subpoena, provided the college makes a reasonable effort to notify the student of the order or subpoena in advance of compliance. Notification may be prohibited if OFTC receives a federal grand jury subpoena or any other subpoena which states that the student should not be notified. The Department's Director of Legal Services shall be consulted prior to release of the record.
  11. To an alleged victim of any crime of violence as that term is defined in Section 16 of Title 18, United States Code, or a non-forcible sex offense, the final results of any disciplinary proceeding conducted by an institution of postsecondary education against the alleged perpetrator of that crime or offense with respect to that crime or offense. The Technical



College System of Georgia's Legal Services shall be consulted prior to release of the record.

12. To Veterans Administration Officials pursuant to 38 U.S.C. 3690 (c).
13. OFTC may disclose appropriately designated "directory information" without written consent unless the student has advised OFTC to the contrary. Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without the student's prior written consent.

If a student does not want OFTC to disclose directory information from his or her student education records without prior written consent, the student must notify OFTC in writing by the first day of the semester at the registrar's office. A student need only file this notification once during his or her enrollment.

Even if a student elects to prohibit the release of directory information, OFTC may still implement policies requiring the student to wear or present a student ID badge.

Consequences of restricting a student's directory information may deny access to current or potential employers, other educational institutions, credit card companies, scholarship committees, insurance companies (health, auto, life, etc.) and other similar third-parties.

Additionally, certain state and federal laws require the release of certain student information without prior notification to the student.

OFTC defines "directory information" as follows:

- Full name of student
- Address(es)
- E-mail address
- Major field(s) of study
- Degrees and awards received including nature and date received
- Dates of attendance
- 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
- Photographs

14. To the court, those records that are necessary to defend OFTC when a student initiates legal action against the institution and/or the Department.
15. OFTC may also disclose to any parent or legal guardian of a student under the age of 21 information about a violation of any federal, state or local law, or any rule or policy of the Technical College governing the use or possession of alcohol

or a controlled substance if the institution determines that the student has committed a disciplinary violation with respect to such use or possession.

## RECORDKEEPING REQUIREMENTS

Oconee Fall Line Technical College shall maintain a record of requests for and/or disclosures of information from a student's education records. The record will indicate the name of the party making the request and what records, if any, were received; the legitimate interest in the records; any additional party to whom it may be redisclosed; and the legitimate interest the additional party had in requesting or obtaining the information. The record may be reviewed by the student. This recordkeeping is not required if the request was from, or the disclosure was to:

- the student;
- a school official determined to have a legitimate educational interest;
- a party with written consent from the student;
- a party seeking directory information; or
- a federal grand jury or law enforcement agency pursuant to a subpoena that by its terms requires nondisclosure.

## LOCATION OF RECORDS

<i>Types, Locations and Custodians of Education Records</i>	<i>Location of Record</i>	<i>Custodian</i>
Academic (e.g., transcript, transfer work, class schedule, degree requirements, probation, etc.)	AxS - College Document Imaging Warehouse	Registrar
Financial Aid	Financial Aid Office on the North and South Campuses and AxS - College Document Imaging Warehouse	Financial Aid Director
Career Services Records	Career Services Office on the South Campus	Disabilities/ Career Services Coordinator, South Campus

## COPIES OF STUDENTS' RECORDS

Students may receive an official transcript of work attempted at Oconee Fall Line Technical College. A transcript fee of \$5.00 will be required. A signed release must be completed and given to the Registrar's Office before a transcript can be released.

Copies of other information in the student's education record will be provided on the basis of actual cost to Oconee Fall Line Technical College. Copies supplied to the student will be certified as accurate to the best of the responsible official's knowledge but will not be considered an "official" document of the institution.

Requests for transcripts can be made in writing to the Registrar's Office or via the OFTC website.

Although transcripts can usually be issued promptly, please allow three to five business days for the transcript to be processed—longer if the request is made during registration. All transcripts issued will include the entire academic record; no partial or incomplete record will be issued as a transcript. Transcripts will not be issued to a student whose record indicates financial indebtedness to the institution.

# Financial Information

## Tuition and Fees

Tuition and fees must be paid at the time of advisement/ registration or **prior to the end of the drop/add period**. No student is officially enrolled for a course until all tuition and fees have been paid, or all arrangements for financial aid have been processed through the Financial Aid Office.

Student tuition for Georgia residents is **\$89.00 per credit hour** with a maximum tuition cost of **\$1,335.00 per semester**.

Tuition amounts for transportation programs are as follows at **\$132 per credit hour**:

- Commercial Truck Driving - **\$1,188.00**

The CDL exam is covered through the transportation program tuition for students. Other persons will be charged a fee to take the CDL exam. CTD students will be assessed a Fuel Surcharge of \$185.00 and a Drug Screen Charge of \$46.50 at the time of registration.

A student's first admission application for any credit course must be accompanied by an application fee of \$25.00. The Application Fee is waived for Joint Enrollment, MOWR students only.

## OTHER FEES DUE AT REGISTRATION:

• Registration Fee	\$50.00
• Activity Fee	\$30.00*
• Campus Safety Fee	\$25.00
• Accident Insurance	\$4.00
• Instructional Technology Fee	\$105.00
• Special Instructional Fee	\$55.00
• Total Fees	\$265.00

\*Totally online students are exempted from paying the activity fee.

## ADDITIONAL FEES WHICH MAY BE DUE AT REGISTRATION (SUBJECT TO CHANGE):

- A Late Registration Fee of **\$45.00** is assessed beginning on the first day of the term.
- All Allied Health, Early Childhood Care and Education, and Cosmetology students must pay an annual **\$11.00** clinical liability insurance fee; EMT students must pay **\$47.00** for the annual clinical liability insurance fee.
- Allied Health and Early Childhood Care and Education Students are required to pay a **\$7.00** lab fee to cover the cost of their CPR card.
- Certain programs may have additional costs. Those costs are listed on the program pages of the online catalog on the OFTC website.

## OTHER CHARGES AND FEES:

• Returned Check Charge	\$30.00
• Award Replacement	\$25.00
• Exemption Fee	25% of tuition per course
• Graduation Fee	\$40.00
• Transcript Fee	\$5.00

OFTC charges \$25.00 to administer proctored exams to students who are not enrolled at TCSG institutions.

*NOTE: Tuition and fees are subject to change. For the most up-to-date information, please visit [www.OFTC.edu](http://www.OFTC.edu).*

## RESIDENCY REQUIREMENTS

Georgia Students: Students who are classified as Georgia students under OFTC's residence policies and procedures will be charged the rate of tuition set for in-state students.

Out-of-State Students: Students who are classified as out-of-state students under OFTC's residence policies and procedures will be charged a rate of tuition twice that charged for students who are classified as Georgia students. The President may approve exceptions to this policy, provided:

A written statement of reason is on file or there is evidence of a written reciprocity agreement with appropriate institutions in another state. The Commissioner may approve agency-wide exceptions to this policy under certain circumstances. (i.e. National Emergencies, etc.)

Under no circumstances shall out-of-state students be charged tuition or fees lower than the fees charged Georgia students.

Out-of-state students shall be enrolled in the college on a space-available basis and shall not displace any Georgia student desiring to enroll in the college.

Non-Citizen Students: Non-citizen students initially shall not be classified as Georgia students for tuition purposes unless there is evidence to warrant consideration of that classification. They are to be charged a rate of tuition four times that charged for students who are classified as Georgia students.

Lawful permanent residents, refugees, asylees, or other eligible non-citizens may be extended the same consideration as citizens of the United States in determining whether they qualify as Georgia students.

Students who reside in the United States under nonimmigrant status conditioned at least in part upon intent not to abandon a foreign domicile are NOT eligible to qualify as Georgia students for tuition purposes. All fees, other than tuition, shall be the same as for a Georgia student.

Non-citizen students shall be enrolled in the college on a space

available basis and shall not displace any Georgia student desiring to enroll in the college. Under no circumstances shall non-citizen students be charged tuition or fees lower than the tuition or fees charged out-of-state students.

## VERIFICATION OF LAWFUL PRESENCE IN THE UNITED STATES

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 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 AND has a gold star in the upper right hand corner
  - **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.
  - **Any State:** Any valid driver's license or ID card with this gold star in the upper right hand corner.
- 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 1-151 or 1-551).
- 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 the TCSG Policy and Procedure VB3 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.

## WAIVER OF STUDENT TUITION AND FEES

The Commissioner grants presidents, or their designee, the authority to waive mandatory and non-mandatory fees, with the exception of the "instructional and support technology fee." The "instructional and support technology fee" may be waived only under the following circumstances:

- Faculty, staff, and administrators participating in staff development activities related to the employee's job or career in the organization and studying at a technical college within the Technical College System of Georgia. The employee must meet the applicable admissions standards and have received the appropriate prior authorization from their president or assistant commissioner.
- For transient students enrolled in more than one technical college during the same term, only the home technical college shall charge the instructional support and technology fee. If the transient student is not attending the home college, the college at which the student registered first, will charge the fee. The student is responsible for providing proof of payment to the remaining colleges in which they are registered. In this case, the home college will not charge the fee. All other transient students shall pay the instructional support and technology fee.

Pursuant to the procedures authorized by the Commissioner, the technical college president may waive tuition for students on a term-by-term basis. The number of waivers shall not exceed five percent of the head count of the student enrollment at the technical college in the immediately preceding fall term.

Notwithstanding any provision in this policy, no person who is unlawfully present in the United States shall be eligible for any waiver of the tuition differential.

## SENIOR CITIZENS

Georgia students over sixty-two (62) years of age who are otherwise qualified may attend technical colleges, for credit courses only, without charge or payment of tuition on a space available basis.

## PROFESSIONAL LIABILITY INSURANCE

All Allied Health, Early Childhood Education, and Cosmetology students are required to obtain professional and personal liability insurance for coverage in the internship, clinical education and training areas that are a required part of these programs.

Cost of this coverage will be accessed in student fees.

## BOOKS, SUPPLIES, AND UNIFORMS

Each student is required to have books, tools and uniforms, and other equipment appropriate to the program of study. All required books and many of the student's other needs may be purchased



in the campus bookstore. Information regarding approximate program costs can be found on the OFTC website.

## GRADUATION FEE

Graduation applications will be accepted in the Registrar's Office. Students should see their advisor one semester before graduation is planned for graduation information. Graduation fees are non-refundable. There is a replacement cost for lost degree, diploma or certificate of credit. Only students participating in the ceremony are required to pay the graduation fee.

## EXEMPTION EXAM FEE

A student desiring to take an exemption exam must pay an exemption test fee per test. The fee must be paid in advance. This fee is nonrefundable and not transferable. Students taking the exemption test to validate secondary coursework do not pay the exam fee if taken within 24 months of high school graduation.

## PSB EXAM FEE

Students taking the PSB exam will be required to pay \$35.00 for each test as a cost recovery fee. This fee must be paid in advance of the test date.

## TEAS EXAM FEE

Students taking the TEAS exam will be required to pay \$75.00 for each test as a cost recovery fee. This fee must be paid in advance of the test date.

## RETURNED CHECK CHARGE

Any student who presents a personal check to Oconee Fall Line Technical College in which payment is refused by the bank will be charged a returned check fee.

## Financial Obligations

Students who are delinquent in the payment of any financial obligation(s) may be removed from one or all courses and will not be allowed to register for another semester until all delinquent fees are paid. In addition, students will not be issued grade reports, transcripts, or other student records until all delinquent fees are paid.

## Refund Policy

Students who officially withdraw from a course by the end of the third instructional day of the semester will receive no grade for the course and will receive a 100% refund of applicable tuition and refundable fees. Students who withdraw from a course after the end of the third instructional day of the semester shall receive an appropriate "W" grade and shall receive no refund of tuition and fees. Refunds, when due, will be made by debit card or direct deposit to the address shown as the student's official home of record on the student record, within 30 days of the last day of a student's attendance if written notification has been provided by

the student, or from the date the college terminates or determines withdrawal by the student in lieu of written notification. Students should notify their instructor to formally withdraw from a course or the college. Financial aid recipients, please refer to the federal financial aid policy. Refunds due to students after tuition, fees, and book charges are paid will be refunded to students by debit card or direct deposit.

## FEDERAL FINANCIAL AID REFUND POLICY

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 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.

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.

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 by debit card or direct deposit to the address shown as the student's official home of record on the student record 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.

## REFUNDS OF TEXTBOOKS

Refunds will be issued for textbooks if the student has a receipt from the bookstore, the refund is requested within five class days of the date on the receipt, and the book is not written in and is in perfect condition.

## Financial Aid Information

Oconee Fall Line Technical College offers a comprehensive program of financial aid for students enrolled to earn a degree, diploma or a certificate. The various financial aid programs are funded by federal and state funds.

## ELIGIBILITY REQUIREMENTS

To qualify for federal financial aid (Pell Grant, FSEOG, and FWS), a student must complete and sign a Free Application for Federal Student Aid (FAFSA) annually and provide the Financial Aid Office with verification documentation as required. A student must also:

- Have a high school diploma or a GED
- Be registered with Selective Service, if required

- Be a U.S. Citizen or an eligible non-citizen
- Be enrolled as a regular student in an eligible program
- Not be in default on a student loan nor owe a refund on a Title IV program
- Be making satisfactory academic progress in accordance with policy
- Be a legal Georgia resident for state aid
- Have a valid social security number
- Have resolved any drug conviction issue according to state and federal regulations
- Demonstrate Financial Need for Federal Programs (except unsubsidized Stafford Loans)

## Types of Financial Aid

### TITLE IV FUNDS

Title IV Funds require the completion of a FAFSA and enrollment in an eligible degree, diploma or certain certificate programs.

Each course within all of OFTC's diploma/certificate level programs is acceptable for full credit toward General Elective hours for the Associate Degree of Applied Science in Accounting degree.

### FEDERAL PELL GRANT

The Federal Pell Grant is a Title IV Program, based on need, for full-time and part-time students enrolled in a Title IV eligible program, who have not previously earned a bachelor's degree. The student does not normally repay Pell Grant. The amount of Pell awarded is based on the Expected Family Contribution (EFC) shown on the student's SAR/ISIR (which is the result of completing a Free Application for Federal Student Aid - FAFSA), the cost of attendance, and the student's enrollment and class load each semester.

The amount of Federal Pell Grant funds you may receive over your lifetime is limited by law to be the equivalent of six years of Pell Grant funding (600%).

Students receive their Pell Grant awards on a semester basis. The Pell award is available to help pay for book costs and tuition not covered by other sources, and the amount remaining is paid to the student after balancing is complete for each term. If the student totally withdraws from school during a semester, the Pell award amount for the withdrawal term is adjusted, according to Federal Financial Aid policy, by multiplying the percentage of days attended by the Pell Award. Pell may be applied for via the Free Application for Federal Student Aid (FAFSA) either online at [www.fafsa.gov](http://www.fafsa.gov) or by completing paper application and returning to the FAO or mailing the form to the Federal Student Aid Programs, POB 7001, Mt. Vernon, Ill. 62864-0071.

### FAFSA VERIFICATION

Students who complete a FAFSA may be selected for verification. If selected the student must provide documentation verifying that certain items of the FAFSA are accurate. Documentation may include, but is not limited to:

- Verification worksheet
- IRS Tax Transcript ( Must be obtained from the IRS)
- Low or No Income Form with copies of W-2
- SNAP
- Child Support Paid Received
- Social Security Summary
- Other documentation that provide proof of income of asset(s) value
- Birth Certification
- Divorce/Marriage documentation

### FWS (FEDERAL WORK STUDY)

Federal Work Study (FWS) is a Title IV Program awarded on a first-come, first-served basis to the neediest students. Title IV eligible students are awarded the maximum amount they can earn; however, the actual amount they receive is calculated by the number of hours they actually work times accepted wage. Normally, FWS jobs are on campus, and students can only work hours they are NOT scheduled to be in class and not logged onto an online class. FWS cannot be used for internship credit. Students must submit a FWS Application to the Student Life/ Special Populations Coordinator on the North Campus or the Director of Student Life on the South Campus and be interviewed by a potential supervisor prior to beginning work. FWS students are paid monthly for the actual hours worked.

### FEDERAL SUPPLEMENTAL EDUCATIONAL OPPORTUNITY GRANT (FSEOG)

Federal Supplemental Educational Opportunity Grant (FSEOG) is a Title IV need based grant given to students with the lowest EFC who are eligible to receive Pell.

### STUDENT ACCESS LOAN (SAL)

<https://www.gafutures.org/hope-state-aid-programs/loans/>

### PRIVATE LOANS

OFTC does not participate in the Federal Stafford Student Loan Program. Loans should be used as a last resort to pay for education. Students needing loans to finance their education must consider private loan options. Private loans cannot exceed your cost of attendance when added to all your financial aid. Private loans must be repaid, so, you are encouraged to borrow only what you need.

Private loans are different from federal student loans in that they are not guaranteed by the federal government, require a credit

check, and often require a co-signer. Terms and conditions vary significantly by lender and we strongly recommend that you compare interest rates, loan fees and repayment plans before applying for any loan.

The following alphabetical list of private loan products is provided for you to explore. However, you are free to borrow from any lender you choose, even if not listed below. You may contact your bank, credit union or other private lending institution to determine if they provide private, alternative education loans. Internet searches for “private student loans” may also be helpful. OFTC does not endorse or support any specific lender or loan program.

### **REGIONS BANK SMART OPTION STUDENT LOAN**

[https://www.regions.com/personal\\_banking/alternative\\_education\\_loans.rf?dtd\\_cell=SMSCSOPTCPRB2175](https://www.regions.com/personal_banking/alternative_education_loans.rf?dtd_cell=SMSCSOPTCPRB2175)

### **SALLIEMAE SMART LOAN**

[https://www.salliemae.com/landing/dp/?dtd\\_cell=SEMGOLNRGSL22070&logintest=1&002=2200491&004=1223873902&005=123223465&006=11021131882&007=Search&008=](https://www.salliemae.com/landing/dp/?dtd_cell=SEMGOLNRGSL22070&logintest=1&002=2200491&004=1223873902&005=123223465&006=11021131882&007=Search&008=)

### **WELLS FARGO STUDENT LOAN FOR CAREER AND COMMUNITY COLLEGES**

<https://www.wellsfargo.com/student/community-college-loans>

### **NELNET**

OFTC has partnered with Nelnet, a leading educational planning and financing company that provides billing and customer services for students. The NBS e-Cashier Automatic Payment Program is a service provided to students which enables you to view the current status of your payment plan, account balance, payment amount and manage your account.

The NBS e-Cashier Automatic Payment Program is not a loan program. There are no interest or finance charges, and there is no credit check. For a non-refundable \$30, \$35 or \$40 enrollment fee depending on the number of payments (ACH and credit/debit card), Nelnet will pay your tuition and fees and provide you with a monthly payment plan divided into several payments.

For more information:

<http://www.mycollegepaymentplan.com/oftc>

### **MOVE ON WHEN READY - MOWR**

Move on When Ready (MOWR) is for eligible high school students that wish to earn simultaneous credit from both their high school and OFTC. The award amount received and the total amount of funds appropriated for the program are established each year by the Georgia General Assembly during the prior legislative session and are subject to change during the award year.

Credit hours for which students can earn MOWR payment will

not be included in the maximum total number of credit hours of payment they can receive from the HOPE Program after graduation from high school.

### **GEORGIA'S HOPE PROGRAM**

(Helping Outstanding Pupils Educationally): Both HOPE Scholarship and HOPE Grant Programs require the completion of an online HOPE Application.

### **GEORGIA'S HOPE SCHOLARSHIP PROGRAM OVERVIEW**

Georgia's HOPE Scholarship is available to Georgia residents who have demonstrated academic achievement. The scholarship provides money to assist students with their educational costs of attending a HOPE-eligible college in Georgia.

To receive HOPE Scholarship funding, students must:

1. Meet one of the following academic requirements:
  - o Graduate from a HOPE-eligible high school with a 3.0 grade point average.
  - o Complete a HOPE-eligible home study program with a 3.0 grade point average.
  - o Graduate from an ineligible high school, complete an ineligible home study program, or earn a GED and score in the national composite 85th percentile or higher on the SAT or ACT.
  - o Graduate from an ineligible high school or complete an ineligible home study program, and then earn a 3.0 grade point average on 30 semester hours or 45 quarter hours of college degree-level coursework. This option allows for payment of the first 30 semester hours or 45 quarter hours after they are taken.
  - o Earn a 3.0 grade point average at the college level on degree coursework after attempting 30, 60, or 90 semester hours or 45, 90, or 135 quarter hours, regardless of high school graduation status.
2. Meet HOPE's U.S. citizenship or eligible non-citizen requirements.
3. Meet HOPE's Georgia residency requirements.
4. Be enrolled as a degree-seeking student at an eligible public or private college or university or technical college in Georgia.
5. Be in compliance with Selective Service registration requirements.
6. Maintain satisfactory academic progress as defined by the college.
7. Not be in default or owe a refund on a student financial aid program.

8. Be in compliance with the Georgia Drug-Free Postsecondary Education Act of 1990. A student may be ineligible for HOPE payment if he or she has been convicted for committing certain felony offenses involving marijuana, controlled substances, or dangerous drugs.
9. Meet additional rigor requirements, beginning with students graduating from high school on or after May 1, 2015.
5. Be in compliance with Selective Service registration requirements.
6. Maintain satisfactory academic progress as defined by the college.
7. Not be in default or owe a refund on a student financial aid program.

### **GEORGIA'S ZELL MILLER SCHOLARSHIP PROGRAM OVERVIEW**

Georgia's Zell Miller Scholarship is available to Georgia residents who have demonstrated academic achievement. The scholarship provides money to assist students with their educational costs of attending a HOPE-eligible college in Georgia.

To receive Zell Miller Scholarship funding, students must meet all HOPE Scholarship eligibility requirements and:

1. Meet one of the following academic requirements:
  - o Graduate from an eligible high school as the valedictorian or the salutatorian. Graduate from an eligible high school with a minimum 3.7 grade point average combined with a minimum score of 1200 on the math and reading portions of the SAT test or a minimum composite score of 26 on the ACT test in a single national test administration.
  - o Complete an eligible home study program with a 3.7 grade point average combined with a minimum score of 1200 on the math and reading portions of the SAT or a minimum composite score of 26 on the ACT in a single national test administration.
  - o Complete an ineligible home study program with a minimum score of 1200 on the math and reading portions of the SAT test or a minimum composite score of 26 on the ACT test in a single national test administration, and then earn a 3.3 grade point average on 30 semester hours or 45 quarter hours of college degree-level coursework taken after home study completion. This option allows retroactive payment of the first 30 semester hours or 45 quarter hours after they are taken.
  - o Enroll in an eligible post-secondary institution in 2007 or later, as a freshman, meeting one of the academic qualifications listed above and earn a 3.3 cumulative grade point average at the most recent HOPE Scholarship checkpoint.
2. Meet HOPE's U.S. citizenship or eligible non-citizen requirement.
3. Meet HOPE's Georgia residency requirement.
4. Be enrolled as a degree-seeking student at an eligible public or private college or university or technical college in Georgia.

8. Be in compliance with the Georgia Drug-Free Postsecondary Education Act of 1990. A student may be ineligible for Zell Miller Scholarship payment if he or she has been convicted for committing certain felony offenses involving marijuana, controlled substances, or dangerous drugs.
9. Meet additional rigor requirements, beginning with students graduating from high school on or after May 1, 2015.

### **ZELL MILLER GRANT**

Georgia's Zell Miller Grant is available to Georgia residents who are working towards a certificate or diploma at a Technical College System of Georgia (TCSG) or University System of Georgia (USG) institution.

Full-time enrollment is not required and students are not required to graduate from high school with a specific GPA, however, a minimum 3.5 cumulative postsecondary GPA, at the end of each term, is required in order to maintain eligibility. The first term of enrollment will be paid retroactively if the student has the required 3.5 cumulative postsecondary GPA at the end of the term.

High school students in MOWR are NOT eligible. Students may lose/gain after each term. There is no limit to the number of times they can lose or gain the Zell Miller Grant, but students must earn the Zell Miller Grant each term. Learning support students will not qualify until after they have regular coursework that would be included in HOPE Grant calculations. MOWR students (after becoming a regular student and after graduating from high school) will not have a HOPE Grant GPA calculated until after their first term as a regular student receiving HOPE Grant. There is no minimum number of credit hours a student must take in order to receive Zell Miller Grant. First term students may be retroactively awarded the Zell Miller Grant after earning a 3.5 GPA.

### **GEORGIA HOPE GRANT FOR DIPLOMA/ CERTIFICATE PROGRAMS**

Starting with Fall Semester 2013, the checkpoint GPA was reinstated to 2.0. Students must be earning a cumulative GPA of at least 2.0 at the end of the semester in which the student has attended 30 or 60 semester hours towards a diploma or certificate for which the student received HOPE Grant funds. The Hope Grant will pay a percentage amount of the standard tuition charges from the previous year. Students with a baccalaureate degree cannot receive the HOPE Grant.



## GEORGIA'S HOPE CAREER GRANT

Students who are receiving the HOPE Grant and Zell Miller Grant may also be eligible for additional financial assistance from Georgia's HOPE Career Grant for the following OFTC programs:

### Diploma Programs

- Applied Business Technology
- CNC Technology
- Diesel Equipment Technology
- Early Childhood Care/Education
- Electronics Fundamentals
- Electronics Technology
- Electrical Control Systems
- Industrial Mechanical Systems
- Industrial Systems Technology
- Internet Specialist – Web Site Design
- Machine Tool Technology
- Mechatronics Technology
- Networking Specialist
- Pharmacy Technology
- Practical Nursing
- Welding and Joining Technology

### Technical Certificate of Credit Programs

- Advanced General Machinist
- Advanced Shielded Metal Arc Welder
- Basic Shielded Metal Arc Welder
- Child Development Specialist
- CNC Specialist
- Commercial Straight Truck and Passenger Driving
- Commercial Truck Driving
- Commercial Truck Driving with Mine Safety
- Diesel Truck Maintenance Technician
- Early Childhood Program Administration
- Flux Cored ARC Welder
- Gas Metal Arc Welder
- Gas Tungsten Arc Welder
- Heavy Diesel Service Technician
- Imaging Science Assistant
- Industrial Electrician
- Industrial Motor Control Technician
- Infant/Toddler Child Care Specialist
- Internet Specialist Web Site Developer
- Mechatronics Specialist
- Mechatronics Technician
- Medical Front Office Assistant
- Microsoft Network Administrator
- Mobile Electronics Technician
- Nurse Aide
- PC Repair and Network Technician
- Pipe Shielded Metal ARC Welding
- Pipe Welder
- Process Control Technician I
- Process Control Technician II
- Programmable Control Technician I

High school students in MOWR are NOT eligible for the HOPE Career Grant.

## THE STUDENT ACCESS LOAN PROGRAM

Effective 2014-2015 (FY 2015), Georgia Student Finance Commission (GSFC) is offering Student Access Loan Program, with 1% interest rates, designed to assist undergraduate and technical college students who have a gap in meeting their educational costs. HOPE and Zell Miller Scholars are given priority consideration during the first selection. Pending available funding, GSFC will conduct a random selection from remaining applications.

### Student Access Loan (SAL) Program Information

- Interest rate structure for loans received on or after July 1, 2014:
  - o Fixed rate of 1% while in school and out of school as long as the loan remains in good standing.
  - o A monthly Keep In Touch (KIT) Payment of \$10.00 is required approximately 60 days after the first disbursement is received. The monthly KIT Payment is required while in school and while in grace period.
- The minimum loan amount is \$300. The maximum loan limit is \$3,000 per year up to a maximum of \$12,000 over a college lifetime. The maximum semester award is \$1,500.
- Origination Fee - A non-refundable fee of 5% of the loan amount, but not more than \$50.00, is deducted from the first disbursement of the loan.
- SAL is an annual process which includes application, selection, certification, approval, and disbursement.
  - o The program is also designed to provide service cancellation opportunities to those who work in select public service sectors or STEM fields.
  - o Students are randomly selected to participate in the program (Note: Selection does not guarantee approval and applicants may or may not be selected each application year).

### Student Eligibility

In order to receive the Student Access Loan, students must:

- Be considered a Georgia resident and United States citizen or eligible non-citizen.
- Complete a valid Free Application for Federal Student Aid (FAFSA) in order to apply for this program.
- Maintain Satisfactory Academic Progress (SAP) in accordance with the SAP policy at their college or university.
- Must be enrolled in an eligible Georgia postsecondary institution.
- Meet all eligibility requirements.

## **OTHER FINANCIAL AID**

Decatur, GA 30033-4032

### **OFTC NORTH AND SOUTH FOUNDATIONS**

The OFTC Foundation South and the OFTC Foundation North are separate and independent nonprofit 501c3 organizations established to support students by acquiring and administering monetary gifts, grants and other funds from area donors. Many of the donations received are used for scholarships for students. For a list of scholarships available through each foundation visit: <http://www.oftc.edu/scholarship/>.

Phone: 1-888-GI-BILL-1 or (1-888-442-4551)  
Website: <https://benefits.va.gov/gibill/>

### **WORKFORCE INNOVATION AND OPPORTUNITY ACT (WIOA)**

The purpose of this act is to prepare individuals facing serious barriers to employment with the training necessary for entry into the labor force. More information can be obtained from the WIOA office at Oconee Fall Line Technical College at 478-553-2444 (North Campus) or 800-749-7372 (South Campus).

### **TAA/TRA**

These programs are administered by the Department of Labor for individuals who lose their jobs due to plant closings, etc. To apply, contact your local Department of Labor office or the local WIOA office at OFTC at 478-553-2444 (North Campus) or 478-274-7842 (South Campus).

### **Veterans Benefits**

After gaining admissions to the college, eligible students should begin the process of applying for VA Educational Benefits. To apply for VA Benefits, you may visit <https://benefits.va.gov/gibill/> and click on the Apply for Benefits link which will direct you to the Veterans Online Application System (VONAPP) or to complete the paper application please visit [www.va.gov/vaforms/](http://www.va.gov/vaforms/). The application process normally takes 6 – 8 weeks for new education claims. The office of the registrar serves as the Certifying Official to the Department of Veterans Affairs on behalf of Oconee Fall Line Technical College. Veterans and the dependents of the veterans who are eligible to receive benefits will work with the Veterans Certifying Official. VA Certifying Official for OFTC students:

Debbie Garrett  
Registrar's Assistant  
560 Pinehill Road  
Dublin, GA 31021  
Phone: 478-274-7761  
Fax: 1-800-473-3021  
Email: [dgarrett@oftc.edu](mailto:dgarrett@oftc.edu)  
Office: Student Affairs, SouthCampus Room 101B

Questions that students have about eligibility and payment should be directed to the Department of Veteran Affairs Regional Office:

Department of Veteran Affairs  
Atlanta Regional Office  
1700 Clairmont Road

# Satisfactory Academic Progress Requirements

Students who receive financial aid from Oconee Fall Line Technical College must be in good academic standing and making satisfactory progress, as outlined below.

Students are responsible for maintaining an acceptable level of progress regarding quality and quantity of work. Progress will be reviewed no less than once each term. Records are reviewed after grades are posted at the end of each term.

## Qualitative Academic Progress Requirements

Students must maintain a cumulative GPA of 2.0 or higher on a 4.0 scale that includes all credit courses appearing on the academic transcript. If a student's cumulative GPA falls below the minimum, his/her financial aid is endangered. A student will be placed on Financial Aid Warning for the following term of attendance and may receive financial aid during the semester placed on warning. A student will be placed on Financial Aid Suspension for failure to meet the cumulative requirement of at least a 2.0 GPA by the end of the semester placed on warning. Students placed on Financial Aid Suspension are ineligible to receive any source of Financial Aid until cumulative minimum requirements have been met.

## Quantitative Academic Progress Requirements

Students must complete 67% of coursework attempted. All hours attempted at Oconee Fall Line Technical College plus all transfer hours accepted by Oconee Fall Line Technical College are counted to determine the completion rate. A student will be placed on warning during the following term of attendance if he/she fails to complete this minimum percentage. The student will be eligible for financial aid during the term(s) placed on warning. However, if the student fails to reach 67% cumulative requirement during the term(s) placed on warning, he/she will be placed on financial aid suspension and will be ineligible for any state or federal aid until the minimum completion rate of 67% has been attained.

Total withdrawal in a semester places the student on financial aid warning. Total withdrawal for two consecutive semesters or no passing grades for two consecutive semesters places the student on financial aid suspension.

## Maximum Time Frame

*Full-time students must complete their educational objective within the maximum time frame\*\* of one and a half (150%) times the length of the program in which they are enrolled. This means that once students have attempted one and half times the minimum number of credit hours necessary for completing program requirements, they will be ineligible to receive financial aid. All hours attempted at Oconee Fall Line Technical College, plus all transfer hours accepted by Oconee*

*Fall Line Technical College, are counted in the 150% limit. Students who are enrolled less than half time will be prorated accordingly.*

*\*\*If a course is repeated, all hours attempted will be counted for purposes of the 67% completion rate and maximum time frame requirements and all grades will be used in calculating the minimum GPA of 2.0.*

## Withdrawals

Grades of "W" and "WP" are not used in calculating a student's GPA, but are counted as coursework attempted. "WF" is counted as an "F." "I" will not be used in the completion rate calculation. The grade received the next term will be used when calculating the completion rate. Total withdrawal from a term places the student on warning the following term. Total withdrawal two consecutive terms places the student on suspension.

## Remedial Work

Remedial courses will be covered by Title IV financial aid if the student is enrolled as a provisional or regular student in an eligible program at Oconee Fall Line Technical College and the remedial course is required by the school. Aid can be received for a maximum of 45 hours of remedial courses. Grades received for remedial courses do not affect the GPA, but the hours are calculated in the 67% hours attempted completion rate.

## Transfer Students

Transfer students accepted by Oconee Fall Line Technical College (OFTC) who never attended OFTC, will be classified as maintaining Satisfactory Academic Progress for the first semester enrolled. After the first semester, the student's grades will be measured in accordance with the college's Satisfactory Academic Progress requirements. Students who previously attended OFTC, transferred to another school, then returned to OFTC, will have all of their coursework reviewed. (Only a grade of "C" or better will transfer.)

## Termination of Financial Aid

Financial aid will be terminated when a student is determined by the Financial Aid Office to be ineligible, if the office has evidence that the student has falsified information on the application materials, or if federal or state funds are not provided to meet the award.

## Appeals Process

Students have the right to appeal a finding that they are not making satisfactory progress if they feel that there are extenuating circumstances which have prevented them from meeting the specified requirements. Any student on suspension may file an appeal with the Financial Aid Appeals Committee. Appeals for Satisfactory Academic Progress must be based on specific

extenuating circumstances. Documentation supporting the extenuating circumstance must be submitted with the appeal. If the appeal is granted, the student will be placed on Financial Aid Warning and given an academic plan to ensure success for the following and subsequent terms. If a student is given an academic plan, it is the student's responsibility to check on status by contacting the Financial Aid Office after grades are posted each term. The deadline for submitting an appeal is 10 days from the date the date notified of suspension.

## Reinstatement of Aid

A student who has been terminated from aid due to a lack of satisfactory academic progress must pay for credit hours attempted after returning and must meet satisfactory academic progress requirements to be eligible to receive any further financial aid in future terms.

## Withdrawal from School

Any student receiving financial aid must report to the Financial Aid Office upon withdrawal from school. Financial Aid adjustments/ payments must be calculated according to federal and state regulations.

## Notification

The Financial Aid Office will notify a student in writing if he/she is in violation of the above standards of satisfactory academic progress and of the termination of his/her eligibility to receive financial aid. The deadline for submitting an appeal is 10 days from the date the date notified of suspension.

## Satisfactory Academic Progress (HOPE)

In accordance with the Georgia HOPE regulations, students receiving HOPE Grant and/or HOPE Scholarship must maintain the same institutional satisfactory academic progress policy used for Federal Title IV programs, as outlined above.

In addition, HOPE recipients are limited to a maximum number of hours of attempted credit and remedial hours as follows:

1. Students who have received only HOPE Grant/Zell Miller Grant for Diploma and/or Certificate Programs: A maximum number of 95 quarter hours or 63 semester hours of HOPE Grant eligibility. All attempted hours for which HOPE has been received since Summer term 2003 from all colleges are counted in this cap.
2. Students who have received HOPE Scholarship /Zell Miller Scholarship for degree classes and HOPE Grant for diploma/ certificate classes: A maximum of 127 hours of HOPE Eligibility, including all HOPE Scholarship hours since 1993 and all HOPE Grant Hours since Summer term of 2003 from all colleges, are counted in this cap. Credit earned in dual enrollment programs do not count toward the cap.

## Commercial Truck Driving Program and Financial Aid

Commercial Truck Driving students will be held responsible to the same satisfactory academic progress standards as all other students and can only receive aid for 150% of the hours to complete the program. Should a student wish to repeat the program, he/she must pay the Business Office for all hours required to graduate over the 150%. Once this has been done, HOPE Grant will be awarded for the other 50% of eligibility.



# Academic Regulations

## Grading Scale

Credit: Grades are issued at the end of each semester using the following grading system(s):

GRADES	EXPLANATION	RANGE	POINTS
A	Excellent	(90-100)	4
B	Good	(80-89)	3
C	Satisfactory	(70-79)	2
D	Poor	(60-69)	1
F	Failing	(0-59)	0
WF	Withdrew Failing		0
W	Withdrew		nc
WP	Withdrew/Passing		nc
I	Incomplete		nc
AC	Articulated Credit		nc
AU	Audit		nc
EXE	Credit by Exam		nc
TR, TRA, TRB, TRC, or TRM	Transfer Credit		nc

## GRADE DEFINITIONS

### “WF” WITHDREW FAILING

“WF” is assigned after mid-term, if the student was failing and officially withdraws from the course. Calculated in GPA the same as an “F.” If the student has a “59” or lower average, the grade is “WF.” However, if the withdrawal occurs after the 80% of the semester regardless of the GPA, the grade will be a “WF.”

### “W” WITHDREW

“W” is assigned if the student withdraws on or prior to mid-term.

### “WP” WITHDREW PASSING

“WP” is assigned after mid-term, if the student withdraws officially from a course with a passing grade.

### “I” INCOMPLETE

The grade of “I” (Incomplete) may be given to a student, who for nonacademic reasons beyond his or her control, is unable to meet the full requirements of a course. Exceptions to nonacademic reasons are (1) Commercial Truck Driving and the

Department of Motor Vehicle Safety testing schedule; and (2) Business Administrative Technology and the “Timed Writing.” In order to qualify for an “I,” a student must (a) have completed 75% of the major assignments of the course; (b) be passing the course (aside from the assignments not completed), and (c) have an extenuating non-academic justification. It is the student’s responsibility to request in writing to the instructor consideration of the “I” (incomplete grade) stating the conditions why he/she feels the “I” is warranted. The “I” will be given at the discretion of the instructor and the Incomplete Grade Record form will be submitted by the instructor 2 days before the end of the semester to the dean for academic affairs. The student will have one semester to complete the work to receive credit for the course. If the work is not completed in that semester, the Incomplete grade will become an “F.” If a student receives a grade of “I” in a course that is a prerequisite to other courses, the student must complete the required makeup work to determine the final grade and eligibility to enroll in subsequent courses. The “I” is not calculated in the grade point average.

### “AU” AUDIT

A student who registers as an auditor of a course must meet the usual admissions requirements or have departmental approval. By registering as an auditor and paying fees and tuition, the student is permitted to audit a course, with the consent of the instructor, without meeting all requirements of the course and without receiving course credit.

Exceptions to this policy include certain laboratory courses and supervised work experience. A student is not permitted to change from audit to credit or from credit to audit, after the first day of the term. Neither financial aid nor VA benefits can be used for audited courses.

### “EXE” CREDIT BY EXAM

The student receives credit for a course by successfully completing a competency examination on the coursework.

### “TR, TRA, TRB, TRC, OR TRM” TRANSFER CREDIT

The student transfers coursework to Oconee Fall Line Technical College from another regionally accredited institution. To be eligible for transfer credit, the student must have earned a “C” (2.0) or better in the course. NOTE: If a student has completed a degree (Bachelor or Associate), diploma or certificate, the coursework must have been completed within the last five years in order for any of the courses within the degree to transfer to OFTC. Oconee Fall Line Technical College may, at its option, require any student to take an examination for advanced placement or transfer.

Program specific technical courses will be considered for transfer credit for coursework completed within the past 60 months. A student desiring consideration of credit for technical courses

or experiences not approved may request credit by exemption testing. General Education courses do not have a specified time limit to be considered for transfer. Certain Allied Health courses may have a more stringent time limit requirement on transfer courses.

Credit awarded by nationally accredited institutions will be accepted only when faculty credentials can be verified as greater than or equivalent to OFTC standards.

Transfer credit will not be considered for remedial English, remedial mathematics, or remedial reading.

## **GRADE POINT AVERAGE**

### **CALCULATION OF GPA**

The semester grade point average (GPA) is calculated by dividing the total number of quality points by the total number of credit hours attempted in a semester. Courses with "NC" (not computed) are not calculated in the GPA.

### **CUMULATIVE GPA**

The cumulative grade point average (CGPA) is an attempt to reflect the total credit instructional activity of the student. The CGPA is not affected by program of study, changes in program of study, or student classification. The cumulative grade point average is that grade point average calculated on all attempts at all credit courses taken at the institution. The cumulative grade point average is recalculated after each semester to include the current semester's grade(s).

### **GRADUATION GPA**

The graduation grade point average (GGPA) is calculated only on those courses required for graduation. When a course is taken more than once, the higher grade will be used in calculating the grade point average for graduation. A 2.0 grade point average is needed for graduation. Students must achieve a minimum course grade of "C" or above in all courses. NOTE: Former HGTC students will be required to have a grade of "C" or higher after July 1, 2011 for all courses taken at OFTC. However, HGTC courses with a grade of "D" will be considered for successful completion of a course as long as the student is continuously enrolled at OFTC. If a student stops out voluntarily or involuntarily during a fall or spring semester, then the student will be readmitted under the current OFTC policy.

## **Practicum/Clinical Courses**

Students enrolled in off-campus practicum or clinical courses will be required to travel to businesses, industries, and hospitals. Students must make all travel arrangements and provide costs for practicum/clinical courses.

## **Work Ethics**

To be effective, technical education must include two key elements. First, it must provide training and experiences that

approximate, as nearly as possible, the conditions found in the actual work place. The program content, instructional methods, tests, equipment, lab projects, and practices must be current and up-to-date and reflect the conditions the student will encounter on the job. Of equal importance, an effective technical education program must identify and develop those personal characteristics often referred to as "good work habits". These characteristics include punctuality, dependability, initiative and teamwork. Studies show that the reason 85% of persons lose jobs is that they lack good work habits rather than they lack good job skills. Factors most often cited are tardiness and absenteeism, failure to follow instructions, and inability to get along with supervisors or fellow workers.

At Oconee Fall Line Technical College, we believe that it is extremely important to identify, evaluate, and encourage good work habits as an integral part of the instructional program. The Technical College System of Georgia has, therefore, developed a system to evaluate "work ethics" in each occupational program. Although the work ethics grade does not calculate into the grade point average, it is included on the student's academic transcript. Prospective employers are encouraged to request a copy of a student's transcript in order to examine not only the academic grade, but the professional work ethics grade as well.

### **WORK ETHICS GRADE DEFINITIONS:**

Exceeds Expectations	3
Meets Expectations	2
Needs Improvement	1
Unacceptable	0

## **Academic Recognition**

### **PRESIDENT'S LIST**

Provisional and regular admit students completing twelve (12) credit hours or more and who attain a grade point average of 3.5 and above are placed on the President's List. Students with a grade of "I" in any course are not eligible for academic recognition. The academic recognition list is compiled and published each term.

### **DEAN'S LIST**

Provisional and regular admit students completing seven (7) credit hours or more and who attain a grade point average of 3.0 and above are placed on the Dean's List. Students with a grade of "I" in any course are not eligible for academic recognition. The academic recognition list is compiled and published each term.

### **HONOR GRADUATES**

To qualify as an honor graduate, a student must complete all course requirements in a degree or diploma program with a program GPA of 3.5 or above in program required courses.

## Academic Progress

Oconee Fall Line Technical College shall maintain academic standards that are, to the maximum extent feasible, uniformly applied among all students.

Absent extraordinary circumstances, instructors shall provide a copy of the course syllabus to all students in each class by the end of the first full week of class for every term.

Instructors' evaluations of student work should be periodic, measure the achievement of the objectives or competencies, have clear directions, be reasonable in difficulty, and be comprehensive. Instructors shall allow students to review all graded tests and other academic evaluations within a reasonable time to allow feedback and remedial instruction. Instructors shall maintain documentation sufficient to justify the grade a student earns. This documentation shall be maintained for two semesters following the semester the grade was conferred or until any grade appeal is resolved, whichever occurs last.

A student who engages in academic misconduct such as cheating shall face disciplinary charges under the Student Code of Conduct, in addition to any loss of academic credit or standing that may result from their having failed to meet a course's academic requirements.

### ACADEMIC PROBATION

The purpose of academic probation is to alert students to the fact that their academic performance is not acceptable and to point out the possible consequences if improvement is not made during the next semester of enrollment. Students must maintain a minimum of a 2.0 cumulative grade point average to be in satisfactory academic standing. Students whose semester grade point average falls below a 2.0 will be placed on academic probation for the next academic semester.

### ACADEMIC SUSPENSION AND DISMISSAL

A student will be suspended from the college for a minimum of one semester if the semester grade point average is less than a 2.0 during the semester enrolled on academic probation. When the student returns to the college, he/she will be placed on academic probation.

Students who fail to remove themselves from academic probation by attaining a minimum 2.0 GPA the next semester in attendance after being placed on suspension will be academically dismissed for three semesters.

Students will be advised and counseled as to academic deficiencies and given official notification of academic probation/suspension status. Academic probation and suspension status are indicated on transcripts.

In appropriate circumstances, a student may be dismissed from an academic program or the college without first being placed on probation.

A student who is dismissed from the college may appeal his/her suspension or dismissal by filing a written appeal with the

executive vice president for academic and student affairs within 10 calendar days from the first day of class of the following term the suspension or dismissal status was attained.

The decision of the executive vice president for academic and student affairs shall be final.

## GRADE AND OTHER ACADEMIC APPEALS

A student may appeal a final grade and/or work ethics grade by raising the issue with the instructor who awarded the grade or made the academic decision. Absent extraordinary circumstances, the appeal must be filed within ten business days from the date the student learned or reasonably should have learned of the grade or other action complained of.

If the consultation with the instructor does not resolve the appeal, a student may appeal to the dean for academic affairs for his/her respective program (listed below) by filing a written request for review. Absent extraordinary circumstances, the appeal must be filed within twenty business days from the date the student learned or reasonably should have learned of the grade or other action complained of. To initiate this appeal, the student must write a letter addressed to the dean for academic affairs stating the reasons why the student feels the grade should be changed and submit this letter to the dean. Written appeals may be in the form of electronic communication and should include copies of any documentation cited in support of the student's case. The dean will examine the facts and any applicable documentation to determine that the grade was determined fairly according to the course syllabus and will communicate the results of this review in writing to both the student and the instructor.

If the student is not satisfied with the decision of the dean, the student may appeal the decision to the executive vice president for academic and student affairs within thirty business days from the date the student learned or reasonably should have learned of the grade or other action complained of. A student must write a letter addressed to the executive vice president for academic and student affairs stating the reasons why the grade should be changed and explain why the decision of the dean should not be accepted. The letter must be submitted to the executive vice president for academic and student affairs' office. Written appeals may be in the form of electronic communication and should include copies of any documentation cited in support of the student's case. The executive vice president for academic and student affairs or designee will review the documentation and communicate the results in writing to the student, instructor, division chairperson, and the respective dean for academic affairs. The decision of the executive vice president for academic and student affairs shall be final.

### Allied Health and Professional Services Courses

Tammy Bayto                      tbayto@oftc.edu

### Business Services and General Education Courses

Michele Strickland              mstrickland@oftc.edu

### Transportation, Trade and Industrial Courses

Roy Williams                      rwilliams@oftc.edu

## Grade Reports

Final grades are recorded by instructors and submitted to the Registrar's Office at the end of each semester. All academic transcripts and semester grades are available via BannerWeb for students to access using current student identification numbers and personal identification numbers. Grades will not be given out on the phone, and grades are not mailed to students.

## Repeated Courses

If a student desires to repeat the course(s) in which he or she received the unsatisfactory grade(s), then previous grades in the repeated classes will not be calculated into the credit hours and grade point ratios for graduation. The 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 student's 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 highest grade will be used in calculating the grade point average for graduation. A 2.0 grade point average is needed for graduation.

Repeated courses are included in the qualitative and quantitative calculations for financial aid satisfactory progress. Students may repeat each previously passed course only once for Title IV purposes. For Title IV, a "D" is considered passing. However, a "D" is not considered passing for OFTC.

## Independent Study

By arrangement between individual students and faculty members, the college offers independent study opportunities. Independent study is conducted under the guidance and at the discretion of a faculty member qualified in the subject area. Independent study is considered part of a regular course load and regular academic calendar deadlines and requirements will apply. Interested students may obtain information from their advisor. Independent study is a program that allows a student to learn outside the confines of scheduled classes. As the name implies, much of the learning takes place without the direct involvement of an instructor. The delivery of course content may vary, but a student must achieve the same course competencies that exist in conventional classes.

## General Education Core Competencies

Oconee Fall Line Technical College has identified a set of core general education competencies designed to prepare graduates for successful careers. OFTC has identified the following general education competencies:

- Basic Computer Skills
- Mathematical Reasoning Skills
- Reading and Analytical Skills
- Standard Written English Usage Skills

Students in degree or diploma programs will take general education competency exams. All general education competency testing will be scheduled as a part of the general education coursework.

## Graduation Requirements

In order to graduate, students must meet all course and credit hour requirements as prescribed in the state standards for the program in which they are enrolled. To receive a degree, diploma or certificate from a program of instruction, the student must have a Graduation Grade Point Average of at least 2.0 on a 4.0 scale. The Graduation Grade Point Average is calculated only on those courses required for graduation. Students must make a "C" or higher in all required coursework. When a course is taken more than once, the highest grade will be used in calculating the grade point average for graduation. Students will not receive an award until all financial accounts are clear.

*NOTE: Former HGTC students will be required to have a grade of "C" or higher after July 1, 2011 for all courses taken at OFTC. However, HGTC courses with a grade of "D" will be considered for successful completion of a course as long as the former HGTC student is continuously enrolled at OFTC. If a student stops out voluntarily or involuntarily during a fall or spring semester, then the student will be readmitted under the current OFTC procedure.*

OFTC identifies expected program outcomes and college-level general education competencies and assesses the extent to which graduates achieve these outcomes.

Should a student receive advanced standing through transfer credit or exemption examination, the student must still complete at least twenty-five percent of the credit hours of the required curriculum for graduation in residence at Oconee Fall Line Technical College. Students in certain allied health programs which require licensure or certification examinations must complete at least fifty percent of the credit hours of the required curriculum for graduation in residence at Oconee Fall Line Technical College.

In order to participate in the commencement exercises or to receive an award, a student should complete an application for graduation during their advisement session for their last semester of attendance. Students who do not complete an application for graduation by the deadline cannot participate in the commencement exercises. There is a non-refundable fee for students participating in commencement.



# Student Resources

## Assessment Center

Oconee Fall Line Technical College maintains an Assessment Center that offers assessment and testing services during both day and evening hours. The assessment specialist administers Accuplacer testing to applicants for placement purposes and to students needing required scores for course completion.

Free career assessments are available in the Assessment Center utilizing CareerScope, an automated aptitude test and interest inventory that details strengths and weaknesses combined with areas of interest to assist in giving logical career choices. The assessment staff or OFTC's recruiter interprets a detailed profile indicating possible job ideas that may be a good match for applicants and students still uncertain of a program area.

The assessment specialist on the OFTC North Campus works with area employers and workers in administering the WorkKeys assessment that provides information about workplace skill levels. The WorkKeys Assessment is offered through Business and Industry Services on the South Campus. Third party tests are also available in the Assessment Centers.

Assessment Center staff also administer the required proctored events for online students. OFTC charges \$25.00 to administer proctored exams to students who are not enrolled at TCSG institutions.

To schedule assessment or testing, please call the Assessment Center on the North Campus at 478-553-2093 and 478-275-5193 on the South Campus.

## College Publications

### STUDENT HANDBOOK

The college's Student Handbook contains information on school objectives, services, policies and procedures. The Handbook is available to all students via the OFTC website.

### CATALOG

Oconee Fall Line Technical College's Catalog is available via the OFTC website.

### COURSE SCHEDULING

Class schedules are available at the OFTC website.

### ANNUAL REPORT

Oconee Fall Line Technical College publishes an annual report in September that highlights the previous year's accomplishments, including enrollment numbers, the job placement rate, and other pertinent information.

## Counseling Services

Professional staff in the Student Affairs division provide career advising and assume much of the responsibility for such functions as job placement workshops, drug awareness seminars, and test taking skills workshops. Students are referred to outside agencies for personal counseling. Students needing assistance should contact the Office of Student Affairs at (North Campus) 478-240-5162 or (South Campus) 478-274-7836. Appointments are encouraged, but not necessary.

## Career Services

The primary purpose of Career Services at Oconee Fall Line Technical College is to help students in the areas of:

- career counseling and assessment;
- CareerScope, a computerized career planning and decision making systems;
- individual assistance in resume and cover letter writing and interview preparation;
- resume, interview, and job search workshops;
- access to job postings via the Career Services page of the OFTC website;
- career development resources and handouts;
- job market and salary information;
- on-campus interviews and recruiting by local, state and regional employers, and file information and employment applications for many companies.

Career Services staff are available to assist students and alumni with full-time and part-time employment opportunities. Operating on a referral basis, the Career Services Office maintains a "job bank" of employment opportunities available in the Sandersville and Dublin areas. For more information, please call the Office of Career Services at 478-274-7643 or 478-553-2124.

## Disability Services

The Americans with Disabilities Act of 1990 (ADA) is the civil rights guarantee for persons with disabilities in the United States. It provides protection from discrimination for individuals on the basis of disability. The ADA extends civil rights protections for people with disabilities to employment in the public and private sectors, transportation, public accommodations, services provided by state and local government, and telecommunication relay services.

Within a framework of personal guidance and evaluation, special services are provided for students with disabilities. These services include aiding students in setting realistic goals, making reasonable accommodations, providing job orientation and placement, and suggesting community service agencies for additional assistance. Students seeking special accommodations

should make an appointment with the disability and career services by calling 478-274-7643 or 478-553-2124 or by email at [sdbrown@oftc.edu](mailto:sdbrown@oftc.edu) or contact the disability/assessment specialist on the South Campus at 478-274-7786 or by email: [ibarfoot@oftc.edu](mailto:ibarfoot@oftc.edu).

In order to receive and maintain services, a student with a disability must:

- Be otherwise qualified for admission to or participation in a program of study with or without a reasonable accommodation.
- Disclose (notify) and provide the appropriate documentation to the dean of student affairs or disability/assessment specialist. Appropriate documentation includes medical or psychological evaluations not more than 3 years old that contain intellectual and achievement scores, strengths and weaknesses related to the classroom performance, and recommendations for academic accommodations. All costs associated with obtaining appropriate documentation are the responsibility of the student.
- Request accommodations prior to the beginning of each semester.
- Deliver accommodation forms and discuss the appropriate accommodations with each instructor at the beginning of the semester.

Financial Aid and other admissions responsibilities are the responsibility of the student.

## Student Navigator and Retention Specialists

The student navigator and the student retention specialists are responsible for coordinating and conducting focused retention and student support services to help students persist in their program of study. They provide services which include student advisement, academic progress review (traditional, online and hybrid), and development and coordination of retention efforts for new and continuing students.

TEAMS is an acronym for TCSG Early Alert Management System utilized by the student navigator and retention specialists. It is a web-based early alert system that allows OFTC to identify at-risk students, communicate with them, track the application of interventions, and monitor their success. The ultimate goal is to improve student retention and graduation rate. This is done by identifying at-risk students as early in the term as possible and connecting those students to college resources or interventions that can help them be successful.

## Library

The Oconee Fall Line Technical College Libraries provide support for all subject areas within the instruction areas. The diverse and balanced collection of resources is available in a wide range of media formats. The libraries are centrally located on both the North Campus in Sandersville and the South Campus in Dublin. Additional library resource rooms are also located at the Jefferson

County Center and the Little Ocmulgee Instructional Center. Current phone number and hours at main campuses are:

North Main Desk 478-553-2070

South Main Desk 478-275-6593

Operating hours for all sites and holidays are posted on the library website.

## RESOURCES

The libraries house thousands of resources to support the programs offered at OFTC including standard reference sources, books and technical manuals, audiovisual materials, print journals, and local and national newspapers. In addition, the libraries provide online access to the library catalog, eBooks, streaming video, practice tests for certification exams, multiple databases that supply articles from thousands of full text journals, and much more.

If additional resources are needed, OFTC students may borrow items from any of the other institutions within the Technical College System of Georgia. OFTC students may also use the libraries at Georgia College and State University and Middle Georgia State College and may borrow items from these libraries when they present a current ID badge.

Students may also take advantage of the inter-library loan service that the OFTC libraries provide. With this service, requests can be made for materials owned by libraries throughout the state of Georgia, the southeastern United States, and beyond.

On site, the libraries provide computers with Internet access and printing capabilities as well as offering WiFi for those who bring their own devices. Study areas are scattered throughout the libraries along with soft seating for those who want a comfortable place to work or relax. There are also study rooms available for groups or for individual use. A friendly and knowledgeable staff is ready to assist with any questions.

## ONLINE RESOURCES

Surpass Web Safari is the centralized OFTC Library Catalog available 24/7. Users have the choice of searching the main campus or all locations. Circulating resources on each campus are available to all students. LibGuides are available through a link on the OFTC Library's web page and have been created for a specific program area by library staff. Simply select your program and resources such as books from the library's catalog, online full text journals, and web resources will follow. GALILEO (Georgia Library Learning Online) is a collection of 283 databases that have over 71,303 ejournal titles. In addition, the library has over 120,017 full-text digital books. Additional databases include Films on Demand that is a collection of videos covering humanities, social sciences, business and health; Lexis-Nexis a resource of full text newspapers and legal information; ejournals, and reference materials such as Encyclopedia Britannica and WorldCat. GALILEO requires a password that can be obtained at the library, in Blackboard, or from instructors. The library will also make the password available to a student through an e-mail to a

currently registered student's OFTC account.

Additional online resources include Salem Press with current reference resources in literature, history, medicine, genetics, cancer, science, psychology, forensics, and music. Facts & Comparisons features key drug and clinical information for consumers and pharmacy staff. Image Quest is a trusted source to obtain images that are free of copyright infringement to use in your presentations or papers. Learning Express offers popular software tutorials, GED prep, workplace skills, occupational practice tests, US citizen information and more.

## LIBRARY PROCEDURES

Most circulating items may be borrowed for three weeks. Items may be renewed in person, on the phone or through email. There are also many reference materials, reserve items, audio-visual materials, newspapers, journals, and magazines which are used in the library. The library staff will notify the individual when a requested item is returned if it is not available. All resources are due at the end of the semester regardless of due date. Online students and students at OFTC extension campuses may request resources from another site with a designated form for requests. The staff will then make arrangements to send the resource to the closest site by courier or mail.

Additionally:

- Individuals are asked to step outside to use cell phones.
- Food and drinks are not normally allowed inside the library.
- Study rooms are available for groups.

## CHILDREN IN THE LIBRARY

Children are welcomed in the library, but all children up to 16 years of age need to be accompanied by an adult. Children between the ages of 13 and 16 are encouraged to use an available computer for educational needs. Please note that the library staff assumes no responsibility for watching or caring for children or personal belongings.

## LIBRARY ORIENTATION/INSTRUCTION

In order that new students may be fully informed and aware of all phases of school life, an orientation is provided upon enrollment which includes information about the library. All students entering COLL 1060 classes will be presented with an in-depth class covering physical resources and electronic databases. Furthermore, instructors may request a special session to support students with a specific assignment. The library staff encourages all students to ask for assistance whenever needed outside of scheduled sessions. The orientation is also available online.

## Lending Library

The Lending Library was established to assist students, who have exhausted financial aid or unable to receive grants, in receiving a class textbook. The program is funded by the Student Government Association and the Foundations on North and South campuses. Applications may be picked up at the library

or accessed via the library's website beginning the first day of registration. Students generally receive one book, as copies are limited. Books are awarded on a first-come, first-served basis. Books are distributed beginning several days before classes officially start and must be returned by the last day of the semester. Please note that the library does purchase some textbooks from students depending on demand.

## New Student Orientation

In order that new students may be fully informed and aware of all phases of school life, a program of orientation is provided upon enrollment. Orientation includes: information about the programs of study, an explanation of college rules and policies, information about the student organizations, and a briefing on student affairs including financial aid. Orientation is continued throughout each student's enrollment by the Student Affairs staff and the student's faculty advisor. This service is provided to assist the student in making adequate adjustments to the instructional program and to the world of work.

The orientation program is also available to all students via the OFTC website.

## OFTC Bookstore

Oconee Fall Line Technical College bookstores are located on the North and South Campuses. Bookstore hours are scheduled to accommodate both day and evening students. Books and supplies are made available to students at the Hancock County Center, Jefferson County Center and Little Ocmulgee Instructional Center during the first week of the semester. Hours are announced at the beginning of each semester. Books are available for sale along with a variety of supplies needed by students. All books and supplies are sold on a cash, personal check or credit card basis. An online book list is available on the OFTC website. Textbooks and supplies may be purchased from other vendors if the student is self-paying.

## Registrar

The Registrar's Office provides support services for students, faculty and staff. All academic records at Oconee Fall Line Technical College are maintained by the office of the registrar.

## Special Populations

Oconee Fall Line Technical College's student life and special populations coordinator and director identify and provide support services to eliminate barriers to those students who have self-disclosed as a member of a special populations group. These groups include:

- Individuals with disabilities;
- Individuals from economically disadvantaged families, including foster children;
- Individuals preparing for non-traditional fields;
- Single parents, including single pregnant women;
- Displaced homemakers; and



- Individuals with limited English proficiency.

Workshops are offered to these groups in areas such as goal setting, career counseling, job search/retention, financial management, and time management. The staff work with faculty in providing support services to students in these groups who are experiencing academic difficulties. The Student Life and Special Populations Coordinator and Director work with special populations students and organize meetings and activities.

## Student Center/Canteen

The staff work with faculty in providing support services to students in these groups who are experiencing academic difficulties. The student life and special populations coordinator and director work with special populations students and organize meetings, activities and workshops to include areas such as goal setting, career counseling, job search/retention, financial management, and time management.

## Tutoring Services

The college provides tutoring to students at Oconee Fall Line Technical College primarily in the areas of math, reading, and writing, but students may also request tutoring in a variety of other classes included in their programs of study. Tutorial Centers are located on the North and South Campuses, Little Ocmulgee Instructional Center, and the Jefferson County Center. The workstations also have Internet access, which enables learners to use various online learning resources with the guidance of an Oconee Fall Line Technical College tutor. The Tutorial Centers' schedules are posted each semester at all sites and on the OFTC website.

## Student ID Badges

OFTC student ID badges are made and issued to students during New Student Orientation. Retakes are done at an announced time during the semester. ID badges are made in the bookstore on the North and South Campuses. ID badges are also made at the instructional centers. Student ID badges are required to be openly displayed while on campus at all times and for many services at OFTC including, but not limited to, checking out books in the library, purchasing books in the bookstore, attending tutoring sessions, and participating in student activities.

## Student Life

Oconee Fall Line Technical College facilitates leadership development and personal enrichment by providing a variety of organizations students may join and activities in which they may participate. Activities include participation in campus and community cultural activities, leadership conferences, skills competitions, campus socials, and fundraising. All student organization members must conduct themselves within the parameters established in the Student Code of Conduct.

All organizations are not offered on every campus; therefore, students interested in student organizations and leadership

activities should contact the special populations coordinator or student life director:

- (478) 274-7836 on the South Campus
- (478) 240-5162 on the North Campus

## ORGANIZATIONS

The **BRIDGE Club** is an organization that supports learners while they progress from learning support or provisional status to technical college graduate. The acronym 'BRIDGE' stands for Broadening and Redefining Individuality, Diversity, Goodwill, and Excellence. BRIDGE promotes civic and personal responsibility and is open to learning support and provisional students who want to enhance their learning through involvement in community and self-improvement projects.

The **National Technical Honor Society (NTHS)** is an honor organization for outstanding students enrolled in career and technical education programs. The purposes of NTHS are to promote service, leadership, honesty, career development, and skilled workmanship; to reward student achievement; to encourage and assist students with educational and career goal setting; to promote a stronger linkage between local technical institutions and business and industry; and to promote the image of technical education in America. Candidates for NTHS membership are students who have demonstrated scholastic achievement, skill development, good character, leadership, honesty, and responsibility. Membership is open to students from all degree and diploma programs. Students may be nominated for membership based on the following criteria: a cumulative GPA of 3.5 or greater, a minimum of 20 credit hours completed in a degree or diploma program and demonstrated qualities such as dependability, worthy character, good mentality, credible achievement, and a commendable attitude. Developmental studies, transfer courses, and exemption credits are excluded from the earned credit criteria for NTHS.

In addition to a national recognition for achievement, members can expect visibility of successful achievement by local business and industry persons, letter of recommendation from the national office when making application for employment or further education, and special recognition at graduation.

**Respiratory Educational Student Practitioners (RESP)** was formed as a vehicle in which the interest of respiratory therapy students might be represented at the Georgia state level. It exists for the promotion and support of respiratory therapy education. RESP's goal is to provide support in the solicitation of new students and the promotion of professional camaraderie among students. Contact respiratory therapy program advisors for additional information.

**Rotaract** is a service club for young men and women sponsored by a local Rotary Club making them true "partners in service" and key members of the Rotary family. Rotaract clubs organize a variety of projects and activities, depending on the interests of the club members. However, three main areas of focus include professional development, leadership development, and service



projects (both locally and internationally). Together, these areas ensure clubs have a balanced service program while providing opportunities for personal development. It is important to remember that Rotaract, like Rotary, is diverse, and each club acquires unique qualities, depending where in the world it is established. Through the Rotaract program, young adults not only augment their knowledge and skills, but they also address the physical and social needs of their communities while promoting international understanding and peace through a framework of friendship and service. Call 478-240-5162 on the North Campus or 478-274-7836 on the South Campus for more information.

**Skills USA** is a national student organization that serves trade, industrial, technical, and allied health students with membership open to any student interested in personal and professional development. Skills USA emphasizes leadership, dignity, workmanship, citizenship, and respect and offers opportunities for community services through charitable organizations, local and national competitions, and leadership development. Local winners compete in regional, state, and national competitions.

The **Student Government Association (SGA)** is an organization made up of representatives from all occupational programs at Oconee Fall Line Technical College. This organization serves as a student advisory committee and works on projects throughout the year to benefit the college and its students. SGA's membership consists of students from all programs, and meetings are held monthly.

The **Student Practical Nurses Association (SPNA)** promotes the practical nursing program at OFTC. Leadership and personal growth for the student nurses is promoted by participation in local and state activities. Contact practical nursing program advisors for more details.

The purpose of the **Veterans Connections Group** is to help veterans acclimate to college life, provide information regarding services available to them on and off campus, provide a support group, and promote awareness of veteran students to the campus community.

OFTC has formed two organizations which provide support to students so that they can be successful in college.

- **HYPE's (Helping Young People Excel)** mission is to provide students with support and skills needed in college by offering: help to identify personal and professional goals and strengths, referrals to needed resources and community agencies, and academic support and guidance. For more information please call 478-274-7878.
- **GENESIS** is a group that mentors men for success by motivating, empowering, and encouraging young men through mentoring. GENESIS challenges African-American males to be positive decision-makers, role models, and effective leaders in their communities. For more information, please call 478-274-7763

## FUNDRAISING PROCEDURE

Funds raised by recognized student organizations may be

expended in any manner that is consistent with the purposes of those organizations. Such funds are subject to local, state, and federal laws and to financial accountability to the Oconee Fall Line Technical College (OFTC) business office. Student organizations may sell materials related to the purpose of those organizations approved by the executive vice president for academic and student affairs. Fundraising activities organized by student organizations for the purpose of subsidizing the funding of program-related costs for individual students or programs (this includes pins, testing fees, uniforms, supplies etc.) will not be authorized.

No items of goods or services will be sold on campus by faculty, staff, students or student organizations without prior approval by the executive vice president for academic and student affairs' office. Off-campus sales by faculty, staff, or student organizations conducted in the name of the college or using the OFTC logo must be approved by the vice president. Requests must be submitted at least two weeks prior to the requested date of the sale.

Proceeds resulting from the sales must be designated to support official activities of approved school organizations (such as raising funds to participate in professional competitions, sponsoring charitable projects, etc.) or other college-sponsored events, as approved by the executive vice president for academic and student affairs.

Specifically prohibited is the reimbursement, financially or in-kind, for the time involved in preparing or conducting the sale by any employee or student. Reimbursement to offset the costs of materials used to prepare the item(s) for sale is authorized.

Student organizations are subject to the following restrictions using funds:

**The executive vice president  
for academic and student affairs  
must approve all fund raisers.**

No organization shall have the right to disturb or infringe upon the privacy of students. Disturbing or interrupting the conduct of classes for the purpose of raising funds is considered inappropriate. Students will not be released from class to purchase items for sale.

- All fundraising events must be scheduled at least two weeks in advance by completing a fund raising form.
- Organizations may sponsor bake sales or other events/contests to raise funds, but under no circumstance should they contact area business and industry for donations. Due to state and local health regulations, goods may not be prepared, baked, prepped or cooked on OFTC premises. Additionally, only goods that are prepared by an approved OFTC caterer (contact the OFTC Conference Center Coordinator of the campus in which the fundraiser is being requested for, for additional information and approval) or goods pre-packaged by a certified vendor/distributor may be sold and/or provided on College premises.

- Upon completion of the sale, the responsible individual/ organization will ensure that all college resources used to support the sale are cleaned and returned to their original condition.
- The organization must deposit all monies raised through approved fund raising activities immediately with the Business Office.

## STUDENT ORGANIZATIONS PROCEDURE

Worthy organizations may be established and operate within the college; however, it is the policy of OFTC that the guidelines below are adhered to:

- All organizations functioning within any division of OFTC will operate under the sanction, knowledge, advisement, and approval of the deans for student affairs, executive vice president for academic and student affairs, and the president.
- No organization will be allowed to affect administrative or operational policies; however, organizations may function in an advisory capacity and their suggestions will be given due considerations.
- All organizations shall function under the direct supervision of a faculty sponsor or advisor approved by the administration.
- Frequency and scheduling of meetings and fundraising projects of approved organizations must be cleared through the faculty sponsor or advisor. The faculty sponsor or advisor will seek approval from the appropriate supervisor.
- Fundraising projects must follow the guidelines outlined under the student fundraising procedure.

## STUDENT RECOGNITION AND AWARDS

The GOAL (Georgia Occupational Award of Leadership) program is a prestigious recognition sponsored by the Technical College System of Georgia and the Business Council of Georgia. Locally various civic clubs, businesses, and organizations sponsor the program. The purpose of GOAL is to spotlight the importance of technical education in today's world by recognizing outstanding students in Georgia's technical colleges. Grades, attitude, personal goals, and self-confidence are considered in selecting GOAL winners, along with a speech written and presented by the student detailing what technical education means to him or her.

The EAGLE (Exceptional Adult Georgian in Literacy Education) program, under the auspices of the Technical College System of Georgia Office of Adult Education, is the only statewide program in the nation that recognizes the outstanding achievements of GED students. OFTC Adult Education instructors nominate students from the following areas – EAGLE GED student and EAGLE GED graduate. These students participate in local competition, and the winner travels to Atlanta to represent OFTC at the statewide EAGLE Leadership Institute. The local winners also serve as ambassadors for the Adult Education program in the community during the following year.

Grades, attitude, personal goals, and self-confidence are considered in selecting GOAL winners, along with a speech

written and presented by the student detailing what technical education means to him or her.

## Veteran's Education Services

OFTC is approved for the educational training of veterans and certain eligible spouses and dependents of veterans. The college serves only as a source of certification and information to the Veterans Administration as all financial transactions and eligibility determinations are handled directly between the student and the VA Office. Veterans and other eligible persons interested in obtaining educational benefits must meet all applicable requirements for admissions.

The office of the registrar serves as the Certifying Official to the Department of Veterans Affairs on behalf of OFTC. The Veterans Certifying Official will work with Veterans and the dependents of the Veterans who are eligible to receive benefits:

- Assist veteran students with the processing of VA forms
- Advise veteran students, when appropriate, about certain procedural requirements
- Certify enrollment of OFTC veteran students to the Department of Veteran Affairs

After gaining admissions to the college, students should begin the process of applying for VA Educational Benefits. To apply for VA Benefits, you may visit <https://benefits.va.gov/gibill/> and click on the Apply for Benefits link which will direct you to the Veterans Online Application System (VONAPP) or to complete the paper application please visit [www.va.gov/vaforms/](http://www.va.gov/vaforms/). The application process normally takes 6 – 8 weeks for new education claims.

## Voter Registration

In accordance with the 1998 Higher Education Act, Oconee Fall Line Technical College makes a good-faith effort to assist students with voter registration. Students who need voter registration forms for general elections and special elections for federal office, including elections for governor and other chief executives, may secure these forms from the dean of student affairs offices or go to [www.eac.gov/voter\\_resources](http://www.eac.gov/voter_resources) and download the forms. OFTC's Student Government Association (SGA) also sponsors "Voter Registration Days" throughout the year.

# Oconee Fall Line Technical College Regulations

## Student Code of Conduct

### STUDENT RIGHTS AND RESPONSIBILITIES

Oconee Fall Line Technical College (OFTC) promotes a climate of academic honesty, critical investigation, strong work ethic, intellectual freedom and freedom on individual thought and expression consistent with the rights of others. OFTC is a student-centered organization which provides students with a full range of educational opportunities while maximizing their chances of success. Specifically, OFTC strives to provide students with opportunities to pursue educational programs and services that assist them in clarifying and attaining their career goals.

### STUDENT RIGHTS

Oconee Fall Line Technical College (OFTC) students have the right to:

1. be free of discrimination based on race, color, national origin, gender, disability, religion, or any other applicable legislated category.
2. be safe on OFTC's property.
3. have the occupational skills, technology, equipment, and resources available to ensure success upon graduation.
4. have access to program advisors.
5. receive due process when accused of any violations of college regulations or conduct code.
6. have adequate access to properly equipped labs.
7. have privacy regarding personal information in accordance with the Family Education Rights and Privacy Act.
8. evaluate college facilities and services provided by faculty and staff.

### STUDENT RESPONSIBILITIES

Oconee Fall Line Technical College (OFTC) students are responsible to:

1. respect fellow students, faculty, and staff regarding their opinions.
2. respect OFTC's equipment, facilities, and persons, as well as the property of others.
3. take responsibility for learning and communicate specific learning needs.
4. adhere to program requirements and to follow the prescribed curriculum as outlined in the OFTC catalog.

5. actively seek out advisors and other support services that are available.
6. always work to the best of one's abilities and communicate the need for adequate access to properly equipped labs.
7. accept responsibility for one's actions.
8. seek evaluation/feedback from instructors and peers.
9. adhere to OFTC's policies and procedures.
10. participate freely and willingly in learning activities using diverse instructional strategies.
11. adhere to standards and policies as set by the OFTC Board, TCSG, OFTC administration, faculty and staff including general classroom guidelines and protocol.
12. take responsibility for attending classes, being prepared for class, and for following other guidelines as prescribed by instructors.

### DEFINITIONS

1. Faculty Member: any person hired by Oconee Fall Line Technical College (OFTC) to conduct teaching, service, or research activities.
2. Hearing Body: as defined in the Student Disciplinary Procedure.
3. Member of the OFTC community: any person who is a student, faculty or staff member, contractor, technical college official, or community member
4. Policy: the written regulations of OFTC as found in, but not limited to, the Student Code of Conduct, Student Handbook(s), Residence Hall Handbook(s), Technical College Catalog(s), OFTC Procedure Manual, and the Policy Manual approved by the State Board for OFTC System of Georgia.
5. Student: all persons taking courses at OFTC, including 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 OFTC are also considered "students."
6. System: the Technical College System of Georgia or TCSG.
7. OFTC Official: any person employed by OFTC performing assigned responsibilities on a part-time, full-time or adjunct basis.
8. Premises: all land, buildings, facilities, and other property in the possession of or owned, used, or controlled by OFTC (including adjacent streets and sidewalks).

## PROCEDURE

### Proscribed Conduct

Any student found to have committed any of the following types of misconduct is subject to the disciplinary sanctions outlined in the Student Disciplinary Policy and Procedure.

#### A. ACADEMIC

The deans for academic affairs on the North and South Campuses and the executive vice president for academic and student affairs have jurisdiction over the enforcement procedure of the Code of Conduct as it relates to academic misconduct and follow Oconee Fall Line Technical College's Academic Misconduct Procedure. The deans for academic affairs may determine that the academic misconduct violation is so severe that a complaint will be filed against the student(s), and the dean for student affairs on the North or South Campus will implement the student disciplinary procedure.

#### ACADEMIC MISCONDUCT DEFINITIONS

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

##### 1. Aiding and Abetting Academic Misconduct

Knowingly helping, procuring, encouraging, or otherwise assisting another person to engage in academic misconduct.

##### 2. Cheating

- a. Use and/or possession of unauthorized material or technology during an examination, or 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 administrators, or faculty members.

##### 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.

#### B. NON-ACADEMIC MISCONDUCT

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

##### 1. Behavior

- a. Indecent Conduct: lewd, or indecent conduct; or distribution of obscene or libelous written or electronic material.
- b. Violence: physical abuse of any person (including dating violence, domestic violence, or sexual violence) on technical college premises or at technical college-sponsored or technical college-supervised functions, including physical actions that 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 violence that endangers the peace, safety, or orderly function of OFTC, its facilities, or persons engaged in the business of OFTC. Note: certain physical abuse may also be considered unlawful harassment.



- 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 technical 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 activities not otherwise protected by law including the First Amendment of the Constitution of the United States of America, which intentionally obstruct or interrupt teaching, research, administration, disciplinary proceedings, or other technical college activities, including public-service functions, and other duly authorized activities on technical college premises or at technical college-sponsored activity sites.
- e. Failure to Comply: Failure to comply with directions of 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.

- 1) 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.
- 2) The wearing of work-related headgear is restricted to department area in which the student is enrolled. An exception will be made to this policy if the headgear is part of an OFTC 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.

- 3) A primary mission of OFTC is to prepare students for workplace success; appearance is a major concern employers identify as an area of needed emphasis. OFTC trains for professions; therefore, certain types of clothing are not acceptable. Students are not permitted to wear dirty or ragged clothing. The length of shorts, dresses, or skirts will be no shorter than the bottom of the person's longest fingertips when arms are extended to the side. The wearing of distracting clothing includes but is not limited to the following: wearing pants or skirts or other clothing three inches or more below the top of the hips (crest of the ilium) showing skin or undergarments; wearing clothing with cut outs, tank-top style shirts, mesh shirts (see-through); and wearing halter tops, tube tops, badges, insignia, or shirts with offensive, obscene, or abusive language. These styles are not permitted anywhere on campus. Dress should at all times be neat (no cut-offs unless hemmed or rolled up), clean, conservative (loose fitting), and in good taste. At no time will exposed midriffs be allowed. The exposure of bare buttocks, bare chest, or bare feet is prohibited. Students at all times should observe generally accepted hygiene practices, neatness of appearance, good grooming, and safety. Many programs have a more restrictive dress policy that governs students in class and clinical/practicum settings.

## 3. Use of Technical College Property

- a. Theft and Damage: prohibits theft of, misuse of, or harm to technical college property, or theft of or damage to property of a member of OFTC community or a campus visitor on technical college premises or at a technical college function.
- b. Occupation or Seizure: prohibits illegal occupation or seizure in any manner of technical college property, a technical college premises, or any portion thereof for a use inconsistent with prescribed, customary, or authorized use.
- c. Presence on OFTC Premises: prohibits unauthorized entry upon technical college premises; unauthorized entry into technical college premises or a portion thereof which has been restricted in use; unauthorized presence in technical college premises after closing hours; or furnishing false information to gain entry upon OFTC premises.
- d. Assembly: prohibits participation in or conduction of an unauthorized gathering that threatens or causes injury to person or property or that objectively interferes with free access to technical college facilities or that is unprotected by the First Amendment to the Constitution of the United States

of America and objectively harmful, obstructive, or disruptive to the educational process or functions of OFTC.

- e. Fire Alarms: prohibits setting off a fire alarm, using or tampering with any fire safety equipment on technical college premises or at technical 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 technical college-sponsored or supervised functions.

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

- a. Substances referred to under this policy include all illegal drugs, alcoholic beverages, and misused legal drugs (both prescription and over-the-counter).
- b. 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 technical 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 technical college-owned vehicle is prohibited.
- c. Controlled substances, illegal drugs and drug paraphernalia: OFTC prohibits possession, use, sale, or distribution of any controlled substance, illegal drugs, or drug paraphernalia except as expressly permitted by law. Any influence that may be attributed to the use of drugs or of alcoholic beverages shall not in any way limit the responsibility of the individual for the conduct or consequences of his/her actions.
- d. Food: OFTC 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.
- e. Smoking/Tobacco: OFTC prohibits smoking or using other forms of electronic, alternative smoking devices or other tobacco products in classrooms, shops, labs, or other unauthorized areas on technical college premises. Students are expected to observe common courtesy in disposing of tobacco products in ashtrays or other receptacles provided for this purpose, and proper sanitation/disposal

methods must be used. Students should use the designated areas for tobacco usage on each campus. Students should not use tobacco within 25 feet of any entrance to the college.

#### 5. Use of Technology

- a. Damage and Destruction: Destruction of or harm to equipment, software, or data belonging to OFTC 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, improperly accessing OFTC's network, and disconnecting technical college computers or devices.
- b. Electronic Devices: Unless otherwise permitted by technical college officials, OFTC prohibits use of electronic devices in classrooms, labs, and other affiliated facilities on technical college premises. Such devices include, but are not limited to, cell phones, beepers, push-to-talk devices, cameras, gaming devices, and other electronic devices, which may cause unnecessary disruption to the teaching/learning process on campus. OFTC also prohibits attaching personal electronic devices to college computers under any circumstances.
- c. Harassment: The technical college prohibits the use of computer technology to objectively interfere with another's legal right to be free from harassment based on that individual's race, color, creed, genetic information, national or ethnic origin, gender, religion, disability, age, political affirmation or belief, genetic information, disabled veteran, veteran of the Vietnam Era or citizenship status.
- 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.

OFTC prohibits any additional violation to the Department's Acceptable Computer and Internet Use Policy.

#### 6. Weapons

The TCSG and OFTC are 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 building 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

TCSG and OFTC prohibits the violation of federal, state, or local gambling laws on technical college premises or at technical college-sponsored or supervised activities.

## 8. Parking

Students must follow regulations set forth for the operation and parking of motor vehicles on or around OFTC's premises. There are specific areas for student parking, and all students are required to park their vehicles in these areas. Parking along the thoroughfares, emergency lanes or in the grass is prohibited. Students are not to park in reserved or visitor spaces. Students must have a "handicap decal" to park in handicapped spaces. Regular and handicapped parking spaces are available at all buildings. Failure to observe this parking code may result in the vehicle being towed away at the owner's expense.

## 9. Financial Irresponsibility

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

## 10. Violation of TCSG Policy and Procedure or OFTC Procedure

Violation of System or OFTC policies, rules, or regulations include but are not limited to rules imposed upon students who enroll in a particular class, internship, externship, practicum, clinical site, co-operative, any academically sponsored program or activity or student organization.

## 11. Aiding and Abetting

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

## 12. 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 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 OFTC'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, OFTC will not request or agree to special consideration for that individual because of his/her status as a student. OFTC 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.

## 13. Abuse of the Student Judicial Process includes but is not limited to the following situations:

- a. Failure to obey the notification of the dean for student affairs, 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 of Conduct.

## Student Disciplinary Procedure

### DEFINITIONS:

1. **Academic Misconduct:** includes, but is not limited to, the definition found in the Oconee Fall Line Technical College (OFTC) Student Code of Conduct, Article II, Paragraphs 1-4.
  2. **Hearing Body:** any person or persons authorized by the president of a technical college to provide a hearing as provided in this procedure.
  3. **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.
  4. **Policy:** the written regulations of the technical college as found in, but not limited to, the Student Code of Conduct, Student Handbook(s), Residence Hall 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.
  5. **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."
  6. **Student Organization:** any number of persons who have complied with the formal requirements for technical college recognition.
  7. **Technical college:** any college within the Technical College System of Georgia.
  8. **Technical college official:** any person employed by the technical college performing assigned administrative responsibilities on a part-time, full-time, or adjunct basis.
  9. **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).
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 dean for student affairs 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 dean for student affairs 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 dean for student affairs to schedule the meeting. This initial meeting may only be rescheduled one time. If the student fails to respond to the dean for student affairs within 5 business days to schedule the meeting, reschedules the meeting more than once, or fails to appear at the meeting, the dean for student affairs 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 dean for student affairs 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 dean for student affairs 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.

### ATTACHMENTS

- A. Student Code of Conduct Complaint Form

### PROCEDURE:

#### A. FILING A COMPLAINT

1. Any person may file a complaint with the dean for student affairs on the North Campus or the dean for student affairs on the South Campus 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 dean for student affairs.

#### B. DISCIPLINARY SANCTIONS

1. After a determination that a student has violated the Student Code of Conduct, the dean for student affairs 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 to 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 dean for student affairs will make a recommendation to the vice president for academic and student affairs or his/her designee who may authorize the instructor to award a failing or lowered grade in the course, or a loss of credit on the assignment or examination.
2. After a determination that a student has violated the Student Code of Conduct, the dean for student affairs may recommend the imposition of one of the following sanctions if appropriate. The dean 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 B 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 executive vice president for academic and student affairs. Students who have been dismissed from the technical college for any reason may apply in writing to the Executive Vice President for Academic and Student Affairs for reinstatement twelve (12) months following the expulsion. If approval for reinstatement is granted, the student 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 executive vice president for academic and 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 register 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 allegations against him/her. However, interim suspension

may be imposed upon a finding by the dean for student affairs 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 dean for student affairs.
- 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 dean for student affairs. A suspended or expelled student must contact the dean for student affairs 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 dean for student affairs 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 dean for student affairs for a student to enter the technical college premises for the duration of that hearing.

### C. MEDIATION

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 dean for student affairs 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 or designee 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 dean for student affairs 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 dean 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 five 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, vice president for academic and student affairs, and the dean 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 dean for student affairs' 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 dean for student affairs' 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 this 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 facts 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.

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, recorded, video or oral work submitted for evaluation and/or a grade created by another person.
- f. Taking an examination or any other written, recorded, video 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 OFTC officials, college administrators or faculty members.

## DOCUMENT RETENTION

The executive vice president for academic and student affairs shall retain a copy of all documents concerning complaints, investigations, administrative actions, and communications in relation to any incident that resulted in a disciplinary investigation of any kind against a student. The executive vice president for academic and student affairs will also retain records of any disciplinary appeals filed by the affected student, as well as the resulting record of appeal and decision submitted by the Hearing Body and the technical college president or his/her designee. A record of the final decision must also be retained. All records specified in this section shall be retained for a period of five years.

## Academic Misconduct

### DEFINITIONS

Academic misconduct is any act that does or could improperly distort student's grades or other student academic records. A student enrolls at Oconee Fall Line Technical College to gain technical skills to lead to greater employability. Academic misconduct is not only "cheating" the student of learning the needed skills, it is an offense to the academic integrity of the learning environment regardless of the mode of delivery. All forms of academic dishonesty will call for discipline.

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 or 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

### 3. Fabrication

- a. 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

## PROCEDURE

The procedure for dealing with academic misconduct and dishonesty is as follows:

### FIRST OFFENSE

The student will be assigned a grade of "0" for the test or assignment. The instructor completes an incident report, attaches the student's documentation and forwards all information to the respective dean for academic affairs. The dean reviews and forwards the information to the executive vice president for academic and students affairs. The executive vice president for academic and student affairs keeps a record of the offense.

## SECOND OFFENSE

The instructor completes an incident report, attaches student's documentation and forwards all information to the respective dean for academic affairs. The dean reviews and forwards the information to the executive vice president for academic and student affairs. The executive vice president notifies the instructors to withdraw the student from all courses. The student will be assigned a failing grade (F) in the course in which offense occurs. The student is withdrawn from all other courses at the college with a grade of "W," "WF," or "WP." The executive vice president for academic and student affairs keeps a record of the offense.

## THIRD AND SUBSEQUENT OFFENCES

The instructor completes an incident report, attaches student's documentation and forwards all information to the respective dean for academic affairs. The dean reviews and forwards the information to the executive vice president for academic and student affairs. The executive vice president notifies the instructors to withdraw the student from all courses. The student will be assigned a failing grade (F) in the course in which offense occurs. The student is withdrawn from all other courses at the college with a grade of "W," "WF," or "WP." The executive vice president notifies the student that he/she will be suspended from the college for one academic year and any subsequent offenses will result in permanent expulsion from the college. The executive vice president for academic and student affairs keeps a record of the offense.

## APPEALS

A student who is not satisfied with the instructor's decision may appeal to the dean for academic affairs for his/her respective program by filing a written request for review. Absent extraordinary circumstances, an appeal must be filed within five working days. To initiate this appeal, the student must write a letter addressed to the dean for academic affairs stating the reasons why the student feels the decision should be changed and submit this letter to the dean. Written appeals may be in the form of electronic communication and should include copies of any documentation cited in support of the student's case. The dean will examine the facts and any applicable documentation to determine that the grade was determined fairly according to the course syllabus and to the academic misconduct procedure and will communicate the results of this review in writing to both the student and the instructor within five working days from receiving the appeal.

If the appeal is denied, the student may appeal the decision to the vice president for academic and student affairs within five working days from the date of the decision by the dean. The student must write a letter addressed to the executive vice president for academic and student affairs stating the reasons why the decision of the dean should not be accepted. The letter must be submitted to the executive vice president for academic and student affairs' office. Written appeals may be in the form of electronic communication and should include copies of any

documentation cited in support of the student's case. The executive vice president for academic and student affairs will review the documentation and communicate the results in writing to the student, instructor, and the respective dean for academic affairs within five working days from receiving the appeal.

The decision of the executive vice president for academic and student affairs shall be final.

## Student Grievances

### DEFINITIONS

- A. Grievable issues: Issues arising from the application of a policy/procedure to the student's specific case are 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. Executive vice president for academic and student affairs (VPAA/SA): 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.
- F. Grievant: The student who is making the complaint.

### PROCEDURE

For all timelines established herein, if a student will need additional time, an extension may be granted at the dean(s) of student affairs' discretion.

- 1) Informal Grievance Procedure: Students with grievable issues should resolve those issues, if possible, on an informal basis without the filing of a formal grievance.
  - a) 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.
  - b) Where this process does not result in a resolution of the grievable issue, the student may proceed to the formal grievance procedure below.



- 2) Formal Grievance Procedure: where a student cannot resolve their grievance informally, he or she may use this formal grievance procedure.
- a) Within 15 business days of the incident being grieved, the student must file a formal grievance in the office of the dean of student affairs on the South Campus or the dean of student affairs on the North Campus with the following information:
    - i) Name,
    - ii) Date,
    - iii) Brief description of incident being grieved,
    - iv) Remedy requested,
    - v) Signed, and
    - vi) Informal remedy attempted by student and the outcome
  - b) If the grievance is against the dean of student affairs on the South Campus or the dean of student affairs on the North Campus, the student shall file the grievance with the executive vice president for academic and student affairs.
  - c) If the grievance is against the executive vice president of academic and student affairs, the student shall file the grievance with the technical college president.
  - d) The dean of student affairs will investigate the matter and supply a written response to the student within 15 business days.
  - e) 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.
  - f) If the grieved incident is closely related to an incident being processed through the harassment/discrimination or disciplinary procedures, 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.
  - g) The dean of student affairs shall be granted an additional 15 business days to investigate the grievance upon notice to the grieving student.
- 3) Appeal: The student may appeal the decision from the dean of student affairs to the OFTC President. Only the student has the right to appeal.
- a) A student shall file a written appeal to the President within 5 business days of receiving the response referenced above.
  - b) 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.

- c) At the sole discretion of the President, grievance appeals at the institution may be held in one of the following ways:
  - i) The President may review the information provided by the student and administration and make the final decision; or
  - ii) The President may appoint a cross-functional committee to make the final decision.
  - iii) The decision of either the President or the cross-functional committee shall be made within 10 business days of receipt of the appeal.
  - iv) Whichever process is chosen by the President the decision of the grievance appeal is final.

Retaliation against a student for filing a grievance is strictly prohibited.

## RECORD RETENTION

Documents relating to formal grievances including investigations, dispositions and the grievance itself shall be held for 5 years after the graduation of the student or the date of the student's last attendance in the executive vice president for academic and student affairs' office.

## Unlawful Harassment and Discrimination of Students Procedure

### PURPOSE

It is the policy of the Technical College System of Georgia (TCSG) and Oconee Fall Line Technical College (OFTC) that all students shall be provided an environment free of unlawful harassment (including sexual harassment and sexual violence), discrimination, and retaliation.

All students and employees are expressly prohibited from engaging in any form of unlawful harassing, discriminating, intimidating or retaliatory behavior or conduct in all interactions with each other, whether or not the interaction occurs during class or on or off campus. Visitors to campuses also shall not engage in prohibited conduct and may be barred for such prohibited conduct if other corrective measures are ineffective. Allegations of prohibited conduct occurring at clinical sites to which students are assigned shall be investigated in accordance with this procedure.

Any individual who has engaged in prohibited conduct will be subject to disciplinary action up to and including expulsion or dismissal. Nothing in this procedure shall be interpreted to interfere with any person's right to free speech as provided by the First Amendment to the Constitution of the United States of

America.

All students are encouraged to report any prohibited conduct. Reports will be treated in an expeditious and confidential manner.

TCSG and OFTC will not tolerate retaliation for having filed a good faith harassment and/or discrimination complaint or for having provided any information in an investigation. Any individual who retaliates against a complainant or witness in an investigation will be subject to disciplinary action, up to and including expulsion or dismissal.

Any individual who knowingly makes a false charge of unlawful harassment/discrimination or retaliation, or who is untruthful during an investigation may be subject to disciplinary action, up to and including expulsion or dismissal.

Employee complaints of unlawful harassment or discrimination shall be conducted pursuant to the process outlined in Procedure III.A.1, Unlawful Harassment of Staff.

## RELATED AUTHORITY

- A. Title IX of the Educational Amendments of 1972
- B. 20 U.S.C. §§ 1681 et seq.
- C. Violence Against Women Reauthorization Act of 2013
- D. Campus Sexual Violence Elimination Act (Campus SaVE)
- E. O.C.G.A. § 19-7-5
- F. Titles VI and VII of the Civil Rights Act of 1964
- G. Age Discrimination Act of 1975
- H. Americans with Disabilities Act of 1990
- I. Americans with Disabilities Amendments Act (ADAAA) of 2008 Rehabilitation Act of 1973, as amended
- J. Genetic Information Nondiscrimination Act (GINA) of 2008
- K. All work units and technical colleges associated with the Technical College System of Georgia.

## DEFINITIONS

- A. Unlawful Harassment (Other Than Sexual Harassment): unlawful verbal or physical conduct that disparages or shows hostility or aversion toward an individual because of that person's race, color, religion, gender, national origin, age, genetic information, or disability and which:
  - 1. Has the purpose or effect of creating an objectively and unreasonably intimidating, hostile or offensive educational environment, or
  - 2. Has the purpose or effect of objectively and unreasonably interfering with an individual's educational performance.

Unlawful harassing conduct or behavior can include, but is not limited to, epithets, slurs, negative stereotyping, or threatening, intimidating or hostile acts that relate to race, color, religion, gender, national origin, age, genetic

information, or disability. This includes jokes or pranks that are hostile or demeaning with regard to race, color, religion, gender, national origin, age or disability. Unlawful harassing conduct may also include written or graphic material that disparages or shows hostility or aversion toward an individual or group because of race, color, religion, gender, national origin, age, or disability, and that is displayed on walls, bulletin boards, computers, or other locations, or otherwise circulated in the college community in any format.

Conduct which threatens, coerces, harasses or intimidates another person or identifiable group of persons in a manner that is considered unlawful under state and federal laws pertaining to stalking or dating/domestic violence while on college premises or at college sponsored activities, may also be considered unlawful harassment under this procedure.

- B. Sexual Harassment (a form of unlawful harassment): unwelcome sexual advances, unwelcome requests for sexual favors, and other unwelcome verbal, written, electronic or physical conduct of a sexual nature when:
  - 1. Submission to such conduct is made, either explicitly or implicitly, a term or condition of an individual's education;
  - 2. Submission to, or rejection of, such conduct by an individual is used as the basis for education decisions affecting such individual; or,
  - 3. Such conduct has the purpose or effect of unreasonably interfering with an individual's academic performance or creating an intimidating, hostile or offensive educational environment.

Sexually harassing conduct or behavior (regardless of the gender of the persons involved) includes, but is not limited to: physical touching; sexual comments of a provocative or suggestive nature; suggestive looks or gestures; sexually explicit jokes; electronic media/communication; printed material or innuendos intended for and directed to another; requests for sexual favors; making acceptance of any unwelcome sexual conduct or advances a condition for grades, continued enrollment, or receipt of any educational benefit or determination.

- C. Sexual Violence (a form of unlawful harassment): physical sexual acts perpetrated against a person's will or where a person is incapable of giving consent, including, but not limited to sexual assault, rape, sexual battery, and sexual coercion. All acts of sexual violence are considered unlawful sexual harassment, regardless of gender, for purposes of this procedure.
- D. Unlawful Discrimination: the denial of benefits or admission to the college or to any of its programs or activities, either academic or nonacademic, curricular or extracurricular, because of race, color, religion, age, gender, national origin, genetic information or disability.
- E. Unlawful Retaliation: unfavorable action taken, unfavorable condition created, or other action taken by a student or

employee for the purpose of intimidation that is directed toward a student because the student initiated an allegation of unlawful harassment/retaliation or participated in an investigation of an allegation.

- F. Technical College System of Georgia: all work units and technical colleges under the governance of the State Board of the Technical College System of Georgia.
- G. Employees: any individual employed in a full or part time capacity in any TCSG work unit or technical college.
- H. Visitor: any third party (e.g. volunteer, vendor, contractor, member of the general public etc.) who conducts business or regularly interacts with a work unit or technical college.
- I. Clinical Site: any off-campus location to which students or faculty are assigned for completion of program requirements including labs, internships, or practicums.
- J. President: the chief executive officer responsible for the management and operation of the technical college where the accused violator is currently enrolled or employed.
- K. Human Resources Director: the highest ranking employee responsible for the human resources function at a technical college or TCSG work unit.
- L. Local Investigator: the individual(s) at the technical college who is responsible for the investigation of an unlawful harassment, discrimination and/or, retaliation complaint. Local investigators may be assigned based upon the subject matter of the complaint or their function within the organization.
- M. Compliance Officer: the individual designated by the Commissioner to coordinate TCSG compliance with Title IX of the Educational Amendments of 1972 and other state and federal laws governing unlawful discrimination and harassment.
- N. Title IX Coordinator: an individual designated by the President of OFTC to ensure compliance with Title IX of the Educational Amendments of 1972, 20 U.S.C. §§ 1681 et seq., and related federal regulations. The Title IX Coordinator may also be assigned the responsibility for compliance with other state and federal civil rights laws that prohibit discrimination in programs or activities that receive federal financial assistance from the Department of Education.
- O. Section 504 Coordinator: an individual designated by the President of OFTC to ensure compliance with Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990 as Amended, and any other state and federal regulations governing disabilities; the responsibilities of the 504 Coordinator will include, but may not be limited to, evaluating students requesting accommodations for a disability and ensuring equal access to facilities, services and programs.

## PROCEDURE

### A. Administration and Implementation

1. The OFTC President shall designate one or more officials to serve as the Title IX Coordinator and the Section 504 Coordinator and ensure the designated officials have received appropriate training.
2. Contact information for the Title IX and Section 504 Coordinators and the Statement of Equal Opportunity should be permanently displayed on official bulletin boards and included in electronic or written college publications and academic materials as described in the TCSG Usage for Statement of Equal Opportunity.
3. Instructors/administrators must take ongoing proactive steps to ensure educational opportunities (to include classrooms, clinics, labs, programs, etc.) and student activities (clubs, sports, etc.) are accessible and free from any type of unlawful discrimination or harassment.
4. The Compliance Officer will conduct training programs and monitor the college to ensure the correct administration and implementation of this procedure, and will ensure that proactive or corrective measures have been taken to prevent unlawful discrimination, harassment, or retaliation.

### B. Reporting and Management Action

1. All students are encouraged to report events of unlawful harassment, discrimination, sexual violence and/or retaliation against themselves or others, regardless of where the incident occurred
2. Students have the right to file (or not to file) a criminal complaint for sexual violence with the local law enforcement authorities before, during, or after filing a complaint with the college. The technical college shall not unreasonably delay investigation under this procedure to await the outcome of any criminal investigation.
3. If a student filing a complaint requests anonymity or asks that the complaint not be pursued, the college must inform the student that its ability to respond may be limited, that harassment and retaliation for filing a complaint is prohibited and steps to prevent retaliation will be taken. The college should take all reasonable steps to investigate and respond to the complaint consistent with the request and pursue other steps to limit the effects of the alleged harassment and prevent recurrence.
4. OFTC may weigh a request to not pursue a complaint considering the following factors: the seriousness of the alleged conduct, the complainant's age, whether there have been other harassment complaints about the same individual, and the alleged harasser's rights to receive information about the allegations if the information is

maintained as an “education record” under FERPA. The college must inform the student if the request cannot be ensured.

5. Reports concerning all prohibited conduct references in this procedure will be processed confidentially to the extent permitted by law; communications regarding complaints will be disseminated to others on a need-to-know basis to ensure that necessary steps are taken to protect the community as a whole and that appropriate disciplinary measures or corrective actions are considered and taken.
6. Allegations or suspicions of unlawful discrimination, harassment, sexual harassment, sexual violence or unlawful retaliation may be reported to the technical college’s Title IX or Section 504 Coordinators, the president, the Commissioner, or the Human Resources Director should the complaint involve employees. Complaints may also be emailed to [unlawfulharassment@tcsg.edu](mailto:unlawfulharassment@tcsg.edu). OFTC’s contacts are listed below.  
  
**TITLE IX Coordinator**  
Janet Smith  
Office: South Campus WRS 112  
478-274-7836  
[jrsmith@oftc.edu](mailto:jrsmith@oftc.edu)  
  
**ADA/504 Coordinator**  
Saketta Brown  
Office: South Campus WRS 112  
478-274-7643 or 478-553-2124  
[sdbrown@oftc.edu](mailto:sdbrown@oftc.edu)  
  
**EEOC Officer**  
Sharon O’Neal  
Director of Human Resources  
Office: North Campus 204  
478-553-2056  
[soneal@oftc.edu](mailto:soneal@oftc.edu)
7. Complaints under this procedure can be expressed in writing, by telephone, or in person; individuals are, however, encouraged to express their complaints in writing to ensure all concerns are addressed.
8. If an allegation of unlawful harassment, discrimination, sexual harassment, sexual violence, or retaliation is made to an employee not designated to receive such reports, the employee receiving the complaint must report the allegation as provided in section 6 above.
9. Allegations of any sexual conduct involving individuals under the age of 18 must also be reported as an allegation of child abuse as outlined in O.C.G.A. § 19-7-5.
10. The Commissioner or president may suspend, transfer

or reassign employees or students in order to prevent possible further harassment, discrimination, sexual violence or retaliation; to facilitate the investigation, or to implement preventative or corrective action under this procedure.

11. Any allegation of unlawful harassment, discrimination, sexual harassment, sexual violence or retaliation against employees must be reported to the Human Resources Director who may elect to conduct the investigation in conjunction with other local investigators.

### C. Investigations

1. All complaints of prohibited conduct under this procedure shall be investigated by local investigators thoroughly and should be completed within 45 business days of the receipt of the complaint. The parties will be notified if extraordinary circumstances exist requiring additional time.
2. A complaining party will be notified within 5 business days of receipt of the complaint if the complaint does not specify facts sufficient to allege unlawful discrimination, harassment, sexual violence, or retaliation and that a formal investigation will not be conducted pursuant to this procedure. The complaining party may appeal the decision in writing to the president within 5 business days of receiving the notice. The president’s decision will be final.
3. Individuals designated to investigate, review or recommend corrective actions in response to allegations will have been trained to conduct Investigations in a manner that protects the safety of victims and promotes accountability. Individuals assigned as the investigator for a particular incident shall disclose to the president any relationship with the parties that could call into question their ability to be objective prior to taking any action with respect to the investigation. The president will reassign alternate individuals if necessary.
4. Investigations will be conducted by gathering relevant information and interviewing appropriate witnesses. Both the complaining party and the respondent (the parties) will be given equal opportunity to identify witnesses and offer evidence in person or in writing. Best efforts will be made to interview all witnesses identified by the parties. Both the complaining party and the respondent may be accompanied by an advisor of his or her choice. However, the advisor may not speak on behalf of the party.
5. The college will evaluate the information collected during the investigation and determine whether a preponderance of the evidence substantiates that unlawful discrimination, unlawful harassment, sexual violence and/or unlawful retaliation has occurred.
6. Investigations and summary findings will be documented



appropriately.

7. No later than 10 business days after completion of an investigation, both of the parties will be simultaneously provided a summary of the results of the investigation in writing.
8. Any information prohibited from disclosure by law or policy will be redacted from any documents prior to distribution.

#### D. Corrective Actions

1. The college will take all reasonable steps to prevent unlawful retaliation against complainants and any other individuals participating in investigations under this procedure.
2. If prohibited conduct is determined to have occurred following the investigation, the college, through the appropriate officials, shall implement steps to prevent a recurrence and to correct the discriminatory effects on the complaining party and others as appropriate. Steps may include, but are not limited to, mandating training or evaluation, disciplinary sanctions, policy implementation or reassignment of students or employees.
3. Should recommended disciplinary sanctions involve academic suspension, expulsion or dismissal from employment, the matter must be referred to either the vice president of academic and student affairs for students or the human resources director for employees. Allegations regarding students shall be considered and sanctions assigned as provided by the college's Student Code of Conduct and Disciplinary Procedure. Sanctions for employees shall be considered as provided by the Positive Discipline Procedure.
4. Individuals who are responsible for conducting or reviewing investigations or proposing sanctions under this procedure should not also serve as reviewing officials or hearing officers in the appeal of sanctions arising from an investigation.
5. Even in the absence of sufficient evidence to substantiate a finding that unlawful discrimination, unlawful harassment, sexual violence, or retaliation has occurred, colleges are expected to address any inappropriate conduct and take all reasonable steps to prevent any future unlawful discrimination, harassment, sexual violence or retaliation.

#### E. Reviews and Dispositions

1. Any of the parties to a complaint under this procedure may request a review of the investigative findings within 5 business days of receiving notice of the investigative results by submitting a written request to the president.
2. The president shall review all investigations conducted under this procedure and ensure that the appropriate corrective actions have been implemented.

3. Within 10 business days of receiving a request for a review of the investigative findings, the president of the college will notify the parties in writing of his/her final determination, including any change in the result of the findings. The notice will inform the parties they have a right to appeal the determination to the Technical College System of Georgia's Legal Services Office by submitting a written request within 3 business days by regular mail or email to one of the following:

Technical College System of Georgia  
Office of Legal Services  
1800 Century Place, N.E.  
Suite 400  
Atlanta, Georgia 30345  
OR  
Unlawfulharassment@tcsg.edu

4. The Office of Legal Services will convene a panel of at least 3 individuals not employed by the requestor's college to review the investigative findings. The panel's decision is final and will conclude the processing of the complaint. Both parties will be notified in writing simultaneously of the results of the review and any changes in the results of the investigative findings under appeal.

## RECORD RETENTION

Documents relating to formal complaints including investigations, dispositions and the complaint itself shall be held for 5 years after the graduation of the student or the date of the student's last attendance. Confidential documents shall be held in a secure location under the custody and control of the Vice President of Academic and Student Affairs or the President's designee. Documents pertaining to employees are maintained in the Office of Human Resources shall be maintained in a secure location and in accordance with the Georgia Secretary of State's records retention schedule.

## Copyright Procedure

Oconee Fall Line Technical College (OFTC) is in compliance with the Copyright Law of the United States (Title 17, U.S. Code) and encourages faculty, staff and administrators to make lawful use of copyrighted works. OFTC recognizes the exclusive rights of the copyright holders, as well as the exceptions to those rights as provided for in:

- The doctrine of Fair Use which is found in Section 107 of the US Copyright Act
- The T.E.A.C.H Act which is found in Section 110 (2) of the US Copyright Act
- Digital Millennium Copyright Act DMCA.

The Director of Library Services will serve as the college coordinator and will investigate or answer questions and/or concerns of the faculty, staff, students and administrators as they

arise. The library will house current copyright manuals detailing permissible and restricted activities for reference and access by all OFTC personnel and students. The library will also require written copyright permission prior to duplicating any materials for an official requestor. The library will also retain and maintain copyright records. In addition:

1. Purchasing personnel will make every effort to obtain free duplication rights from the copyright holder. In the event that free duplication rights are not allowed, the purchasing of duplication rights will be explored. A copy of all documents containing written permission shall be retained in the library.
2. Any use or reproduction of copyright materials will be done either with the written permission of the copyright holder or within the bounds of the exceptions as noted above.
3. Copying or using copyrighted matter not specifically permitted or exempted by copyright law will not be allowed. Liability for the willful infringement will be placed upon the person making the copies or using the material.

## Intellectual Property Policy and Procedure

Oconee Fall Line Technical College (OFTC) adheres to the Technical College System of Georgia (TCSG) Intellectual Property Policy.

In order that OFTC or TCSG be able to utilize to the best and fullest extent all works produced for it, and all works provided for its use, anyone producing work for OFTC or TCSG and anyone providing work for OFTC's or TCSG's use, represents and warrants that such works:

- Do not violate any law;
- Do not violate or infringe any intellectual property right (including but
- not limited to copyright, trademark, patent, or right of publicity) of any person or firm; and
- Do not libel, defame, or invade the privacy of any person.

Intellectual property includes, but is not limited to, any copyrightable subject matter or materials, patentable inventions, online courses, computer software or materials that would normally be developed on a proprietary basis.

TCSG owns all copyrightable or patentable work created by the employee or student with the support of OFTC or TCSG resources unless addressed in a separate agreement.

A legally binding agreement must specify the named party or parties describing to whom the intellectual property belongs and the attribution ownership of the intellectual property to the general public.

OFTC resources may include, but are not limited to, offices, computers, standard office equipment and supplies, libraries, labs, funds, and personnel.

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 conditions described in the two sections below.

The employee or student retains ownership if all of the following criteria are met:

- the work is the result of individual initiative, not requested or required by OFTC and/or TCSG;
- the work is not the result of a specific contract or assignment made as a result of employment or enrollment with OFTC and/or TCSG;
- the work is outside the scope of the employee's job duties or the student's course/program requirements, and
- the work is done without using equipment or resources provided by OFTC and/or TCSG.

Ownership remains with TCSG if any of the above criteria are not met and/or if any one of the criteria below applies:

- the work is produced within the scope of the employee's job duties or student's course/program requirements, and
- 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 OFTC or the development of the work involved facilities, time, and/or other resources of OFTC and/or TCSG such as release time, grant funds, OFTC and/or TCSG personnel, salary supplement, leave with pay, equipment, or other materials or financial assistance.

When a question of ownership arises, the President must approve the development of the intellectual property by any employee or student of OFTC through the TCSG Intellectual Property Policy and the TCSG Development of Patentable Devices/Materials or Copyrightable Materials/Media by Technical College/Department Procedure.

When questions arise as to equities, rights, division of revenues, or any other intellectual property-related matter, they shall be referred to the President for consideration, interpretation of policy, and decision. An employee or student has the right to file a grievance or complaint using the appropriate OFTC Student Grievance Procedure or TCSG Employee Grievance Policies.

Employee, as used in the procedure, means any full-time or part-time, contractual or non-contractual employee.

Student, as used in this procedure, means any student officially enrolled at OFTC.

## Acceptable Computer and Internet Use Procedure

Oconee Fall Line Technical College is a unit of the Technical College System of Georgia (TCSG) and is therefore subject to its policies and standards. In an effort to protect the individuals it serves and the computer resources it provides, the college

is establishing the following procedures. This procedure is applicable to all employees, students and visitors of OFTC.

The purpose of the college-provided internet access is to facilitate communications in support of research and education. To remain eligible as users, students' use must be in support of, and consistent with, the educational objectives of the college. Access is a privilege, not a right. Access entails responsibility.

## PROCEDURE

This procedure is posted on the college intranet (InfoFusion) and is distributed to each new employee during orientation. It is the responsibility of each employee to review, sign and return the "Acknowledgement" form to the Human Resources (HR) office. HR is responsible for ensuring that each employee's file contains a signed acknowledgement form.

## GENERAL

Using a computer without permission is theft of services and is illegal under state and federal laws. Federal law prohibits misuse of computer resources.

In addition, the following specific computer crimes are prohibited by state law in Georgia (O.C.G.A § 16-9-90-et seq.):

1. Computer theft (including theft of computer services, intellectual property such as copyright material, and any other property);
2. Computer trespass (unauthorized use of computers to delete or alter data or interfere with others' usage);
3. Computer invasion of privacy (unauthorized access to financial or personal data or the like);
4. Computer forgery (forgery as defined by other laws, but committed on a computer rather than on paper);
5. Computer password disclosure (unauthorized disclosure of a password resulting in damages exceeding \$500 – in practice, this includes any disclosure that requires a system security audit afterward); and
6. Misleading transmittal of names or trademarks (falsely identifying yourself or falsely claiming to speak for a person or organization by using their name, trademark, logo, or seal).

Maximum penalties for the first four crimes in the list are a \$50,000 fine and 15 years of imprisonment, plus civil liability. The maximum penalties for computer password disclosure are a \$5,000 fine and 1 year of imprisonment, plus civil liability.

Users should not expect files stored on college-based computers to be private. Electronic messages and files stored on college-based computers shall be treated like other college premises that are temporarily assigned for individual use. Administrators may review files and messages in an effort to maintain system integrity and in an effort to ensure that users are acting responsibly. Moreover, college officials shall cooperate with law enforcement

officials who are properly authorized to search college computers and computer systems.

All information created, stored or transmitted by college computers or networks is subject to monitoring for compliance with applicable laws and policies. The following uses of college-provided computers, networks and internet access are not permitted:

- a. To create, access or transmit sexually explicit, obscene, or pornographic material;
- b. To create, access or transmit material that could be considered discriminatory, offensive, threatening, harassing, intimidating, or attempts to libel or otherwise defame any person;
- c. To violate any local, state or federal statute;
- d. To vandalize, damage, or disable the property of another individual or organization;
- e. To access another individual's password, materials, information, or files without permission;
- f. To violate copyright or otherwise use the intellectual property of another individual or organization in violation of the law, including software piracy;
- g. To conduct private or personal for-profit activities. This includes use for private purposes such as business transactions, private advertising of products or services, and any activity meant to foster personal gain;
- h. To knowingly endanger the security of any college computer or network;
- i. To willfully interfere with another's authorized computer usage;
- j. To connect any computer to any of the college networks unless it meets technical and security standards;
- k. To create, install, or knowingly distribute a computer virus, "Trojan horse" or other surreptitiously destructive program on any college computer or network facility, regardless of whether any demonstrable harm results;
- l. To modify or reconfigure the software or hardware of any college computer or network without proper authorization;
- m. To conduct unauthorized not-for-profit business activities;
- n. To conduct any activity or solicitation for political or religious causes;
- o. To perform any activity that could cause the loss, corruption of, prevention of rightful access to, or unauthorized distribution of college data and information; and
- p. To create, access, or participate in online gambling.

Occasional access to information or website of the Georgia Lottery Corporation shall not constitute nor be considered inappropriate use.

Occasional personal use of internet connectivity and email do not involve any inappropriate use as described above, may occur, if permitted by the college. Any such use should be brief, infrequent and shall not interfere with user's performance, duties and responsibilities.

Users of college computers and computer systems are subject to the college's procedure on the development of Intellectual Property. Any violation of this procedure and rules may result in disciplinary action. When and where applicable, law enforcement agencies may be involved.

The college makes no warranties of any kind, express or implied, for the computers, computer systems and internet access it provides. The college shall not be responsible for any damages that users may suffer, including but not limited to, loss of data resulting from delays or interruptions in service. The college shall not be responsible for the accuracy, nature or quality of information gathered through college diskettes, hard drives, servers or other storage devices; nor, for the accuracy, nature of quality of information gathered through college-provided internet access. The college shall not be responsible for personal property used to access its computers or networks or for college-provided internet access. The college shall not be responsible for unauthorized financial obligations resulting from college-provided access to the internet.

## ENFORCEMENT

Abuse or misuse of computing/information technology services may violate this notice, but it may also violate criminal statutes. Therefore, the college will take appropriate action in response to user abuse or misuse. Action may include, but necessarily limited to, the following:

1. Suspension or revocation of computing privileges;
2. Reimbursement to OFTC for resources consumed;
3. Other legal action including action to recover damages;
4. Referral to law enforcement authorities;
5. Computer users will be referred to the appropriate office for disciplinary action, as applicable.

## Student Right to Know

Student Right to Know (SRTK) refers to a federally-mandated public disclosure of a college's Completion Rate and Transfer Rate. The intent of SRTK is to provide to the consumer a statistic of comparable effectiveness that they can use in the determination of college choice. All colleges nationwide are effectively required to participate in the disclosure of rates.

SRTK is a "cohort" study; that is, a group of students who are first-time freshmen who are enrolled full-time and are degree-seeking as identified in a fall term and their outcomes are measured over

a period of time. The outcomes that the two SRTK rates measure are Completion (the total number of students in the cohort who earn either a degree, a certificate, or who successfully completed a two-year equivalent transfer-preparatory program) and Transfer (the total number of cohort non-completers who were identified as having enrolled in another institution). The tracking period of the cohorts is three (3) years, at which time the SRTK rates are calculated and made public.

SRTK Rates are derived and reported yearly on the IPEDS-GRS (Integrated Post-secondary Educational Data System-Graduation Rate Survey). The IPEDS-GRS also tracks part-time student cohorts over a six (6) year period; however, full-time cohort status after 3 years is the only basis for calculating SRTK rates.

## OFTC OVERALL GRADUATION RATE AND TRANSFER-OUT RATE

The overall graduation rate is also known as the "Student Right to Know" or IPEDS graduation rate. It tracks the progress of students who began their studies as full-time, first-time degree- or certificate-seeking students to see if they complete a degree or other award such as a certificate within 150% of "normal time" for completing the program in which they are enrolled.

Some institutions also report a transfer-out rate, which is the percentage of the full-time, first-time students who transferred to another institution. OFTC does not have a transfer rate.

Note that not all students at the institution are tracked for these rates. Students who have already attended another postsecondary institution, or who began their studies on a part-time basis, are not tracked for this rate. **At OFTC, only 16 percent of entering students were counted as "full-time, first-time" in 2015.**

## PERCENTAGE OF FULL-TIME, FIRST-TIME STUDENTS WHO GRADUATED OR TRANSFERRED OUT WITHIN 150% OF "NORMAL TIME" TO COMPLETION FOR THEIR PROGRAM

2012 Cohort Graduation Rate	2012 Cohort Transfer Rate
25%	N/A

## OFTC'S ACADEMIC YEAR 2016 GRADUATION RATE FOR THE TECHNICAL COLLEGE SYSTEM OF GEORGIA - 73.5%

This rate includes ALL Graduates and ALL Leavers (Non-graduates) who were enrolled at OFTC and are tracked over two years.

## WHERE TO FIND STUDENT RIGHT TO KNOW (SRTK) INFORMATION

- Tuition and Fees Charged to full-time and part-time Students: OFTC Student Handbook and OFTC website



- Estimates of Costs Necessary for Books and Supplies: OFTC website
- Additional Program Costs for Enrolled and Prospective Students: OFTC website
- Refund Policy for the Return of Unearned Tuition and Fees and Other Refundable Costs: OFTC Student Handbook and OFTC website
- Requirements and Procedures for Officially Withdrawing from OFTC: OFTC Student Handbook
- Financial Aid Refund Policy: Student Handbook
- Federal Educational Rights and Privacy Act of 1974: Student Handbook, OFTC website, and annually in the OFTC Connector.
- Current Degree Programs and other Educational and Training Programs: OFTC Catalog
- Oconee Fall Line Technical College Faculty and other Instructional Personnel: OFTC website
- Names of Associations, Agencies, or Governmental Bodies that provide Accreditation, Approval, and Licensing: OFTC Student Handbook and OFTC website
- Procedures for Reviewing Documents which Describe Accreditation, Approval, and Licensing: Office of Institutional Effectiveness
- Special Facilities and Services Available to Disabled Students: OFTC Student Handbook and OFTC website

# Safety, Security, and Wellness

## Safety and Security Measures

The safety of students, visitors, faculty, and staff is of primary importance in providing an environment that is conducive to learning. The first consideration in any situation that has the potential to adversely affect security will be maintenance of a safe educational environment for all concerned. To this end, measures such as searches, internal and external security cameras, and videotape may be employed to promote security throughout the buildings and grounds.

Currently enrolled or prospective students, faculty, staff, and other authorized visitors are the only persons permitted on campus, and persons not falling into these categories may be asked to leave. Students and authorized visitors should expect that security officers, staff and faculty members will take any and all actions to preserve campus security.

Campus security at OFTC is everyone's responsibility; therefore, suspected safety violations, hazards, and suspicious activity should be reported to the nearest security officer, staff or faculty member in a timely manner. Students, visitors, and guests will be expected to comply with the OFTC official or directives. No person shall refuse to identify him/herself upon request of an authorized OFTC official who has properly identified him/herself. Refusing to do so may lead to disciplinary action.

When it has been determined that imminent danger is present or an emergency exists, "911" is called. All campuses are patrolled routinely by local law enforcement. Also, North and South campuses, and the Jefferson County Center have security officers during normal operating times.

The Maintenance Department of OFTC maintains the buildings and grounds with concern for safety. The maintenance staff inspects campus premises regularly and promptly makes repairs. The department staff also responds to reports of potential safety hazards. Students, visitors, faculty and staff are encouraged to contact the maintenance department of the respective campus or any official to report safety hazards.

Safety is the first priority of OFTC. Students should not be left unattended in the library, classroom, lab, assessment center, tutorial labs or any other premises of the college in which learning and/or services are being provided. An OFTC instructor, specified lab assistant or administrative staff person must be present to supervise students at all times. Faculty and staff are our first line of defense; therefore, it is the responsibility of each employee to ensure that the areas in which they work and/or teach are locked at all times when class is not in session or services are not being rendered.

## Campus Security Act

In compliance with Section 485 (a) and (f) of the Higher Education Act, also known as the Jeanne Clery disclosure of Campus Security Policy and Campus Crime Statistics Act, 20 U.S.C.

1092 (a) and (f), Oconee Fall Line Technical College is required to disclose, on an annual basis, data on crimes committed on campus and campus safety policies and procedures. Among its provisions, this consumer protection law requires the school to collect, prepare, publish and distribute an annual statement of all campus security policies to all current and prospective students and employees. Included in this report are statistics concerning the occurrence of campus crime. Statistics on the occurrence of murder, manslaughter, forcible/non-forcible sex offenses, robbery, burglary, aggravated assault, motor vehicle theft, arson and violations of drugs/alcohol/weapons, are compiled annually and made available to the public on the OFTC website and in the summary report that is filed annually. Notification of crimes that are reported to campus security authorities or local police agencies and are considered to be a threat to students and employees will be made utilizing one or more of the following communication systems: Posted "Crime Watch" bulletins, e-mail system, the fax system, publications, Website and other forms of electronic media communication means.

## Parking and Traffic Information

Students must park only in designated student parking zones. Parking along the thoroughfares, on the grass or in reserved or visitor spaces is prohibited. Handicapped parking, loading and unloading areas are designated. Parking in these handicapped parking is authorized by approved "handicapped" decals, in accordance with state and federal regulations. Unauthorized parking in a designated handicapped space will subject the violator to fines in accordance with state and federal regulations.

The speed limit on all OFTC campuses is 15 mph and is posted at entrances. Please obey all stop signs. Campus parking and other campus traffic regulations will be enforced. Repeated failure to conform to the college's regulations may result in revocation of parking and driving privileges on OFTC campus(es) and/or may result in the vehicle being towed away at the owner's expense.

## Student ID Badges

All students are required to possess a current (each ID badge issued is term specific) student ID badge and should openly display it while on campus at all times. Also, ID badges are required to check out books in the library, to purchase books in the bookstore, to participate in student activities and to attend tutoring sessions.

IDs must not be altered, transferred or lent to another person. The ID badge is provided without charge on the days of student orientation to new students. Replacement ID badges are available for a cost of \$5 and may be obtained from the following locations:

- South Campus: Bookstore located in the W. R. Stewart building
- North Campus: Bookstore located in the main building.

- Jefferson Center: Administrative office located in the main building.
- Little Ocmulgee Center: Administrative office located in the main building.

## Sexual Offender Information

Federal law requires educational institutions to provide students with information concerning registered sex offenders in our service area. This information is available at the Georgia Bureau of Investigation website at the following address: <http://gbi.georgia.gov> under online resources.

## Firearms, Weapons and Explosives Policy

Oconee Fall Line Technical College 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

## Bloodborne/Airborne Pathogens Exposure Plan

Oconee Fall Line Technical College maintains an approved Exposure Control Plan for occupational exposure to blood-borne and airborne pathogens/tuberculosis. The plan is updated annually and posted in all OFTC libraries and in laboratories or classrooms, which are classified as Category I and II. A Category I program would include tasks/activities where there is the definite potential for contact with blood, other potentially infectious body materials or airborne pathogens. A Category II program would include tasks/activities performed without exposure to blood or other body materials, or airborne pathogens to which universal precautions/standard precautions apply, but exposure might occur as an abnormal event or an emergency.

The plan is designed to provide the faculty and students with recognition of tasks, procedures and activities which present the potential for occupational exposure to blood and airborne pathogens and a means of eliminating or minimizing in the performance of their instructional duties or activities. Training is provided to students by their respective faculty prior to performing student-student or student-patient/client procedures.

## Hazardous Communication Program Plan

Oconee Fall Line Technical College maintains an approved Hazard Communication Program Plan for occupational and instructional exposure to hazardous materials and chemicals. The plan is updated annually and posted on the OFTC website. An inventory of all hazardous materials present on OFTC campuses can be found on 'MSDS Online,' a computer based hazardous materials management tool, available on the OFTC website.

The plan is designed to prevent the potentially injurious exposure to hazardous materials through the improper use, handling, transportation, containment, storage, or disposal of such materials under normal operating conditions or potentially during an emergency situation. Training is provided to students by their respective faculty prior to performing tasks that may include exposure to hazardous materials, as well as knowledge of hazardous materials that are located/stored in their classroom area/lab/work environment and instructions for accessing and utilizing the MSDS Online system.

## Emergency Procedures

The Emergency Preparedness Guide serves as a quick reference for OFTC employees, visitors and students by providing a timely response plan to prevent injury or damage to persons or property. The guide is posted on the OFTC website, and in every room of each building on each campus, for reference. Use this guide as a supplement for the purpose of quick notification for crisis response. In critical situations, dial 911 and speak to a public safety official.

In case of a serious accident or illness, 911 will be called for emergency care and the student's emergency contact will be notified. The student or the student's family will be responsible for the cost of such emergency care, including ambulance service.

***College personnel will not, as a college representative, provide personal transportation for injured or ill persons.***

## EMERGENCY ALERT SYSTEM

OFTC has an on-campus alert system whereby students and employees are notified of emergency situations. The alert systems on each campus will be used as a "best effort" attempt to notify faculty/staff and students of any event which may affect the opening/closing of the college, require a campus lock down, evacuation or other event, as determined necessary by authorized officials of the college. All students should register for this service

at [www.OFTC.edu/ALERTS](http://www.OFTC.edu/ALERTS).

## Inclement Weather-Emergency Closing

The conditions on all campuses and in surrounding areas are monitored very closely during inclement weather. If it becomes necessary to close or delay opening a campus during the day and/or evening, an announcement will be made via the OFTC email system, when possible, and posted on the OFTC website and through the college's emergency alert system.

OFTC closures or delayed openings will be announced by area television stations and local radio stations as follows:

WACO 100  
WJBF  
13 WMAZ  
WPEH  
WJFL  
NEWS 12  
WKKZ  
WQZY  
WUFF  
W35BB  
WYSG  
WVMG

## Accident Insurance

All credit students are required to purchase accident insurance at registration of each academic term. Accident insurance is provided to students enrolled in the adult education program for each academic term in which they are enrolled.

In the case of an accident, the student is responsible for any expenses not paid by this accident insurance. The student should obtain an Insurance Claim Form from the Business Office of either North or South campus. The student must complete the claim form and mail it to the insurance company's claim office. Students should read the policy to understand any expenses, which may be out-of-pocket expenses for the student. Students are responsible for any personal medical costs incurred while enrolled at OFTC.

Accident insurance provides partial (supplemental) coverage for medical expenses related to accidents as specified below. A copy of the insurance plan is on file in the Business Office of North and South campuses.

- College-time coverage protects student while engaged in OFTC activities during the entire academic term.
- Traveling to or from the student's residence and OFTC to attend classes or as a member of a supervised group (not as a spectator) traveling in a college-furnished vehicle or chartered transportation going to or from a College-sponsored activity.
- On college premises during the hours on the days that classes are in session or any other incidences while the

student is required to participate in a college-sponsored activity (not as a spectator); and

- Away from the college premises as a member of a supervised group participating in a college sponsored activity requiring the attendance of the student (not as a spectator).

## Campus Sexual Violence Elimination Act - Campus SaVE

Campus SaVE requires colleges and universities, both public and private, participating in federal student aid programs (covering virtually every campus in the United States) to increase transparency about the scope of sexual violence on campus, guarantee victims enhanced rights, provide for standards in institutional conduct proceedings, and provide campus community wide prevention educational programming. Institutions must provide primary prevention and awareness programs for all students.

OFTC has partnered with EverFi to provide education in critical life skills such as sexual assault prevention and alcohol abuse prevention. Haven is an online sexual assault awareness and prevention course that is available to all students at OFTC. However, it is a required component of the the COLL 1060 course at OFTC.

Haven is specifically designed to address the issues of domestic violence, dating violence, sexual assault and stalking, including information on recognizing warning signs of abusive behavior, risk reduction techniques, and positive options for bystander intervention. An important component of the Haven course is a list of resources and links for students which includes information on OFTC's student code of conduct as well as a link to the state of Georgia statutes regarding relationship and sexual violence.

## Drug Free Campus

The following is a statement of policy concerning narcotics, alcoholic beverage and stimulant drugs in compliance with the Drug-Free Schools and Communities Act Amendments of 1989.

The unlawful possession, use, or distribution of illicit drugs and alcohol on campus, in any institutional facility or grounds, at any institutional off-campus activities, in any institutional owned/leased vehicles, participating at a clinical/internship/practicum sites, or at any function of OFTC is prohibited and may be considered sufficient grounds for serious punitive action including expulsion and may be punishable by local, state, and federal law, which may include a fine, prison term, or both. Any student convicted (including a plea of nolo contendere or first offender) of committing certain felony offenses involving any criminal drug and/or alcohol statute of any jurisdiction regardless of whether the alleged violation occurred at OFTC or elsewhere, will be suspended immediately and denied state and/or federal funds from the date of conviction. Such denial of funds will be effective the first day of the term for which the student was enrolled immediately following the date of conviction or the date on which the court accepts a plea of nolo contendere or formally allows



a student to receive first offender treatment and shall continue through the end of such school term. OFTC will impose sanctions on students who violate institutional rules by: 1) temporary or permanent dismissal and 2) referral for prosecution.

*Note: Use of a drug as prescribed by a medical prescription from a registered physician shall not be considered a violation of this rule. Prescribed medications must be in the container that clearly identifies the person the medication is prescribed for.*

# Adult Education

An individual must be sixteen years old or older to enroll in Adult Education. Admission to the program may be for the purpose of GED® preparation or basic skills upgrading. All applicants to the program are assessed with the Test of Adult Basic Education (TABE) prior to program entry. There is no charge for classes or assessments. Books are available for student use while in class. Classes are offered during the day and evening.

Classes offered through the Adult Education Division include the following:

- GED test preparation
- GED online
- Computer skills
- English-As-A-Second-Language
- Remediation for high school exit exam
- Work Ready assessment remediation (GAP Training)
- Work Place Adult Education Eligibility for Enrollment
- Academic support for credit students

## Eligibility for Enrollment

Individuals sixteen and older are eligible for enrollment in a state-approved adult education program.

However, 16 and 17 year-olds must meet the following criteria:

1. All individuals must provide an official withdrawal from the last school attended, or a letter signed by the superintendent/designee verifying student is no longer enrolled in the public/private school system. Home school applicants must provide a letter signed by the superintendent/designee verifying completion or withdrawal from home study program.
2. All individuals must provide positive identification with proof of age. Acceptable forms of photo identification are valid Driver's License, State Identification Card, Military I.D., or Passport. Proof of residence is NOT a requirement to enroll in the adult education program. (However, proof of residency is required to be eligible for the HOPE Voucher.)
3. All individuals must provide a statement from a parent or legal guardian supporting the request.

## EXCEPTIONS:

1. Enrolled in a special program for at-risk students, i.e., State and Federal Social Service Agencies, Youth Challenge, and Private Providers (documentation required)
2. Emancipated (documentation required)
3. Court ordered/adjusted (documentation required)
4. Married (documentation required)

## AGES 18 OR 19:

1. Individuals 18 or 19 years old whose high school class has not graduated must provide an official withdrawal form from the last attended school before entering the adult education program.

## Application Procedures

1. Complete the application (Request to Enter A State-Approved Adult Education Program for Under-Age Youth) obtainable from the local adult education program (provide supporting documentation).
2. Submit the application and supporting documentation to the local dean of adult education.
3. The dean of adult education will review the application package and enroll the individual based upon receipt of appropriate supporting documentation.

## GED® Testing

At Oconee Fall Line Technical College (OFTC), GED® testing is conducted at the OFTC North and South Campuses, both official GED® testing centers. The GED® tests are made up of four sections, including reasoning through language arts, math, social studies, and science.

- A person must be 18 years old or older and out of high school to take the GED exam.
- You must present your valid state-issued ID at registration and test time. Your ID can be a license or state ID from any state.
- The GED® tests cost \$40 per test section or \$160 for all four tests (full battery).
- Sixteen and seventeen year-olds may apply for special needs testing and be approved by the Office of Adult Education/ GED Testing. The Application for Special Needs Testing for Under-Age Youth must be submitted along with appropriate supporting documentation to the GED examiner for review and recommendation to the state GED administrator for approval/non-approval.
- Admission to the adult education program does not constitute permission for GED testing. Individuals must complete a minimum of twelve (12) classroom hours prior to applying for GED testing or score a minimum of 70 points on the official GED practice test or score 80 percent on other practice tests.
- To pass the GED exam, the examinee must score 150 on each subject area test.

To register for the GED test (ages 18 and older), visit [www.GED.com](http://www.GED.com) or call 1-877-EXAM-GED (392-6433).

## OFTC Adult Education Locations

### **BLECKLEY COUNTY**

Dr. Peyton Williams Learning Center  
503 Thompson Street, Cochran, GA 31014  
(478) 934-0223

### **DODGE COUNTY**

Middle Georgia College Aviation Campus  
41 Airport Road, Eastman, GA 31023  
(478) 374-6431

### **GLASCOCK COUNTY**

Glascok Action Partners – Family Connection  
370 W. Main Street, Gibson, GA 30810  
(706) 598-9911

### **HANCOCK COUNTY**

Oconee Fall Line Technical College  
Hancock County Center  
10571 Highway 15, Sparta, GA 31087  
(706) 444-1259

### **JEFFERSON COUNTY**

Oconee Fall Line Technical College  
Jefferson County Center  
1257 Warrior Trail, Louisville, GA 30434  
(478) 625-1901

North Jefferson Human Development Center  
407 N Main Street, Wrens, GA 30833

### **LAURENS COUNTY**

OFTC South Campus  
560 Pinehill Road, Dublin, GA 31021  
(478) 274-7848

Oconee Cultural Center  
511 Wabash Street, Dublin, GA 31021

### **TELFAIR COUNTY**

Little Ocmulgee Instructional Center  
Route 1, Box 2-C, U.S. 441, Helena, GA 31027  
(229) 868-3084

### **WARREN COUNTY**

Warren County Learning Center  
101 Academy Street, Warrenton, GA 30828  
(706) 465-9968

### **WASHINGTON COUNTY**

Oconee Fall Line Technical College  
1189 Deepstep Road, Sandersville, GA 31082  
(478) 553-2079

### **WHEELER COUNTY**

Adult Learning Center  
203 W. Forest Avenue, Alamo, GA 30411  
(912) 568-1751

### **WILKINSON COUNTY**

Wilkinson County Adult Education Center  
Highway 57, Irwinton, GA 31042  
(478) 946-1080

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## Certified Literate Community Programs

The Washington County Literate Community Program (WCLCP), Dublin-Laurens Certified Literate Community Program, and the Dodge Connection (which includes the CLCP) believe literacy greatly influences the economic development and the quality of the life of citizens in our community. The goal of the WCLCP, DLCLCP, and Dodge Connection is to create and sustain a grassroots, community awareness and public demand for a literate community.





[www.OFTC.edu](http://www.OFTC.edu)

OCONEE FALL LINE TECHNICAL COLLEGE is accredited by  
the Southern Association of Colleges and Schools Commission on Colleges.