



Academic Year 2019 Student Handbook Addendum Effective Fall Semester 2018

Please note the following changes for the 2019 OFTC Student Handbook

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22	8/20/2018	<b>Reasonable Suspicion – Change Highlighted</b>
		<p>Reasonable suspicion is based on the judgment of the clinical site or allied health faculty member. 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 or faculty member will notify the allied health division chair 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.</p>
22	8/20/2018	<b>Return to Duty – Follow-Up Testing</b>
		<p>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 readmit a student to a clinical/practicum site once a student has been released from its site. Some clinical sites are mandatory for certain Allied Health programs. Any student rejected by a mandatory clinical site will not be allowed to complete required clinical hours and, therefore, will be withdrawn from the program. 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 dean of student affairs (North or South Campus). A second violation of this procedure will result in permanent dismissal from the program.</p>

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39	10/30/2018	<b>Withdrawal Procedures – Addition is highlighted</b>
		<p>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. <b>Midterm is 60% of the completion of the term.</b> 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.</p>
73	8/20/2018	<b>New Section – Tobacco Free Campus</b>
		<p>Oconee Fall Line Technical College (OFTC) prohibits the use of tobacco products on any property owned, leased, or controlled by OFTC.</p> <p><b>Technical College System of Georgia Tobacco Free Policy:</b> Tobacco use causes enormous financial, social and public health harm to the citizens of Georgia. Accordingly, tobacco* use is prohibited within the System Office, all technical colleges and within all other facilities under the supervision or control of TCSG.</p> <p><i>* (Prohibited tobacco products include e-cigarettes, chewing tobacco, dip, snuff, vaping and any other form of tobacco product.)</i></p> <p>Because of the deleterious effects of tobacco use, OFTC has committed to tobacco-free campuses for the purpose of promoting a healthy environment for all persons, including faculty, students, staff, visitors, and others who come on campus at any of our locations.</p>

PAGE NUMBER	EFFECTIVE DATE	SECTION
		<p>All OFTC campuses are tobacco-free environments. Tobacco use is prohibited inside and outside all buildings and parking lots and within any College vehicle or any vehicle operated by the College. This procedure applies to all persons while on campus. The above may not use tobacco products to include cigarettes, e-cigarettes/vaping, cigars, pipes, smokeless tobacco (dip/snuff), or any other form of tobacco product. Campus sidewalks, streets, and adjacent neighboring property are not to be used as tobacco use areas.</p> <p><b>STUDENTS</b></p> <p>The following process will be used when dealing with student infractions of Oconee Fall Line Technical College's (OFTC) Smoking/Smokeless Tobacco Procedure:</p> <ol style="list-style-type: none"> <li>1. Any OFTC employee may politely inform the student that he/she may not use tobacco on the OFTC campus/property, etc. After delivering a verbal warning, the student will be asked for their student identification. The employee reported the student to the Dean of Student Affairs (North or South Campus).</li> <li>2. If the dean identifies a student who has violated this procedure twice, the dean will send the student a written warning that if the problem continues, the student will be in danger of being dismissed from the college.</li> <li>3. If the dean identifies a student who has violated this procedure for a third time, the dean will refer the student for a student hearing through the student disciplinary process. The hearing body will determine the sanctions that will be imposed.</li> </ol> <p><b>EMPLOYEES</b></p> <p>The following process shall be used when dealing with employee infractions of this procedure:</p> <ol style="list-style-type: none"> <li>4. It is the responsibility of each OFTC employee to support and comply fully with the tobacco-free policy. If employees observe anyone using tobacco while on campus, he/she should politely inform the user of the tobacco-free procedure. If the tobacco user is an employee and refuses to comply with the procedure, the employee's supervisor will be notified.</li> <li>5. Failure of an employee to comply will result in progressive disciplinary action.</li> </ol> <p><b>PROCEDURES FOR OTHERS (NOT STUDENTS OR EMPLOYEES)</b></p> <p>Visitors, vendors, contractors, and others not covered above will be reported to the department responsible for their presence on campus. Attempts should be made to remedy violations prior to contacting OFTC Security. In circumstances where</p>

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		departmental leadership is unable to get the offender to comply with this procedure, OFTC Security will be contacted for assistance.
25	9/27/2018	<b>ALLIED HEALTH PROGRAMS SPECIFIC ADMISSIONS REQUIREMENTS</b> <b>Competitive Allied Health Programs</b>
		Technical Certificates of Credit  <u>COMPUTED TOMOGRAPHY</u> Students competing for the Computed Tomography technical certificate of credit program must hold a current certification in good standing with: (1) ARRT as either a registered Radiologic Technologist or Radiation Therapist, (2) NMTCB as a registered nuclear medicine technologist, (3) or be a student in the final semester of the OFTC Radiologic Technology program. OFTC Radiologic Technology graduates will receive first option for available seats. However, if additional seats remain after OFTC graduates/students are accommodated, other credentialed professionals in good standing with ARRT or NMTCB will be placed on a first-come, first-served basis.