



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>
		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.
22	8/20/2018	<b>Return to Duty – Follow-Up Testing</b>
		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rejected by a mandatory clinical site will not be allowed to complete required clinical hours and, therefore, will be withdrawn from the program.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.
39	10/30/2018	<b>Withdrawal Procedures – Addition is highlighted</b>
		Withdrawal Procedures Through the end of the last day of the semester, a student may withdraw from a course. To withdraw from

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		<p>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. Midterm is 60% of the completion of the term. 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	<p><b>New Section – Tobacco Free Campus</b></p>
		<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> <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</p>

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		<p>tobacco product. Campus sidewalks, streets, and adjacent neighboring property are not to be used as tobacco use areas.</p> <p><b>STUDENTS</b>  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>  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>  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 departmental leadership is unable to get the offender to comply with this procedure, OFTC Security will be contacted for assistance.</p>
25	9/27/2018	<p><b>ALLIED HEALTH PROGRAMS SPECIFIC ADMISSIONS REQUIREMENTS</b>  <b>Competitive Allied Health Programs</b></p>
		<p>Technical Certificates of Credit</p> <p><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</p>

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		<p>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.</p>
73	03/12/19	<p><b>Student Disciplinary Procedure</b> <b>Title Change</b></p>
		<p>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 Concern Form, and provide it to the dean for student affairs.</p>
74	03/12/19	<p><b>Student Disciplinary Procedure</b> <b>Title Change</b></p>
		<p>e. Failing or lowered grade – In cases of Academic Misconduct, the dean for student affairs will make a recommendation to the executive 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.</p> <p>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.</p> <p>a. Disciplinary Suspension – If a student is suspended, he/she is separate from the technical college for a stated period of time. Conditions of reinstatement, if any, must be stated in the notice of suspension.</p> <p>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</p>

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		<p>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.</p>
75	03/12/19	<p><b>HEARING/APPEALS PROCEDURE</b> <i>Title Change</i></p>
		<p>D. HEARING/APPEALS PROCEDURE</p> <ol style="list-style-type: none"> <li>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.</li> <li>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.</li> <li>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.</li> </ol>

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76	03/11/19	<p><b>DOCUMENT RETENTION</b>  <i>Title Change</i>  <b>&amp;</b>  <b>ACADEMIC MISCONDUCT</b>  <i>Title Change</i></p>
		<p>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.</p> <p>ACADEMIC MISCONDUCT  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.</p>
14	03/12/19	<p><b>ADMISSION APEAL</b>  <i>Title Change</i></p>
		<p>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 for student affairs within three (3) business days of receiving notification of the dean for student affairs' decision. The decision of the executive vice president for student affairs is final.</p>