



DUAL
ENROLLMENT
@ OCONEEFALLLINE

Dual Enrollment Acknowledgement, Consent, and Release

AY 2022-2023

Authorization for Release of Records to a Third Party

According to the Family Educational Rights and Privacy Act of 1974 (FERPA), all rights of access to students' educational records transfer from the parents to the students when the students become 18 years of age OR are enrolled in a postsecondary educational institution. In order to comply with the requirements of FERPA, Oconee Fall Line Technical College shall obtain written consent from students before disclosing any personally identifiable information from their education records.

As a participant in the Dual Enrollment program at Oconee Fall Line Technical College, I understand that it is the responsibility of the college to release educational records to my high school and/or local school board. Furthermore, there may be situations in which faculty or staff from Oconee Fall Line Technical College must discuss my educational records with parents or specified guardians. My signature below indicates my authorization for Oconee Fall Line Technical College to release any information that is necessary when there is a legitimate educational interest. I understand that this permission form only applies while attending Oconee Fall Line Technical College under the status of Dual Enrollment high school student.

As set forth in its student catalog, Oconee Fall Line Technical College does not discriminate on the basis of race, color, creed, national or ethnic origin, gender, religion, disability, age, political affiliation or belief, genetic information, veteran status, or citizenship status (except in those special circumstances permitted or mandated by law).

Any violation or questions may be directed to:

Janet Smith, TITLE IX Coordinator (all campuses)

Office: South Campus WRS 112A

478-274-7836 or jrsmith@oftc.edu

Saketta Brown, ADA/504 Coordinator (all campuses)

Office: South Campus WRS 112B

478-274-7643 or sdbrown@oftc.edu

Telephone numbers are accessible to persons who are deaf or hard of hearing through the Georgia Relay by dialing 711 or (800) 255-0056 from a TTY/TDD.

Please acknowledge understanding and acceptance of these terms on parent/student signature page on page 6.

Textbook Agreement

Required books for classes on the approved course list are provided as rentals to students under the Dual Enrollment program. Books provided to students under the dual enrollment program must be returned at the end of the semester to avoid fees. Students will be charged the full price of the book (s) for lost or damaged books or \$75, whichever is less. The student textbook rental agreement must be signed by the student and their parent/guardian prior to books being issued.

Students are personally responsible for textbooks (whether hardback, softcover, or binder edition) at all times and are **not allowed to mark, highlight, or write in textbooks in any way. Textbooks are to be returned to the OFTC Instructor or High School Initiatives Coordinator when the student takes their final exam or on the final day of class.** A hold will be placed on students' accounts until textbooks are returned or until replacement or damage fees are paid. If a hold is placed on a student's OFTC account, the student will not be able to register for the next term, obtain student records needed for high school graduation, or send transcripts to another college.

By signing this agreement, I understand that Oconee Fall Line Technical College has purchased the book(s) for my Dual Enrollment course(s), and that I hereby agree that I am borrowing the book(s) for the duration of the class. At the end of the class, I will relinquish possession of the book(s) to either the OFTC instructor or the OFTC High School Initiatives Coordinator.

I agree to return the textbook(s) in the same condition that they were given to me. If I fail to return the textbook(s) in the condition they were given to me, I agree to pay for the full price of the book(s) – or \$75 – whichever is less to replace the one(s) that I used. If the book is damaged but not to the point of needing to be replaced, I agree to pay for damages at a minimum fee of \$25. I understand that a hold will be placed on my account until textbooks are returned or until replacement or damage fees are paid. I understand that if a hold is placed on a my OFTC account, I will not be able to register for the next term, obtain student records needed for high school graduation, or send transcripts to another college.

Please acknowledge understanding and acceptance of these terms on parent/student signature page on page 6.

Student Code of Conduct

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.

The Vice President of Academic Affairs and the Vice President of Student Affairs have jurisdiction over the enforcement of the OFTC Student Code of Conduct. The Vice President of Academic Affairs enforces the college's Academic Misconduct Procedure, and the Vice President of Student Affairs enforces the student code of conduct and the student disciplinary procedure.

Academic Misconduct includes, but is not limited to, the following: Knowingly helping, procuring, encouraging, or otherwise assisting another person to engage in academic misconduct.

- Cheating
- Fabrication
- Plagiarism
- Behavior involving indecent conduct, violence, harassment, disruption, failure to comply with directions of technical college officials

A complete version of the OFTC Student Code of Conduct may be provided by the OFTC High School Coordinator upon request or by following the link: <https://www.oftc.edu/wp-content/uploads/2020/02/6.7.2p2.-Procedure-OFTC-Code-of-Conduct.pdf>

I have read and understand the Student Code of Conduct. I will abide by the standards and regulations set forth by Oconee Fall Line Technical College. If I violate any part of the student conduct code, I understand that disciplinary procedures will be taken, including dismissal from a class session by the instructor or suspension or expulsion by the authorized administrator.

I have been given a copy, read, and understand the Student Code of Conduct and the policies and rules located in the Oconee Fall Line Technical College Student Catalog. I will abide by the standards and regulations set forth by Oconee Fall Line Technical College. If I violate any part of the Student Code of Conduct, I understand that disciplinary procedures will be followed, including possible dismissal from a class session by the instructor or suspension or expulsion by the authorized administrator.

Please acknowledge understanding and acceptance of these terms on parent/student signature page on page 6.

Photo / Video / Media Consent & Release Authorization

I, hereby, give permission to Oconee Fall Line Technical College and/or parties designated by Oconee Fall Line Technical College for my likeness, voice, or comments to be used for any and all promotional purposes in all forms of media.

I, hereby, release Oconee Fall Line Technical College and any of its associates, affiliates, appointed advertising agencies and designated directors, officers, agents, employees and customers from any claims.

Any person who knowingly makes or furnishes any false statements or misrepresentation, or who accepts such a statement as misrepresentation knowingly to be false, for the purpose of enabling an institution to obtain wrongly any payment shall be guilty of a misdemeanor. O.C.G.A. 20-2-161.1 (i).

Student's Legal Name (please print) ***Student's Signature*** ***Date***

Parent/Guardian's Name (Please Print) ***Parent/Guardian's Signature*** ***Date***

OFTC EMPLOYEE USE ONLY:

Project / Event Name: _____

Project / Event Date: _____

OFTC Dual Enrollment Acknowledgement Form

This signed form must be submitted to your OFTC High School Initiatives Coordinator or OFTC instructor in order to obtain books needed for your class.

Jennifer Todd
North Campus
1189 Deepstep Road
Sandersville, GA 31082
Office: (478) 553-2098
Fax: 800-853-1336
Email: jtodd@OFTC.edu

Robbie Hobbs
South Campus
560 Pinehill Road
Dublin, GA 31021
Office: (478) 274-7765
Fax: 800-732-0589
Email: rhobbs@OFTC.edu

We, _____ and _____ have been given a copy, read,
(print student's name here) (print parent/guardian's name here)

and understand the Authorization for Release of Records to a Third Party, Textbook Agreement, Student Code of Conduct, and Photo/Video/Media Consent & Release Authorization and agree to abide by these rules and regulations set forth by OFTC. Furthermore, I agree for OFTC to use my likeness (photo, video, etc.) in newspapers, social media, OFTC website, publications, etc., by Dual Enrollment or other official OFTC affiliation to promote OFTC, programs of study, student organizations, etc., offered or supported by OFTC.

We have read and understand all the conditions and procedures outlined in these Dual Enrollment Acknowledgement, Consent, and Release forms and will abide by them.

To be signed by the OFTC Dual Enrollment student and his/her parent(s) or guardian(s).

Student's Legal Name (please print) ***Student's Signature*** ***Date***

Parent's Name (Please Print) ***Parent's Signature*** ***Date***

OFTC Program of Study _____

High School Name _____

Student's grade in high school for the 2020-2021 School year _____