



**SOUTHERN  
CRESCENT**  
TECHNICAL COLLEGE

# 2014-2015 Student Handbook



**SOUTHERN  
CRESCENT**  

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**TECHNICAL COLLEGE**

# **2014-2015 STUDENT HANDBOOK**

**Flint River Campus  
1533 Highway 19 South  
Thomaston, GA 30286  
706-646-6148**

**Griffin Campus  
501 Varsity Road  
Griffin, GA 30223  
770-228-7348**

**Butts County Center  
1578 Highway 16 West  
Jackson, GA 30233  
770-504-7590**

**Henry County Center  
300 Lakemont Drive  
McDonough, GA 30253  
770-914-4411**

**Jasper County Center  
112 Industrial Park Drive  
Monticello, GA 31064  
706-468-9930**

**Taylor County Center  
196 East Main Street  
Butler, GA 31006  
478-862-2323**

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# IMPORTANT TELEPHONE NUMBERS

Academic Affairs – Griffin	(770) 228-7386	Recruiting	(706) 646-6112
Academic Affairs – Flint River	(706) 646-6234	Registrar – Griffin	(770) 233-5590
Activities/Athletics	(770) 229-3049	Registrar – Flint River	(770) 228-7362
Admissions – Griffin	(770) 228-7348	Scholarships	(706) 646-6382
Admissions – Flint River	(706) 646-6159	Special Needs	(770) 229-3466
Adult Education – Griffin	(770) 229-3176	Special Populations	(770) 228-7258
Adult Education – Flint River	(706) 646-6121	Student E-mail	(770) 228-7382
Advisement Center – Griffin	(770) 229-3356	Taylor County Center	(770) 229-3066
Advisement Center – Flint River	(706) 646-6143	Tutoring Center – Griffin	(478) 862-2323
ANGEL	(770) 229-3066	Tutoring Center – Flint River	(770) 229-3078
Bookstore – Griffin	(770) 229-3135	Tender Tech Child Care Center	(706) 646-6977
Bookstore – Flint River	(706) 646-6158	Veteran’s Affairs – Griffin	(706) 646-6200
Butts County Center	(770) 504-7590	Veteran’s Affairs – Flint River	(770) 229-3095
Career Services	(770) 467-6011		(706) 646-6382
	(770) 229-3043		
Cashier/Business Office – Griffin	(770) 228-7275		
Cashier/Business Office – Flint River	(706) 646-6239		
Continuing Education – Griffin	(770) 228-7364		
Continuing Education – Flint River	(706) 646-6151		
Cosmetology – Griffin	(770) 228-7374		
Cosmetology – Flint River	(706) 646-6169		
Economic Development – Griffin	(770) 228-7364		
Economic Development – Flint River	(706) 646-6161		
Facilities and Operations - Griffin	(770) 229-3455		
Facilities and Operations – Flint River	(706) 646-6319		
FAX Number – Griffin	(770) 229-3227		
FAX Number – Flint River	(706) 646-6063		
Financial Aid – Griffin	(770) 228-7368		
Financial Aid – Flint River	(706) 646-6138		
Foundation	(770) 467-6038		
GED Testing – Griffin	(770) 229-3176		
GED Testing – Flint River	(706) 646-6121		
Henry County Center	(770) 914-4411		
High School Coordinator	(706) 646-6122		
	(770) 229-3065		
Human Resources – Griffin	(770) 229-3456		
Human Resources – Flint River	(706) 646-6129		
Information – Griffin	(770) 228-7348		
Information – Flint River	(706) 646-6148		
Institutional Advancement	(770) 229-3417		
Institutional Effectiveness	(770) 229-3048		
Jasper County Center	(706) 468-9930		
Library – Griffin	(770) 412-4755		
Library – Flint River	(706) 646-6173		
Marketing/Public Relations	(770) 233-5560		
President’s Office	(770) 228-7365		
Provost	(706) 646-6144		
Quick Start – Griffin	(770) 228-7367		
Quick Start – Flint River	(706) 646-6161		

## General Information

This Southern Crescent Technical College Student Handbook describes the expectations for behavior and conduct in the Southern Crescent Technical College community. The handbook also outlines information that is crucial to student success. Each student is responsible for reading and understanding the handbook. Questions and concerns regarding the handbook should be directed to Student Affairs at (770) 228-7348 or (706) 646-6159.

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, the college reserves the right to change any provision listed in the handbook, including, but not limited to, entrance requirements and admission 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/addendums to the student handbook can be found at the Southern Crescent Technical College website <http://www.sctech.edu>. The web version supersedes all other forms of publications in terms of revisions.

### History

Southern Crescent Technical College was formed in July of 2010 as a result of a merger between Flint River Technical College and Griffin Technical College. The newly formed Southern Crescent Technical College serves the workforce and community needs of the citizens in the nine counties of the South Atlanta region including Butts, Fayette, Henry, Jasper, Lamar, Pike, Spalding, Taylor, and Upson counties. Southern Crescent Technical College students are served at the Flint River Campus in Thomaston, the Griffin Campus in Griffin or at one of the centers in Butts, Henry, Jasper, or Taylor counties.

Both in equipment and facilities, Southern Crescent Technical College is constantly working to provide the most current, hands-on training to help stimulate the economic growth and development of this community. The tradition of academic excellence continues as the College expands and updates its facilities to help prepare today's students for tomorrow's workforce.

On June 16, 2011 the Flint River Campus opened the 32,000 Industrial Training Facility – Building E. This new facility houses the Electronics, Diesel Equipment, and Automotive programs. This building has nine classrooms, five training laboratories, nine faculty offices, and one administrative office area with an adjacent meeting site. Total construction costs were roughly \$6.3 million, with another \$1.26 million allocated to furnish and equip the facility.

Groundbreaking for the Medical Technology Building on the Griffin Campus was held July 28, 2011. This three story building now houses the Dental Assisting, Medical Assisting, Orthopaedic Technology, Pharmacy Technology, Practical Nursing, Radiologic Technology, Respiratory Care Technology, Surgical Technology, Emergency Medical Technician, and Paramedicine programs. The building has 12 classrooms, two biology labs, and a chemistry lab to support these allied health programs. The second and third floors contain office suites that will house faculty and staff. With the addition of this building, expansion of existing programs and the creation of new programs will be considered for the space vacated by the programs that have been relocated.

Fall of 2011 marked a noted change in the operations of Southern Crescent Technical College as the college transitioned from the quarter to the semester system.

Construction of a 35,700 square foot, \$7.5 million Henry County Center was completed in 2014. Located in McDonough, Georgia, this building sits adjacent to Henry County High School on 25 acres of land generously donated by the Henry County Board of Education.

As the future unfolds, Southern Crescent Technical College will continue to offer the latest certificate, diploma, and associate degrees designed to prepare students to enter the work force immediately upon graduation. The formation of Southern Crescent Technical College as a flagship technical college in the state provides students with expanded educational programs, greater access to college resources and technology, and enhanced opportunities for career success. In addition, business and industry now benefit from a larger pool of qualified, skilled graduates and expanded access to state-of-the-art facilities and equipment.

### History of Flint River Technical College

In April 1961, an agreement between Upson County and the city of Thomaston created the Upson County Area Vocational-Technical School. Upson Tech was the seventh vocational-technical school established in Georgia. After two years of planning and organizing, the school began classes in September of 1963 in a temporary building in north Thomaston. The school offered four programs of study.

In September 1964, a new facility was completed on U.S. Highway 19 South that is now considered the main campus. The new facility allowed for programs of instruction to increase to eleven. The school served an eight-county area. Additional facilities were added in 1975, 1978, 1991, 1996, and 2007.

In 1988, the Georgia Legislature created a new Georgia Department of Technical and Adult Education. The change allowed local schools to become a part of a unified state system with governance vested in a state board. This change became effective for this institution in 1988. The change also caused the institution's name to become Upson Technical Institute.

Since 1963, several programs of instruction have been added to reflect the changing employment opportunities in the institution's service area. Likewise, programs have been

deleted due to a lack of student interest and/or employer needs.

In 1989, in addition to the main campus located in Upson County, a major effort was begun to establish outreach centers in the three primary counties outside of Upson that are served by the institution. As a result of this effort, the institution developed full-time services in Crawford, Taylor, and Talbot counties. Associated with this expansion of services, the institution changed its name to Flint River Technical Institute. The name was selected to reflect the geographic area served by the institution that borders the Flint River.

On July 6, 2000, the name of Flint River Technical Institute officially became Flint River Technical College. Continued growth necessitated further expansion in 2004 when the Flint River Technical College Foundation acquired the former Thomaston Mills corporate office complex. This location in downtown Thomaston serves as new locations for Adult Education, Economic Development programs, and the Child Care Resource and Referral Agency. The Community Development Center (as the new location was named) provides more space to deliver these programs and it frees up locations on the main campus for new credit classes.

In 2006, the Georgia Legislature approved \$7.5 million in funding for a new industrial training center to be placed on the main campus. Building D, consisting of 16,000 square feet, now houses the Welding and Joining Technology, Air Conditioning Technology, Commercial Truck Driving, and Construction trades.

In 2007, the One Georgia Authority and the Department of Community Affairs awarded approximately \$1 million dollars for an 8,000 square foot expansion of the Taylor County Center. This Center provides expanded classroom and lab areas for training programs for the citizens of Taylor County and surrounding areas. Also in 2007, a \$300,000 donation from the Windhover Foundation of Quad Graphics was obtained which expanded and renovated the library on the main campus. The addition added approximately 1,400 square feet of floor space for library materials as well as designated space for computer stations and office space.

### **History of Griffin Technical College**

Since the first students began classes in temporary quarters in September of 1963, Griffin Technical College has been expanding in both facilities and programs offered. The College was originally named the Griffin-Spalding County Area Vocational Technical School and operated under the supervision of the Georgia Department of Education. The first 48,000 square foot building was completed in 1966, and the first expansion of the school was completed in 1978 with the addition of 18,748 square feet of classroom space.

In 1985, the State Board of Post-secondary Vocational Education was established and existing schools were encouraged to join this network. Griffin Tech joined the system in July of 1987 and adopted the name Griffin Technical Institute. Governor Joe Frank Harris elevated the Board to a Department in July 1988, changing the name to the Department of Technical and Adult Education.

In August of 1990, a 26,000 square foot office, classroom and lecture hall was added to the existing facility. The new Academic Building followed in the spring of 1995 which provided 15,297 square feet of additional classroom and office space. In September 1995, seven acres were acquired from the city of Griffin, and in February 1997, an additional two acres vacated by the Georgia State Patrol Station were acquired providing an additional 7,223 square feet of classroom and office space.

In March of 2000, Governor Roy Barnes approved legislation to change the name of Georgia's technical institutes to colleges. On July 6, 2000, Griffin Technical Institute officially became Griffin Technical College and began offering students more options for their education. The term "technical college" more accurately reflects the quality and levels of services provided by these institutions to the citizens of Georgia.

Griffin Technical College extended its commitment to public service in December 2001 by adding an additional facility in Jasper County. The Jasper County Center, located in Monticello, offers adult education courses as well as a variety of courses which support the degree and diploma programs offered on the main campus in Griffin.

In December 2003, Griffin Technical College added an additional 70,000 square feet of state-of-the-art classroom and laboratory space, complete with a new library, student center, bookstore, and dining hall. This addition has allowed the College to expand its program offerings to continue to meet the needs of students and local business and industry.

Located in Jackson, the Butts County Center opened in January of 2008 and offers Adult Education, courses for college students, dual enrollment students, and training for those in the workforce who want to improve their job skills. Additionally, the Butts County Center also provides students from the area with a more convenient setting to meet their educational goals.

### **College Mission**

Southern Crescent Technical College, a unit of the Technical College System of Georgia, is an institution of higher education that delivers relevant technical education at the associate degree, diploma, and certificate levels and through workforce training programs via traditional and distance learning formats that promote lifelong learning and impact economic development in the West Central Georgia region that spans south of Atlanta and north of Macon.

### **College Vision**

Southern Crescent Technical College is structured through ongoing assessment and strategic planning to emerge as the preeminent technical college that develops students to become globally work-ready employees through the unification of focused instruction, access to industry-relevant technology and facilities, and a culture of engagement, communication, and support.

## Core Values

Southern Crescent Technical College is guided by the practice of the following core values:

- Academic Excellence
- Student Success
- Integrity

## Technical Education Warranty

In collaboration with the Technical College System of Georgia and other technical colleges in the state, Southern Crescent Technical College has established curriculum standards with the direct involvement of business and industry. These standards serve as the industry-validated specifications which allow Georgia's technical colleges to provide a Technical Education Warranty. The Technical Education Warranty states:

"If one of our graduates educated under a standard program or 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."

The Technical Education Warranty applies to any Southern Crescent Technical College graduate who is employed in the field of his/her training and is in effect for a period of two years after graduation. Southern Crescent Technical College graduates or their employers who see a need to inquire or to file a claim under this Warranty should submit to the Office of the Vice President for Academic Affairs/Designee a written request citing the graduate's name, student identification number, program of study, and dates of attendance along with a description of the deficiency. The Office of the Vice President for Academic Affairs/Designee will review the claim and take appropriate action.

## Accreditations

Southern Crescent Technical College is accredited by the Southern Association of Colleges and Schools Commission on Colleges to award associate degrees. For questions about the accreditation of Southern Crescent Technical College, contact the Commission on Colleges by address at 1866 Southern Lane, Decatur, Georgia 30033-4097, by telephone at (404) 679-4500, or by website at <http://www.sacscoc.org>. For all issues not concerning accreditation, please contact the College directly by address at 501 Varsity Road, Griffin, Georgia 30223, by telephone at (770) 228-7348, or by website at <http://www.sctech.edu>.

Southern Crescent Technical College is accredited by the Southern Association of Colleges and Schools Commission on Colleges to award associate degrees. For questions about the accreditation of Southern Crescent Technical College, contact the Commission on Colleges by address at 1866 Southern Lane, Decatur, Georgia 30033-4097, by telephone at (404) 679-4500, or by website at <http://www.sacscoc.org>. For all issues not concerning

accreditation, please contact the College directly by address at 501 Varsity Road, Griffin, Georgia 30223, by telephone at (770) 228-7348, or by website at <http://www.sctech.edu>. Southern Crescent Technical College is a unit of the Technical College System of Georgia. Southern Crescent Technical College is also accredited or certified at the academic program level by the following organizations:

### **Air Conditioning Technology**

HVAC Excellence  
1350 W Northwest Hwy  
Mount Prospect, IL 60056  
(800) 394-5268

### **Automotive Technology**

National Automotive Technicians Education  
Foundation (NATEF)  
101 Blue Seal Drive, Suite 101  
Leesburg, VA 20175  
(703) 669-6650

### **Commercial Truck Driving and Commercial Straight Truck and Passenger Driving**

Georgia Department of Driver Services  
Department of Driver Services  
Post Office Box 80447  
Conyers, GA 30013  
(678) 413-8400

### **Cosmetology**

Georgia State Board of Cosmetology and  
Georgia State Board Master Cosmetology Examination  
237 Coliseum Drive  
Macon, GA 31217-3858  
(478) 207-2440

### **Dental Assisting**

Commission on Dental Accreditation  
211 East Chicago Avenue  
Chicago, IL 60611  
(312) 440-4653

### **Early Childhood Care and Education**

Bright from the Start  
Georgia Department of Early Care Learning  
10 Park Place South, Suite 200  
Atlanta, GA 30303  
(404) 656-5957/(404) 657-5562

### **Health Information Technology**

Commission on Accreditation for Health  
Informatics and Information Management  
Education (CAHIIM)  
233 N. Michigan Avenue, 21<sup>st</sup> Floor  
Chicago, IL 60601-5519  
(312) 233-1129



**Medical Assisting – Griffin Campus**

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

**Nurse Aide**

Georgia Health Partnership Nurse Aide Program  
C/o Georgia Nurse Aide Training Program  
1455 Lincoln Parkway East, Suite 750  
Atlanta, GA 30346

**Orthopaedic Technology**

Recognized by National Association of  
Orthopaedic Technologists  
8365 Keystone Crossing, Suite 107  
Indianapolis, IN 46240  
(317) 205-9484

**Patient Care Assisting**

Georgia Health Partnership Nurse Aide Program  
C/o Georgia Nurse Aide Training Program  
1455 Lincoln Parkway East, Suite 750  
Atlanta, GA 30346

**Polysomnography Technician**

Commission on Accreditation for Respiratory Care (CoARC)  
1248 Harwood Road  
Bedford, TX 76021  
(817) 283-2835

**Practical Nursing**

Georgia Board of Licensed Practical Nurses  
237 Coliseum Drive  
Macon, GA 31217-3858  
(478) 207-2440

**Radiologic Technology**

The American Registry of Radiologic Technologists (ARRT)  
recognizes the Radiologic Technology program. Graduates  
are eligible to apply to sit for the Radiography examination of  
the ARRT.  
1255 Northland Drive  
Mendota Heights, MN 55120 - (651) 687-0048

**Respiratory Care Technology**

Commission on Accreditation for Respiratory Care (COARC)  
1248 Harwood Road  
Bedford, TX 76021-4244  
(817) 283-2835

**Surgical Technology**

Accreditation Review Committee of Education in  
Surgical Technology  
6 W. Dry Creek Circle, Suite #210  
Littleton, CO 80120  
(303) 694-9262

**Statement of Equal Opportunity**

Southern Crescent 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, disabled veteran, veteran of the Vietnam Era, spouse of military member, or citizenship status (except in those special circumstances permitted or mandated by law). This nondiscrimination policy encompasses the operation of all technical college-administered programs, programs financed by the federal government including any Workforce Investment Act of 1998 (WIA) Title I financed programs, educational programs and activities, including admissions, scholarships and loans, student life, and athletics. It also encompasses the recruitment and employment of personnel and contracting for goods and services. The following person has been designated to handle inquiries regarding the nondiscrimination policies: Title IX/Equity Coordinator (Griffin Campus, Butts County Center, Henry County Center, and the Jasper County Center) Toni Doaty, Griffin Campus, Room 303, 501 Varsity Road, Griffin, GA 30223, (770) 228-7382, [tdoaty@sctech.edu](mailto:tdoaty@sctech.edu); ADA/Section 504 Coordinator (Griffin Campus, Butts County Center, Henry County Center, and the Jasper County Center) Teresa Brooks, Griffin Campus, Room 303, 501 Varsity Road, Griffin, GA 30223, (770) 228-7258, [tbrooks@sctech.edu](mailto:tbrooks@sctech.edu), Title IX/Equity and ADA/Section 504 Coordinator (Flint River Campus and Taylor County Center) Mary Jackson, Thomaston Campus, Room 252A, 1533 Highway 19 South, Thomaston, GA 30286, (706) 646-6224, [mjackson@sctech.edu](mailto:mjackson@sctech.edu). Title IX/Equity and ADA/Section 504, (Employee complaints) Sharon Irby, 501 Varsity Road, Griffin, Georgia 30223, (770) 229-3454, [sirby@sctech.edu](mailto:sirby@sctech.edu). Any complaints filed against the Title IX/Equity Coordinator or ADA/Section 504 Coordinator on any campus/center shall be handled by Xenia Johns, Griffin Campus, Room 700, 501 Varsity Road, Griffin, GA 30223, (770) 228-7348, [xjohns@sctech.edu](mailto:xjohns@sctech.edu).

Southern Crescent Technical College adheres fully to the requirements of Title IV in both policies and procedures. It is the policy of Southern Crescent Technical College 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 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 shall not engage in prohibited conduct and may be barred for such conduct if other corrective measures are ineffective. Allegations of unlawful harassment occurring at clinical sites to which students are assigned shall be investigated in accordance with this procedure. Any individual who has engaged in prohibited behavior or conduct will be subject to disciplinary action up to and including expulsion or dismissal. All students are encouraged to report any act of unlawful

harassment, discrimination, retaliation and/or intimidation. Reports will be treated in an expeditious and confidential manner.

SCTC will not tolerate retaliation for having filed a good faith harassment and/or discrimination complaint 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 harassment/-discrimination or retaliation, or who is untruthful during an investigation may be subject to disciplinary action, up to and including expulsion or dismissal.

Therefore, Southern Crescent Technical College will not tolerate sexual harassment by anyone, in any form, at any time or location, served by or used by members of the college community. If any member of the SCTC community believes they have been subjected to sexual harassment, they should immediately make that fact known by the most expeditious means to the appropriate school official. In the case of employees, that person is Title IX/Equity and ADA/Section 504 Sharon Irby, Director of Human Resources Griffin Campus, 501 Varsity Road, Griffin, Georgia 30223, (770)229-3454, [sirby@sctech.edu](mailto:sirby@sctech.edu). In the case of students, that person is Title IX/Equity Coordinator Toni Doaty, Assistant Director of Student Support Services Griffin Campus, 501 Varsity Road, Griffin, GA 30223 (770)228-7382, [tdoaty@sctech.edu](mailto:tdoaty@sctech.edu).

For students in clinical placements at hospitals and clinics or other locations around the state, it is essential that you report incidents of sexual harassment to the College, directly to the coordinator listed above, as well as to the designated official at your place of assignment. For supervisors of students in clinical placements especially, but for every supervisor at every level in the organization, it is your duty to be certain that allegations of sexual harassment that come to your attention be reported immediately. If the student or employee being harassed does not report it, you are required to do so.

### Southern Crescent Technical College Board of Directors

Members of the Board of Directors are selected for their knowledge of and affiliations with local business and industry. It is the role of the board members to maintain awareness of local industry and community needs and to communicate those needs to the president and administrative staff.

The Board of Directors reviews and approves, based on community priorities, technical college programs, the College's annual and long range goals and objectives, and the annual budget projections and improvement plans. The board also evaluates institutional effectiveness, policy development and implementation, and promotes community advocacy.

## Admissions

### Admission Process

Admission to Southern Crescent Technical College is a multi-step process which consists of evaluation of prior academic experience and assessment for post-secondary readiness of eligible applicants.

### 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.

Applicants must note that completion of the admission steps listed below does NOT guarantee acceptance into a program of study. Minimum admission test score requirements and other admission criteria must be met.

### Admission Steps

All applicants entering degree, diploma, or certificate programs must complete all of the admission steps listed below:

**1. Application Process** - Complete the Southern Crescent Technical College Application for Admission and submit the \$20 application fee (former students may be exempt). Applications from persons who do not actually enroll in Southern Crescent Technical College will be maintained for one year. Applicants furnishing false, incomplete, or misleading information will be subject to rejection or dismissal without a refund.

**2. Required Academic Criteria** - A General Education Diploma (GED) or high school diploma (verified by an official transcript including graduation date and diploma type) will be required for admission to Southern Crescent Technical College unless otherwise specified by the program's standards. Home-schooled students may follow an alternative path for admission, described below. High school diplomas from unaccredited institutions, Certificates of Attendance, or special education diplomas are not recognized for admission purposes. Students with diplomas from secondary schools located outside the United States must have their transcripts evaluated for equivalency by an approved outside evaluation organization. Applicants who have successfully completed (C or better) a minimum of 30 semester or 45 quarter hours at the degree level may submit official transcripts from all previously attended colleges accredited by an accepted accrediting agency in lieu of a GED or high school diploma. All applicants must provide Admissions with official

transcripts from all post-secondary colleges and schools attended. \*Official transcripts must be in a sealed envelope. Official documents and credentials submitted to the College for admission and placement purposes, become and remain the property of SCTC and will not be returned to the applicant, duplicated, or transferred to another institution.

Applicants of home schools LOCATED IN Georgia who did not attend a recognized accredited program must adhere to the following alternative path for admission:

- Submit a letter from the local superintendent's office verifying that (1) the parent or legal guardian notified the superintendent of intent to home school and (2) that the parent or legal guardian submitted the required attendance reports to the superintendent's office on a monthly basis as required by O.C.G.A. § 20-2-690.
- Submit annual progress reports or a final transcript for the equivalent of the home-schooled student's junior and senior years. The final progress report should include the graduation date.

Applicants of home schools LOCATED OUTSIDE the state of Georgia who did not attend a recognized accredited program must adhere to the following alternative path for admission:

- Submit annual progress reports or a final transcript for the equivalent of the home-schooled student's junior and senior years. The final progress report should include the graduation date.
- Submit SAT or ACT scores that meet the TCSG system minimum requirements.

**3. Assessment** - The ability of a student to succeed in a program at Southern Crescent Technical College is greatly determined by the math and language skills possessed by that student. Southern Crescent Technical College is committed to assisting each student to achieve at their maximum potential. All students applying for diploma, degree, and certificate programs must be assessed prior to acceptance to a program of study at Southern Crescent Technical College. Once assessed, students will then be admitted in accordance with the academic standards applicable to that program.

Southern Crescent Technical College utilizes COMPASS or ASSET, the TCSG-approved assessment instruments, when evaluating students for program readiness. However, in the place of COMPASS, Southern Crescent Technical College may accept a student's official entrance score on a validated assessment instrument (such as SAT, ACT), or Georgia High School Graduation Test in English/Language Arts if the scores meet the college program's required minimums. 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, the student must be assessed using COMPASS or ASSET valid for placement

purposes for a period of 60 months and are transferable to any TCSG college. Southern Crescent Technical College has developed its own retesting policy and charges may apply.

Any High school graduate who completed high school within the past three years can be admitted with at least a 3.0 GPA.

Official transcripts from a regionally or nationally accredited post-secondary 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 COMPASS or ASSET.

Applicants may also be required to complete additional admission requirements for certain programs.

Official transcripts, test scores, or other required documents must be sent directly from the issuing school or agency to the Student Affairs Office. If submitted by the applicant in person, documents must be in an unopened envelope that has been officially sealed by the issuing school or agency. Official documents and credentials submitted to the College for admission and placement purposes become the property of SCTC and will not be duplicated or transferred to another institution.

## Categories of Admission

### Regular Admission

Students who meet all requirements for admission into a selected program and are eligible to take all courses in the program curriculum are granted regular admission status.

### Provisional Admission

Students who do not meet all requirements for regular admission into a selected program are granted provisional admission status. Provisionally admitted students may take learning support classes, and certain specified occupational courses as long as class pre- and co-requisites are satisfied. All certificate, diploma, and associate degree program students initially admitted on a provisional basis must have satisfactorily completed the necessary pre-requisite and learning support course work in order to progress through the state standard curriculum.

### Learning Support Admission

Applicants who score below the provisional cut scores in English, math, and reading are granted learning support status or referred to Adult Education. Students with learning support status may not take occupational courses until achieving provisional status. Students with this status are not eligible for federal financial aid.

Students wanting to transfer in learning support courses should refer to the Transfer Student Admission section of the handbook for information about this process.

### Special Admit

Applicants who wish to take credit coursework, but are not seeking a certificate, diploma, or associate degree are granted special admit status. The following specifics define the parameters of the status:

- May apply up to a maximum of 17 semester credit hours into a specific program for credential seeking purposes after achieving regular admit status. The number of hours taken as a special admit student in no way waives the requirements of the regular admission process.
- **Students should submit college transcripts to show good academic standing and degree level placement scores or previous college coursework to meet any individual course prerequisites.**
- **Students who do not test may still be admitted as special admit but may not register for degree level core courses.**
- **May enroll in classes only on a space-available basis.**
- Students are registered by the Office of the Registrar personnel during the new/returning registration period.
- Will not be eligible for any financial aid.
- The student will not receive a certificate, diploma, or associate degree under the special admit status.
- Special admit students will not receive permission to take courses at other colleges under transient status.

### Transient Admission

Students seeking transient admission must submit an Admission Application and pay the application fee. Students who submit a Transient Agreement Letter from their home institution are granted transient admission status. The Transient Agreement Letter should verify that the student is in good standing and should list the courses the student is eligible to take. A current Transient Agreement Letter is required for each term of enrollment. Transient/host students are registered by the Office of the Registrar personnel during the new/returning student registration period on a space available basis.

Note: Home transient students will only receive permission to take courses required for his/her program of study at other colleges.

### Transfer Student Admission

Requirements:

Applicants to Southern Crescent Technical College who had been previously enrolled at another post-secondary institution will be considered for admission under the following categories:

- Applicants who are in good standing at the former school may be accepted in good academic standing.
- Applicants who are on academic probation or suspension at their former institution may be accepted only on academic probation or suspension.
- Applicants who are on academic suspension at the former school may be accepted on academic probation after one term of no attendance.

In addition to the general requirements, an applicant seeking admission as a transfer student must:

- Submit an official copy of high school or GED transcript and all college transcripts. A transcript is considered official only when it bears the seal of the granting institution and is either mailed directly to Southern Crescent Technical College or hand delivered in a sealed official envelope. Students who have completed a degree level program at another regionally accredited college and who present an official transcript documenting the degree will not be required to submit a high school or GED transcript.
- Non-U.S. high school and college transcripts must be evaluated by an approved translation service who will then forward the evaluation to the College. Contact the Student Affairs Office for names of translation and evaluation services used by Southern Crescent Technical College.

Credits from regionally accredited colleges or other post-secondary institutions may transfer if:

1. They are of the same content and length of the course required in the Southern Crescent Technical College program, and
2. A grade of C or better was earned.

A Transfer Credit Evaluation Request Form must be completed to have a transcript evaluated for transfer credit. An official transcript from each post-secondary school is required for an evaluation. It may be necessary to provide the Registrar with course descriptions. It is the responsibility of the student to obtain any additional information requested by the Registrar. Transferability of general core courses is not typically affected by date of completion. Health sciences and computer sciences and related courses greater than five years old are not transferable and are subject to review due to the nature of the subject matter. Transferability of occupational courses is determined by the program coordinators as relevant to the subject area. Once the transcript is evaluated, a letter is mailed to the student. The credits are posted to the student's academic record using a grade of TR which is not calculated into the grade point average.

Students may take learning support courses at other institutions and transfer the learning support courses to Southern Crescent; however, students will be required to take a placement exam at SCTC to determine that the mastery level has been reached prior to enrolling in credit-bearing courses.

***A student must complete at least 25% of his or her credit hours at Southern Crescent Technical College in order to be awarded a diploma, degree, or certificate from Southern Crescent Technical College. Should a student receive advanced standing through transfer of credit, military credit, credit by exemption, credit by experience, or articulation, the student will be required to complete no more than 25% of the credit hours of the required curriculum for graduation in residence at Southern Crescent Technical College.***

### **International Student Admission**

The United States Citizenship and Immigration Services (USCIS) currently does not authorize Southern Crescent Technical College to issue student visas. Applicants who are permanent residents or who qualify under refugee or asylee status are exempt from obtaining M-1 visas to attend college.

To gain consideration for admission, applicants must:

1. Submit the College's application for admission and the \$20 one-time, non-refundable application fee payable with U.S. currency, a credit card, a money order, or a check issued by a bank in the United States.
2. Submit valid placement program test scores (COMPASS, ASSET, SAT, ACT). Test scores must be less than five (5) years old.
3. Provide copies of resident alien identification cards.
4. Provide official English translations of all secondary and post-secondary records and evaluations of those records by an independent evaluation service. (The addresses, applications, and information on the approved companies that provide evaluation services of foreign transcripts are available from the Student Affairs Office.) Applicants must pay the costs of having their records translated and/or evaluated. At a minimum, applicants must have the equivalent of a high school diploma.

After applicants submit this documentation, the Student Affairs Office will evaluate their application materials. The College will assess tuition at a rate that is four times the rate assessed for Georgia residents until international residents establish in-state residency.

### **Former Student Admission**

#### **Requirements**

Students who are inactive at Southern Crescent Technical College for two full semesters or more will be required to:

1. Submit a completed application form to the Student Affairs Office.
2. Meet program admission requirements in effect at the time of readmission, including assessment (testing) requirements. If test scores are more than five (5) years old or are not sufficient based on program requirements, the student may be required to retest or provide acceptable transfer coursework prior to readmission.
3. Submit official transcripts from all colleges, universities, or institutions attended since their last enrollment.
4. Must attend orientation.

### **Senior Citizen (Georgia Amendment 23) Admission**

Amendment 23 to the Georgia Constitution provides for the enrollment of persons 62 years of age or older in post-secondary education in Georgia. Provisions of the amendment include:

1. The applicant must be 62 years of age or older at the time of registration and must present a birth certificate, state issued identification, or other comparable written documentation of age.
2. Upon admission, the applicant may enroll as a regular or auditing student in courses offered for resident credit on a space-available basis without payment of tuition.

3. However, the applicant will be responsible for payment of other applicable fees.

The applicant must meet all admission requirements.

### **Felony Convictions**

Felony convictions may affect employability and licensure.

### **Course Audit**

A student may enroll in any class for audit on a noncredit, space-available basis with payment of the regular credit hour fee. The student is expected to attend classes and participate in class activities, but is not required to complete assignments or take examinations. Audit hours may not be converted to credit at a later date. Students must declare a course as audit status at the time of initial registration by submitting a completed Official Course Audit Form to the Academic Affairs Office.

### **Withdrawal of Application**

An applicant who has been notified officially of acceptance should notify the Student Affairs Office if he or she decides not to attend. The applicant must submit an updated application for the semester he/she desires to attend. The applicant will be notified when to register.

### **Testing Guidelines**

For entrance purposes, some students will have to take the COMPASS or ASSET exam. The student will receive a walk-in testing form from Admissions before testing. Students will also need to present current photo identification. The exam consists of Reading, Writing, and Math (Pre-Algebra/Algebra). The Testing Center will supply paper, pencil, and calculators (personal calculators are not permitted). Food, beverages, cell phones, and personal items are not allowed in the testing facility. New students will be able to test one time. If students test within five points of their required test score, retesting is available for that section only. Learning support classes are required if a student does not meet the minimum test score requirement for the chosen program area. These classes are remedial classes taken to refresh a student's skill in the specific subject area. Once a learning support course is completed satisfactorily, and a final grade has been posted, students can retest in that particular subject one time. If the required score is not met, the student must continue with the sequence of learning support courses. Test results can be viewed upon completion of testing. An unofficial copy of test results will be given to students upon completion of their exam. An official copy can be picked up in the admissions office. Contact the Testing Center if you need additional information on testing.

### **Full-time/Part-time Status**

A student is considered to have full-time status if he/she is registered for 12 or more credit hours in a semester. A student registered for less than 12 credit hours is considered a part-time student. A student registered for six or more credit hours, but less than 12 credit hours, is considered to be a part-time student.

## State Resident Policy

Legal residence in the state of Georgia requires not only recent physical presence in Georgia, but also the element of intent to remain indefinitely. Each school has the responsibility of evaluating each application while each student has the responsibility of conveying current and accurate residency information. This information is used in determining the appropriate fees to be paid by each student.

To be classified as an in-state student for tuition purposes, an individual must show that he/she has been a legal resident of Georgia for a period of no less than 12 months immediately preceding the date of registration.

### 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.

The state of Georgia complete Residency Policy may be viewed in the Student Affairs Office.

## Exceptions

Out-of-state tuition may be waived for exceptions as defined in this policy. Exceptions include:

- Employees and their children who move to Georgia for employment with a new or expanding industry as defined in Georgia Code 20-4-40;
- Non-resident students who are financially dependent upon a parent, parents, or spouse who has been a legal resident of Georgia for at least 12 consecutive months immediately preceding the date of registration; provided, however, that such financial dependence shall have existed for at least 12 consecutive months immediately preceding the date of registration;
- Full-time employees of Georgia's technical schools, their spouses, and their dependent children;
- Full-time teachers in the public schools of Georgia or in the University System and their dependent children.
- Teachers employed full-time on military bases in Georgia qualify for this waiver;
- Military personnel and their dependents stationed in Georgia and on active duty;
- Military personnel and their dependents who are legal residents of Georgia, but are stationed outside the state.
- Military personnel, spouses, and dependent children reassigned outside Georgia, who remain continuously enrolled and on active military status.

## 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 before you are eligible 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 issued by a state that verifies immigration status and only issues to persons lawfully present in the United States.

The Technical College System of Georgia (TCSG) will accept the following:

- Alabama: Issued after August 1, 2000
- Florida: Issued after January 1, 2010, AND have 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

- 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 TCSG Board Policy and Procedure V.B.3 to warrant an in-state classification. Students who 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.

### Seamless Education Enrollment Opportunities

Any Georgia high school student who is classified as a junior or senior, who is at least 16 years of age, and who meets the regular admission requirements of his/her chosen program of study at Southern Crescent Technical College is eligible to participate in the following seamless education enrollment opportunities.

#### A. Dual Enrollment

The dual enrollment program offers additional educational opportunities for motivated high school students to earn dual course credit from both the Georgia Department of Education secondary schools and the technical colleges governed by the State Board of the Technical College System of Georgia while the students are still enrolled in high school. High school students enrolling in this program are eligible to take required non-general education courses within technical certificate or diploma programs. High school students must have a minimum grade point average of 2.0 to participate in the dual enrollment program.

Students should meet with their counselors to discuss the opportunities available through this program. To participate in dual enrollment at SCTC, applicants must:

1. Be at least 16 years of age;
2. Be a high school junior or senior;
3. Complete, sign, and submit the College's application for admission;
4. Submit appropriate COMPASS, ASSET, SAT, or ACT scores;
5. Have a 2.0 high school GPA;

6. Complete, sign, and submit a Dual Enrollment Agreement to Participate form in which parents/guardians and high school administrators authorize students to participate in the program;
7. Complete and submit a HOPE Grant application and meet all HOPE Grant eligibility requirements; and
8. Select courses approved by the Georgia Department of Education.

Some technical certificate and diploma programs of study require students to be over the age of 16 to enroll in coursework associated with those programs. Applicants for the dual enrollment program must gain regular admission status to participate. Applicants whose test scores place them in learning support coursework are not eligible to participate in this program. High school students and their parents, high school counselors or principals, and post-secondary institution officials should be confident that it is in the best interest of students to participate in the dual enrollment program. Dual enrolled students are not eligible for Pell and the Hope Scholarship.

#### B. Joint Enrollment

Joint enrollment provides high school students the opportunity to take courses at public or private post-secondary institutions in Georgia while they are still enrolled at their high schools. They receive credit at the post-secondary institutions only when they successfully complete coursework. Joint enrollment students do not earn credit to satisfy their high school graduation requirements. High school students wanting to enroll jointly at Southern Crescent Technical College must be at least 16 years old, have a minimum high school grade point average of 2.0, and complete and submit appropriate test scores.

To participate in joint enrollment at SCTC, applicants must:

1. Be at least 16 years of age;
2. Be a high school junior or senior;
3. Complete, sign, and submit the College's application for admission;
4. Submit appropriate COMPASS, ASSET, SAT, or ACT scores;
5. Have a 2.0 high school GPA;
6. Complete, sign, and submit a Joint Enrollment Agreement to Participate form in which parents/guardians and high school administrators authorize students to participate in the program;
7. Complete and submit a HOPE Grant application and meet all HOPE Grant eligibility requirements; and
8. Select courses approved by the Georgia Department of Education.

Joint enrollment applicants must gain regular admission status to enroll at the College. High school students whose test scores place them in learning support coursework are not eligible to enroll jointly at the College. Joint enrollment students must attend New Student Orientation and Registration prior to registering for the first semester at the College. The Georgia Student Finance Commission provides funding through the HOPE grant program for joint enrollment

students who only take technical certificate or diploma level courses at post-secondary institutions. Joint enrollment students are ineligible to receive a HOPE scholarship.

### C. ACCEL Program

The ACCEL program is for students classified as high school juniors and seniors at accredited public or private high schools in the state of Georgia, and is operated in all school terms except summer. The program allows students to pursue degree level post-secondary study at approved public and private colleges and technical colleges while receiving dual high school and college credit for courses successfully completed.

Courses pursued by students under this program must come from the approved course directory which is supplied to high school counselors in the state. Courses are available only in the areas of the core graduation requirements for college preparatory students: English, mathematics, social studies, science, and foreign language.

At public colleges the program provides funding for tuition, in keeping with the benefits provided by the HOPE program. Transportation and other expenses are the responsibility of the student, including tuition and other expenses for non-core courses, if any are taken.

Credit hours paid by the ACCEL program for the student will not count towards the limit of post-secondary hours paid for by the HOPE (Helping Outstanding Pupils Educationally) program. Additional requirements or restrictions for participating in this program may be imposed by the high school.

To participate in ACCEL at SCTC, applicants must:

1. Be at least 16 years of age;
2. Be a high school junior or senior;
3. Complete, sign, and submit the College's application for admission;
4. Submit appropriate COMPASS, ASSET, SAT, or ACT scores;
5. Have a 2.0 high school GPA;
6. Complete, sign, and submit a Dual Enrollment Agreement to Participate form in which parents/-guardians and high school administrators authorize students to participate in the program;
7. Complete and submit an ACCEL application and meet all ACCEL eligibility requirements; and
8. Select courses approved by the Georgia Department of Education.

ACCEL applicants must gain regular admission status to enroll at the College. High school students whose test scores place them in learning support coursework are not eligible to enroll in ACCEL courses at the College. ACCEL students must attend New Student Orientation and Registration prior to registering for the first semester at the College.

### D. Move on When Ready

The Move on When Ready (MOWR) Program allows Georgia students entering 11th or 12th grade to take all of their courses at a TCSG college or through any other state institution or a virtual course approved by the State Board of Education. The student pays no college tuition because the law provides that the funding that would normally be applied to the high school education instead follows the student to the college, as arranged by the Georgia Department of Education. To be eligible, students must have spent the prior school year in attendance at a public high school in Georgia. Students who enroll in a TCSG college or other Georgia colleges or universities in the MOWR program receive credits that allow them to complete the requirements for their high school graduation and diploma.

To participate in MOWR at SCTC, applicants must:

1. Be at least 16 years of age;
2. Be a high school junior or senior;
3. Complete, sign, and submit the College's application for admission;
4. Submit appropriate COMPASS, ASSET, SAT, or ACT scores;
5. Complete, sign, and submit a MOWR Participate Form in which parents/guardians and high school administrators authorize students to participate in the program;
6. Select courses approved by the Georgia Department of Education. MOWR applicants must gain regular admission status to enroll at the College. High school students whose test scores place them in learning support coursework are not eligible to enroll in MOWR courses at the College. MOWR students must attend New Student Orientation and Registration prior to registering for the first semester at the College.

### E. Articulated Credit

Students may receive advanced credit at any technical college in Georgia for courses identified in the articulated agreement. This advanced placement credit is based on the articulation agreement developed between the Georgia Department of Education and the Technical College System of Georgia. Those who make grades of B (80) or higher on the exemption examinations receive college credit (grades of AC on their college transcripts) for the courses. There is no requirement for students to take additional coursework to replace courses for which credit was earned through examination, and there is a \$10.00 charge to high school students for testing. Enroll in SCTC within 24 months of high school graduation.

For more information about dual enrollment, joint enrollment, ACCEL, MOWR, or articulated credit, contact the Dual Enrollment Coordinator at Southern Crescent Technical College at 706.646.6122 or 770.229.3065.



## Registration

### Registration/Orientation

A student must complete the registration process each semester to remain eligible to attend classes.

An orientation session is mandatory for all new students just prior to registration for classes. This session provides an opportunity for students to become familiar with policies and regulations, and learn more about the programs and services of the school.

Failure to register at the appointed time may result in the assessment of a late fee of \$45.

### Diploma to Degree Transfer

A student who desires to change from diploma status to degree status should consult with his or her program advisor; he or she must meet degree admission requirements and complete the Change in Enrollment Form. **Change in Enrollment Forms should be received in the Student Affairs Office at least two weeks prior to any registration period.** Students should always consult with the financial aid provider on this type of transfer.

### Change of Program

Students who wish to change from one program to another or from the pursuit of one credential to another must meet the admissions requirements for the new program or credential. Students should be aware that credits earned in one program may not apply to a new program. Changing programs may lengthen the time required to complete a program. **Change in Enrollment Forms should be received in the Student Affairs Office at least two weeks prior to any registration period.**

Financial assistance programs have specific guidelines concerning changing programs.

Students who are receiving benefits under a financial aid program (federal, state, or local student aid, veterans' benefits, and WIA) should discuss the possible impact of a program change on their benefits.

Students who wish to change their program status should take the following steps:

1. Inform their current advisor;
2. Obtain signatures from the program advisor or director and financial aid officer;
3. Upon approval by all signed parties, the Student Affairs Office will determine the student's admissions eligibility for the second program;
4. Requirements will be noted, and the student will be notified of any additional admissions requirements for the new program;
5. **Complete a Transfer Credit Evaluation Request form for the new program of study;**

6. Report to the new program advisor.

**Students should allow a minimum of two (2) weeks to process the change of program. A student may change his or her program of study no more than twice per year unless he or she has special permission from the appropriate Dean for Academic Affairs.**

### Dual Majors Policy

A dual major allows a student to seek a secondary program of study. A student may add a second major to his/her existing program as long as both majors have the same level and the same cost. To be considered for a dual major on separate campuses, approval must be made by the Vice President for Academic Affairs/Designee.

Same level - the primary and secondary area of study will have to be the same level, for example, diploma to diploma, degree to degree, certificate to certificate

**And**

Same cost - the cost per credit hour for the required courses of both majors will have to be the same

**Or**

A student may be considered for a dual major in unlike levels if it is the last semester of his/her current major.

**Or**

A student may take courses in unlike program levels if his/her admissions status is special admit. No more than 17 semester hours taken under the special admit status can be applied toward a certificate, diploma, or degree. Special admit students are not eligible for financial aid.

NOTE:

1. **Dual medical programs are not allowed.**
2. **Health Care Assistant or Health Care Science students must complete their certificate before adding another major.**

### Dual Majors Procedure

1. Complete a Change in Enrollment Form located in the Student Affairs Office.
2. Obtain a signature from a financial aid officer.
3. Upon approval by all signed parties, the Student Affairs Office will determine the student's admissions eligibility for the second program.
4. Requirements will be noted, and the student will be notified of any additional admissions requirements for the new program.
5. Upon completion of the admission requirements for the new program, the student will be allowed to take courses within either program, space permitting.
6. If the secondary program has a waiting list, the student will be placed on the list effective the date of the completion of the admission and core requirements.

### Credit by Examination

#### Exemption Exam

A currently enrolled or accepted program student may receive course credit by passing an examination if one is offered. The

examination may be written and/or performance based and validates competencies in skills the student would obtain through actual enrollment in the course. Exemption exams are given each semester. The list of exemption exams available and the schedule of test administration are available in the Academic Affairs Office.

### Exemption Exam Procedures

- A student cannot attempt to exempt a course in which he or she is currently enrolled nor for any course in which he or she has been enrolled. The only exception is for those courses in which a student successfully completed, but have become obsolete because they are over five years old. No exemption exam may be attempted more than once.
- Students should obtain an Exemption Examination Application at any Academic Affairs office. The application should be fully completed including necessary signatures.
- To schedule the exam for a particular date, time, and location, students must sign up for the exam at The Community Service Center on the Griffin Campus, Building 100 and on the Flint Campus.
- Payment must be made before a student registers for a particular date, time, location, and exam.
- A non-refundable fee of 25% of course tuition is charged for each exam. This fee must be paid prior to taking the exam, and a receipt for this fee must be presented to the examiner at the time of the exam.
- The fee requirement is waived for eligible articulated secondary students.
- All exams are to be taken without any outside aids such as textbooks, notes, etc.
- A minimum score of 80% must be achieved to successfully exempt a course.
- If the student successfully exempts a course, a grade of EX will be assigned. It is not calculated into the grade point average. Exemption exams most likely will not transfer to other colleges; although, transfer ability is always up to the receiving college.
- If the course being exempted by examination has a pre-requisite course requirement, the pre-requisite must be satisfied by either passing the exemption test, if available, or successfully passing the pre-requisite course.
- Academic Affairs will notify the student of the results of the exam. The Registrar's Office will record the grade for posting to the student's transcript.

**NOTE:** The Office of Academic Affairs determines what courses are available for exemption testing. *Financial aid will not cover the cost of exemption exam fees.*

### College-Level Examination Placement (CLEP) Credit

CLEP®-- The College accepts College-Level Examination Program credit from the College Board, but does not offer the exams on campus. Check the College Board website for available exams, fees, and test locations.

[www.collegeboard.com](http://www.collegeboard.com). To receive CLEP credit, the scores received must be at the 50<sup>th</sup> percentile or higher. Students wishing to earn CLEP credit should contact the Registrar.

### Credit through Experience

Southern Crescent Technical College recognizes that learning can take place in a variety of settings other than the College classroom. Students who have completed documented training through law enforcement, the military, or similar organizations that provide transcripts from the training may be eligible for college credit. Only current students who have successfully completed at least three (3) hours of credit at Southern Crescent Technical College are eligible to request credit through experience. A maximum of 12 hours can be obtained through experience. Students wishing to be granted credit through experience should obtain a Request for Credit for Experiential Learning Form from the Academic Affairs Office. Along with the form, the student must submit official copies of transcripts that list all training. Training hours must approximate the contact hours for the requested college course. The program coordinator will review the documentation. If all requirements are met, the document will be approved by the Vice President for Academic Affairs/Designee, a grade of EX is assigned and credits are awarded. Quality points are not calculated into the GPA. Experiential credits most likely will not transfer to other colleges; although, transferability is always up to the receiving college. There is no fee for credits earned through experience.

## Graduation

### Technical Certificate of Credit Graduate

Students completing a certificate program should complete an Application to Graduate ONE ACADEMIC TERM PRIOR to their anticipated completion date. Certificates may be picked up from the Student Affairs Office approximately six (6) weeks after completion if submitted before the deadline or may be sent by certified mail for a \$10 fee. A student who applies to graduate after the fiscal year of his/her graduation will be provided an official transcript, but will be charged a \$25\* fee to have his/her certificate printed.

### Diploma/Degree Graduate

All students who expect to graduate must complete the Application to Graduate, have it signed by his/her major advisor, **AND SUBMIT IT TO THE REGISTRAR'S OFFICE ONE ACADEMIC TERM PRIOR TO THE COMPLETION DATE.** All students submitting a graduation application must attend a mandatory graduation workshop as part of the application process. Workshops are scheduled throughout the term on both locations. If the student plans to attend the graduation exercises, a \$35 non-refundable graduation fee\* must be

paid when the application is submitted to defray the costs (cap and gown and diploma cover) of the ceremony. Graduation applicants must meet all academic (Cumulative 2.0 grade point average and regular program admission status) and financial obligations prior to graduation. A student who applies to graduate after the fiscal year of his/her graduation will be charged a \$25 fee\* to have his/her degree or diploma printed.

Note: For more information on the graduation workshops, please contact the Office of the Registrar.

\*Fees subject to change.

## Career Services

One of the primary purposes of Career Services is to help Southern Crescent Technical College students decide on a viable program of study. There are tools available to SCTC students to help in degree/program selection. First there is Focus2. Focus is an online career assessment test that enables students to evaluate their personal qualities and job preferences. Using these assessment results, a Career Services counselor can help a student explore career fields and develop a personal career plan.

Another useful resource offered by Career Services is Nacelink which is an online job posting system. By setting up an account, SCTC students can access daily employer job postings. Students can also upload their resumes to an online resume book that can be viewed by registered employers. Another feature of Nacelink is Resume Builder. Resume Builder is a resume development tool that offers students help in resume writing. Career Services staff is also available by appointment to help students either develop or refine a resume.

During the semester, Career Services offers workshops covering topics such as: resumes, work ethics, the interview and job search. Printed materials offering advice on interviewing, dress for success, job search strategies, and other related subjects are available as well. Career Services has offices in the library on the Griffin Campus and on the Flint Campus. Also Career Services staff will meet students at any of the Centers by appointment.

Career Services actively solicits job postings from area employers and notifies students and recent graduates of employment opportunities as they become available. It is impossible to guarantee each graduate a job; however, Career Services works to provide job leads and send graduates on appropriate interviews. Career Services strives to provide career choices for SCTC students and connect area employers with the talent they need to maintain productivity.

For more information on Career Services, please e-mail [careerservices@sctech.edu](mailto:careerservices@sctech.edu).

## Library

The Library provides materials and services promoting the development of academic foundations, employability skills, and technical fundamentals for all training areas. There are two library locations: Griffin Campus and Flint River Campus. The library houses over 24,000 volumes in a growing collection related to the academic and personal needs of faculty and students. The collection also includes audiovisual materials, electronic databases, and subscriptions to over 200 periodicals and newspapers and over 16,000 electronic books. GALILEO (Georgia Library Learning Online), a collection of online databases, is available to students both on and off campus. The library's catalog is fully automated for user convenience.

Library services available include reference service, library research instruction, and Internet access. Both locations provide student computers that are available for printing, word processing, GALILEO, or other Internet use during all hours the library is open. Interlibrary loans from anywhere in the Southeast are available through GOLD membership. The library also holds reciprocal borrowing agreements with Clayton State University, Gordon College, and all other TCSG campus libraries. Librarians are available to provide information and reference services including both formal and informal instruction in the use of library resources. A photocopier is available for student use.

Orientation sessions are available each semester during class visits to the library. The orientation is designed to acquaint students with library policies, procedures, and services. Student users must present a valid College ID in order to borrow books and use the computers. A limited number of computers are available for non-student access.

The Griffin and Flint River campus libraries are open Monday through Thursday. These libraries are closed Friday, Saturday, and Sunday. Library services are available for students at the centers and for online students. Please contact the library for specific information and details.

## Computer Labs

A computer lab is available for student use in the library on the Flint River Campus and in the library on the Griffin Campus. The Griffin Campus also has a computer lab in the Medical Building in Room 221.

These computers and printers can be used for completion of assignments or for limited personal purposes. A variety of software is accessible including word processing,

spreadsheets, databases, and an assortment of educational software. Computers are available on a first-come, first-served basis during regular library operating hours. Currently enrolled students have priority over others. Students must have a valid student ID to access the computers.

Numerous other computer labs are used for instructional purposes. Students may check with instructors for available computers during regularly scheduled class time or at the end of the school day. Students may use these computer labs, if a college employee is present.

## Bookstore

Southern Crescent Technical College has bookstores located on its Griffin and Flint River campuses.

During the first week of classes, hours of operation are extended. The bookstore sells new and used books, study aids, school supplies, special program supplies, and school paraphernalia. Purchases may be made by check, cash, or credit card.

All refunds, exchanges, or returns on textbooks only must be done within ten (10) days of purchases. The original receipt is required for all refunds or returns. All textbooks must be in the original, unopened condition as purchased. All other sales are final.

## Disability Services

Southern Crescent Technical College provides support services for students with disabilities. These services ensure program accessibility and reasonable accommodations to individuals defined as disabled under Section 504 of The Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990. A disability is defined as any condition that substantially limits one or more of life's major activities. "Major activities" include such functions as self-care, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning, or working. The condition may be permanent or temporary.

In order to receive accommodations, it is the student's responsibility to self-disclose this disability to the Special Services Coordinator. Written documentation is required by licensed personnel and must not be more than three years old from the date of request. Students must notify the Vice President for Student Affairs or the ADA/Section 504 Coordinator at least thirty (30) days prior to entering the desired semester if reasonable accommodations are requested that require equipment, resources, material, or

personnel. Requests for accommodations totaling over \$500.00 may require a 60-90 day notice.

For more information on Disability Services, contact the ADA/Section 504 Coordinator: (Serving students attending classes at the Griffin Campus, Butts County Center, and the Jasper County Center) Special Services Coordinator, Teresa Brooks, Griffin Campus, 501 Varsity Road, Griffin, Georgia, 30223; (770) 228-7258.

Title IX/Equity Coordinator: Assistant Director of Student Support Services: (Serving students attending classes at the Griffin Campus, Butts County Center, and the Jasper County Center) Toni Doaty, Griffin Campus, 501 Varsity Road, Griffin, Georgia, 30223; (770) 228-7382.

Title IX/Equity and ADA/Section 504 Coordinator: (Serving students attending classes at the Flint River Campus and Taylor County Center) Mary Jackson, Special Services Coordinator, Flint River Campus, 1533 Highway 19 South, Thomaston, GA 30286, (706) 646-6224, mjackson@sctech.edu.

Any complaints filed against the Title IX/Equity Coordinator or ADA/Section 504 Coordinator on any campus/center shall be handled by the Vice President for Student Affairs, Xenia Johns, 501 Varsity Road, Griffin, Georgia, 30223, (770) 228-7371.

### Americans with Disabilities Act

Title II of the Americans with Disabilities Act provides comprehensive civil rights protection for "qualified individuals with disabilities".

### Qualified Individual

A qualified individual with a disability is one who meets the essential eligibility requirements for the program or activity offered by a public entity. The essential eligibility requirements will depend on the type of service or activity involved. The ability to meet specific skill and performance requirements may be "essential".

Title II covers public entities which include any state or local government and any of its departments or agencies.

### Complaints

Any individual who believes that he or she is a victim of ADA discrimination may file a complaint outlined in the grievance section of the Student Handbook addressed to:

ADA/Section 504 Coordinator: Special Services Coordinator, Teresa Brooks, Griffin Campus, 501 Varsity Road, Griffin, Georgia, 30223; (770) 228-7258 and Mary Jackson, Flint River Campus, 1533 Highway 19 South, Thomaston, Georgia, 30286; (706) 646-6224.

Any complaints filed against the ADA/Section 504 Coordinator on any campus/center shall be handled by the

Vice President for Student Affairs, Xenia Johns, 501 Varsity Road, Griffin, Georgia, 30223, (770) 228-7371.

## Special Populations Services

Special Populations Services are available to support and serve students who are economically disadvantaged, including foster children, single parents, including pregnant women, displaced homemakers, limited English proficiency, or in a non-traditional program.

Economically disadvantaged families are individuals receiving some type of cash assistance such as PELL, WIA, TANF, or Vocational Rehabilitation support.

A single parent is an individual who is unmarried or legally separated from a spouse and has a minor child or children for whom the parent has either custody or joint custody.

A displaced homemaker is an adult who is divorced, widowed, separated, or has involuntarily lost income and has diminished marketable skills.

A student in a non-traditional program is a student who has chosen to enter training in a field that is dominated by persons of the opposite gender, such as a male in nursing, or a female in automotive technology.

Special Populations Services offers a wide range of support services that may include books, mentoring, and community resource referrals. The program also offers workshops and seminars that deal with life management and employability skills issues. Learning Support services are available for Special Populations students.

For more information contact the Assistant Director of Student Support Services, Toni Doaty, Griffin Campus at (770) 228-7382; 501 Varsity Road, Griffin, GA 30223 or Special Services Coordinator, Mary Jackson, Flint River Campus at (706) 646-6224; 1533 Highway 19 South, Thomaston, GA 30286.

## Child Care Center

Southern Crescent Technical College child development center, Tender Tech, is located on the Flint River Campus in Thomaston, Georgia. Tender Tech provides a safe, nurturing, and interactive environment for children that fosters a desire to learn and promotes developing a foundation for a lifelong educational experience. This child development center offers services to Southern Crescent Technical College students, faculty, and to the general public on a space-available basis. Call (706) 646-6200 for information.

Southern Crescent Technical College, Tender Tech, child development center is licensed to operate by Bright from the Start Georgia Department of Early Care and Learning.

## Student Records

Procedures relating to the establishment, utilization, availability, and retention of student records are in accordance with the provisions of the Family Educational Rights and Privacy Act of 1974 (FERPA) as amended, the State Board of Technical and Adult Education, and the policies of Southern Crescent Technical College. Students, alumni, and other interested parties should contact the Registrar's Office to obtain a copy of the College's policy.

### Directory Information

Southern Crescent Technical College, in compliance with FERPA, releases the following as directory information without the consent of the student:

- Full name of student
- Address(es)
- Telephone number
- County of residence
- Electronic mail address(es)
- Major and field(s) of study
- Degrees and awards including nature and date received
- Dates of attendance
- School or division of enrollment
- 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
- Photograph(s)

Any student or parent of a dependent student who objects to the release of directory information may file a Request to Suppress Directory Information in writing to the Registrar clearly stating what directory information should not be released.

Upon written consent of the student, specific information not listed above may be released provided the signed consent form is in the student's file.

In accordance with FERPA, certain governmental institutions have access to student records without prior consent for disclosure. If requested, Southern Crescent Technical College will notify the student of the release of any information to any agency for which prior consent is not required.

## Annual Family Educational Rights and Privacy Act Notification (FERPA)

### A. Notification of Student Rights Under FERPA

The Family Educational Rights and Privacy Act (FERPA) affords eligible students (18 years or older) certain rights with respect to their education records maintained by TCSG or the technical college. These rights include:

- The right to inspect and review the student's education records within 45 days after the day that TCSG or the technical college receives the request for access. Requests for access to records should be submitted to the technical college registrar listing the records the student wishes to inspect. The registrar will make arrangements for the student to review the requested records.
- The right to request the amendment of the student's education records that the student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA. Such requests should be made in writing clearly identifying the part of the record the student wants changed and why the record should be changed. This written request should be given to the technical college Registrar. If the technical college decides not to grant the request, the student has a right to a hearing. Details regarding the hearing will be provided with notification of the student's right to a hearing.
- The right to provide written consent before the technical college discloses personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. A full list of the disclosures that the technical college may make without consent is [at the bottom of this statement in Section "C"] or [available at the office of the technical college registrar.]

The technical college may also disclose education records without a student's prior written consent under the FERPA exception for disclosure to school officials with legitimate educational interests. A school official is a person employed by the technical college in an administrative, supervisory, academic, research, or support staff position, including health or medical staff or outside personnel performing work usually performed by technical college personnel; a person serving on TCSG or the technical college's board; a person employed by or under contract to TCSG or the technical college to perform a special task, such as an attorney or auditor; a person who is employed by a TCSG or technical

college law enforcement unit; a student serving on an official committee, such as a disciplinary or grievance committee, or who is assisting another TCSG or technical college official in performing his or her tasks; or a contractor, consultant, volunteer, or other party to whom TCSG or the technical college has outsourced institutional services as provided in 34 CFR § 99.31 (a)(1)(i)(B). For additional information, see TCSG Procedure for Student Records.

- The right to file a complaint with the United States Department of Education concerning alleged failures by the technical college to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202-4605

FERPA permits the disclosure of personally identifiable information from students' education records, without consent of the student, if the disclosure meets certain conditions found in §99.31 of the FERPA regulations. Except for disclosures to school officials, disclosures related to some judicial orders or lawfully issued subpoenas, disclosures of directory information, and disclosures to the student, § 99.32 of the FERPA regulations requires the institution to record the disclosure. Eligible students have a right to inspect and review the record of disclosures. For additional information on these categories, see TCSG Procedure for Student Records. A post-secondary institution may disclose personally identifiable information without obtaining prior written consent of the student:

- To TCSG and technical college officials who have a legitimate educational interest in the records.
- To officials of another school in which a student seeks or intends to enroll or where the student is already enrolled as long as the disclosure is for purposes related to the student's enrollment or transfer.
- To authorized representatives of the Comptroller General of the United States, the Secretary of the U.S. Department of Education, the Attorney General of the United States, or state and local educational authorities.
- Technical college or TCSG officials or lending institutions, in connection with financial aid for which the student has applied or which the student has received.
- State and local officials or authorities concerning the juvenile justice system and the system's ability to effectively serve, prior to adjudication, the student whose records are released.
- 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.

- Accrediting organizations in order to carry out their accrediting functions.
- Parents of a dependent student. The parent must provide a copy of their most recent federal income tax return establishing the student's dependency.
- In connection with a health or safety emergency, appropriate persons if the knowledge of such information is necessary to protect the health or safety of the student or others.
- To comply with a judicial order or lawfully issued subpoena, provided the technical college makes a reasonable effort to notify the student of the order or subpoena in advance of compliance. However, notification may be prohibited by the terms of the subpoena in certain circumstances.
- To an alleged victim of any crime of violence or a non-forcible sex offense, the final results of any disciplinary proceeding conducted by an institution of post-secondary education against the alleged perpetrator of that crime or offense with respect to that crime or offense.
- To Veterans Administration Officials pursuant to 38 U.S.C. § 3690 (c).
- Information the technical college has designated as "directory information," unless a hold has been placed upon release of the information by the student.
- To the court those records that are necessary for legal proceedings when TCSG or a student initiates legal action relevant to the student records.
- The technical college 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.
- To the student or the parent of a student who is not an eligible student.
- In connection with a disciplinary proceeding if the student is an alleged perpetrator of a crime of violence or non-forcible sex offense and the student has violated the technical college's rules or policies. The technical college will not disclose the names of any other students, including victims or witnesses, without their prior written consent.
- Concerns sex offenders and other individuals required to register under the Violent Crime Control and Law Enforcement Act of 1994 and the

technical college was provided the information under 42 U.S.C. § 14071.

- The technical college that has received education records may release the records or information after the removal of all personally identifiable information in the reasonable opinion of the technical college. A code may be attached to the de-identified information that may allow the recipient to match information provided from the same source if the method for generating and assigning the code is unreleased, the code is used for no other purpose, and the code cannot be used to ascertain personally identifiable information.

### Enrollment and Degree Verification

The National Student Clearinghouse is the College's authorized agent for providing all degree and enrollment verifications after the fourth week of class.

- For enrollment verification, log onto the following website: [www.enrollmentverify.org](http://www.enrollmentverify.org). If you need assistance, contact 703-742-4200 or [enrollmentverify@studentclearinghouse.org](mailto:enrollmentverify@studentclearinghouse.org)
- For degree verification, log onto the following website: [www.degreeverify.org](http://www.degreeverify.org). If you need assistance, contact 703-742-4200 or [degreeverify@studentclearinghouse.org](mailto:degreeverify@studentclearinghouse.org).

\*\*Students can receive enrollment verifications from the Registrar's Office after the drop/add period or third week of class.

## Academic Advisement Center

The Academic Advisement Centers are designed to provide assistance to students in achieving their academic goals. Advisors will provide the information necessary to allow students to make informed decisions in determining their academic plan and scheduling their coursework. For specific program of study advisement, students are referred to the faculty advisors.

*\*\*Academic advisors will make suggestions and recommendations on how a student may achieve their academic goals; however, it is the ultimate responsibility of the student to meet the requirements of the program.*

## IPASS

The Southern Crescent Technical College's Early Alert Program is known as IPASS (Intervention Program for

Academic Success Strategies). It is designed to identify students who may be at-risk of academic difficulty or failure. Referrals are made by faculty members by completing an IPASS On-line Form. The program provides feedback from Faculty members and counselors to help students investigate and employ student support services and implement a recommended plan of action developed especially for them that will help them succeed.

## QEP

Southern Crescent Technical College's Quality Enhancement Plan (QEP) is titled *Engaged to Learn, Learn to Engage*. The QEP is designed to improve the "environment for student learning." This study establishes faculty peer groups that will engage in collaborative mentoring focused on the science of learning and learning strategies. Faculty participants will apply what they learn in their mentoring program to their course curriculum so that students learn about practice and develop learning strategies of their own. The expected outcome of the QEP is that students who receive direct instruction and practice in learning strategies in the content of their courses will be more likely to report increased use of learning strategies in their preparatory study, as well as higher performance on assessments in their courses.

## NET

The Center for Networking, Engaging, and Training (NET) serves the professional and academic development needs of faculty, staff, and students at Southern Crescent Technical College. Located on the first floor of the Medical Technology Building at the Griffin Campus, the NET provides a supportive environment for personal, professional and academic growth through participation in peer mentoring programs. At the NET, individuals are encouraged to engage one another in productive discussion about best practices in the workplace and the classroom and to innovate new ways to approach both teaching and learning.

## Tutoring Center

The Tutoring Centers are designed to provide assistance to students in achieving their academic goals. Tutors provide additional instruction in the areas of math, English, and reading. Services are free to students enrolled in a course in these areas. Consult the Tutoring Center for more information on tutor availability.

## Athletics

Southern Crescent Technical College provides opportunities for its students to participate in intercollegiate and intramural athletics.

The Southern Crescent Technical College Tigers compete in men's basketball and women's basketball as Division III members of the Georgia Collegiate Athletic Association (GCAA), which is Region XVII of the National Junior College Athletic Association (NJCAA). In order to be eligible to participate in either of these sports, student athletes are required to meet all eligibility requirements of the NJCAA and agree to read, sign, and abide by all liability waivers, codes of conduct, and/or other forms required by the College.

Participating in athletics at an intercollegiate level at Southern Crescent Technical College can affect your athletic eligibility at other colleges. If you believe you may transfer and wish to participate in athletics at another institution besides Southern Crescent Technical College, please contact the Coordinator or Student Activities Coordinator for additional information regarding this topic before you attend any workouts, tryouts, or practices for any of Southern Crescent Technical College's athletic teams.

Individuals wishing to participate in athletics must:

- maintain satisfactory progress within an approved college program or course as listed in the college catalog;
- be a student in good standing, enrolled in full-time status (12 or more credit hours) within 15 days from the beginning of the term;\*
- maintain enrollment in 12 or more credit hours of college coursework as listed in the college catalog during each term of athletic participation; college course work as listed in the college catalog during each term of athletic participation;\*
- maintain a 2.0 GPA or higher for each term of athletic participation and 2.0 GPA or higher overall to remain eligible;
- pass a physical examination administered by a qualified health care professional licensed to administer physical examinations prior to tryouts;
- read, complete, sign, and agree to abide by all liability waivers, codes of conduct, and other forms required by Southern Crescent Technical College.

\* Exceptions may exist for these rules, please contact the Athletics Coordinator or Student Activities Coordinator for additional information.



Intramural sports are added based on student interest and approval by Southern Crescent Technical College administration. A students wishing to participate in intramurals must:

- be a currently enrolled, credit seeking student in good standing with the college; and
- read, complete, and agree to abide by all liability waivers, codes of conduct, and other forms required by Southern Crescent Technical College.

## Student Organizations

### Book Club

The SCTC Book Club provides students a forum where they can read and discuss a variety of literary genres and share their ideas concerning that literature. The Book Club will select three books, by popular vote, to read and discuss during the fall and spring semesters and one book during the summer semester. In order to maintain variety, each time a new book is chosen, it will be from a different genre.

The club will also give students an opportunity to give back and promote literacy within our community, to make sure everyone enjoys and benefits from the reading experience.

The SCTC Book Club is open to any currently enrolled SCTC student. Faculty and staff are invited to participate as non-voting members of the club.

### Collegiate DECA

Collegiate DECA is a student driven organization that values competence, innovation, integrity, and teamwork. It prepares students for careers by integrating skills learned in the classroom into real world experiences. Collegiate DECA programs assist in developing academically prepared, community oriented, professionally responsible, experienced leaders. DECA students major in a variety of academic programs with a strong focus on business-related fields. Collegiate DECA conferences and other activities give students unique access to internships, scholarships, competition, and professional networking.

### Forensic Science Club

The Forensic Science Club promotes academic excellence, critical thinking skills, investigative skills, research, leadership skills, elevation of ethical standards, and knowledge of advances in scientific research among its members. The Forensic Science Club exists to promote the benefit and necessity of education and professional training to the public, particularly in the field of law enforcement and forensics. Membership is open to any SCTC student enrolled in Forensic Science Technology or Criminal Justice Technology in good standing with the college and maintaining at a minimum GPA of 2.5.

### Gamer's Club

The Gamer's Club seeks to provide the SCTC community with opportunities for new and experienced players of tabletop, console, PC, and live-action, role-play games. Regular activities will include workshops, guest speakers, and tournaments. The club aims to promote a more positive image of gamers and gaming, focusing on community service and the benefits of gaming (such as building creativity, critical thinking, and leadership skills). Eligible members must be enrolled students, faculty, or staff members of SCTC. Students must be in good standing with the college. All skill levels are welcome.

### Hot Sauce Club

Hot Sauce Club is an organization of students interested in participating in activities relating to the culinary arts; providing students with the opportunity to enjoy experiencing fine dining establishments in the Atlanta Area to broaden appreciation of culinary landscapes. The club visits restaurants and food service establishments to tour facilities, learn about business and kitchen operations, and speak with chefs and owners of different establishments. Membership is open to students enrolled in the Culinary Arts Program with good attendance who maintain a minimum cumulative B average.

### PALASA

PALASA is committed to providing an outlet for the performing and creative writing talents of SCTC students; and to promoting interest in the performing and literary arts within the SCTC community; introducing members to quality theater and literature through meetings, guest speakers, and co-curricular learning; sharing information and experiences about performing arts and creative writing; and producing high-quality student performance showcases and a student literary publication. This club is open to all students and faculty who are interested in performing and literary arts, regardless of experience or skill level.

### Phi Beta Lambda (PBL)

Phi Beta Lambda is a national student organization for students interested in business. Its goals are to help students develop leadership skills, character, and self-confidence. Phi Beta Lambda provides students with opportunities to develop occupational competencies for business occupations and promotes a sense of civic and personal responsibility. Local, state, and national competitions are open to students in this organization.

### Rotaract

Rotaract is a Rotary Club sponsored student organization which provides an opportunity for all students (1) to enhance the knowledge and skills that will assist them in personal and professional development; (2) to address the needs, problems and opportunities in our community; (3) to recognize the dignity and value of all occupations as

opportunities to serve our community; and (4) to promote better relations between all people worldwide through a framework of friendship and service. Rotaract's mission is "Service Above Self".

### **SkillsUSA**

SkillsUSA is a national student organization which serves industrial, technical, and health occupation students. Leadership, dignity of work, good workmanship, citizenship, and respect for others is emphasized. Local winners compete in regional, state, and national competitions.

### **Student Government Association**

The Student Government Association (SGA) allows students to become involved in the decision-making process concerning Southern Crescent Technical College's policies and regulations. Additionally, members of SGA help plan social and cultural activities and service projects.

Meetings are held on a regular basis at convenient times, and each member is encouraged to express opinions and to participate fully. SGA offers a unique opportunity for personal growth. Members are encouraged to meet new people on campus, while learning and enhancing time management, team building, problem solving, and organizational skills.

Students may become involved by contacting the Student Activities Coordinator or by attending any SGA meeting. The only requirements are that students commit to serve the student body and participate fully in all of the approved activities.

SGA sponsored activities include but are not limited to: Fall Student Leadership Conference, Fall Festival, and Student Appreciation Fun Day.

For more information on this organization or any other Southern Crescent Technical College student organization, contact the Student Activities Coordinator at (770) 229-3049.

### **Surgical Technology Student Association**

The Surgical Technology Student Association is a club organized to create awareness about the vital role that surgical technologists play in health care, specifically in the operating room. The association will host several events at K-12 schools as well as in the community and college, to promote the profession and to provide the bridge to information about the operating room. Utilizing cutting edge technology and fostering ethics of high standards, leaders will be developed, a spirit of unity will be demonstrated, and a bridge will be maintained between academia and the community. Empowering the community will be the goal of the Surgical Technology Student Association.

### **Veteran's Club**

The Veteran's Club provides an opportunity for the students of the College, who are veterans of the United States military service, to come together for mutual support and fellowship during their academic careers at the College.

Eligibility for membership includes service in any branch of the military forces of the United States - Army, Navy, Air Force, Marines or Coast Guard - of at least two years duration, followed by honorable discharge; and currently enrolled as a student at Southern Crescent Technical College. In addition, members of the immediate families of student veterans are welcome as members.

### **Web Weaving Wizards**

Web Weaving Wizards is a club for new, intermediate, and advanced web designers and developers. Our goal is to organize the SCTC web community under one umbrella and provide personal and professional growth opportunities for members. Club activities include community service projects, training, and field trips to promote and foster better relations within the community. Web Weaving Wizards has adopted Stepping Stones Educational Therapy Center, a therapeutic and educational center for children with special needs as a partner and provides that school with web service projects and volunteer work. Membership is open to all SCTC students, staff, and alumni.

### **Supervisory Role of the College over Student Activities**

An essential pre-requisite for a student organization to be approved is that it has educational importance and that its objectives are clearly explained in a proposed charter. Club/organization application forms and further instructions can be obtained by contacting the Director of Student Support Services, (770) 229-3409.

The request to charter an organization will be approved or disapproved by the Vice President for Student Affairs.

## **Student Recognition**

### **GOAL**

Georgia Occupational Award of Leadership (GOAL) recognizes and rewards excellence among students enrolled in post-secondary technical colleges in the state of Georgia.

Several statewide sponsors from business/industry and education help Georgia's Technical College System sponsor the GOAL program. Finalists are selected from each technical college and compete for a grand prize in an annual competition held in Atlanta.

GOAL nominees are rewarded with recognition, leadership training, and donated gifts. The GOAL winner from Southern

Crescent Technical College is held in high esteem and is called upon to represent the school at various civic and community events.

### **National Technical Honor Society**

National Technical Honor Society is a national, nonprofit organization established to honor excellence in workforce education programs and majors. An invitation letter of membership will be provided to graduates by the NTHS advisors.

The requirements for membership in the NTHS chapter at Southern Crescent Technical College are as follows:

- must be a diploma or degree student,
- must have a cumulative academic average of 3.5 or above

Graduates will receive a recognition letter and will be recognized during the graduation ceremony by the College's approved designated honorary regalia. This process will include a membership fee paid by the graduate.

### **National Adult Education Honor Society**

The mission of the National Adult Education Honor Society is to provide meaningful recognition to deserving adult education students, to improve student employment opportunities, to develop student ambassadors for local adult education programs, and to create adult education awareness with school administrators and state legislators.

Students are nominated for membership in the NAEHS Chapter at Southern Crescent Technical College based on the following criteria:

- Dependable attendance
- Cooperation
- Work Ethic

Inductees will receive a recognition certificate, lapel pin, financial aid recommendation letter, and an employment recommendation letter at an official induction ceremony.

## **Health and Wellness**

As a non-residential institution, Southern Crescent Technical College expects that the student will normally secure medical services through a private physician. In case of a serious accident or illness, Southern Crescent Technical College will refer a student to the nearest hospital for emergency care. It is understood that the student or parent will assume full responsibility for the cost of such emergency care at the hospital, including ambulance charges, if in the opinion of the school authorities such service is necessary.

### **Emergency Procedures (First Aid)**

All accidents, no matter how minor, must be reported to an instructor or Southern Crescent Technical College administration.

First aid kits are located throughout the building.

If an injury requires professional medical care:

- The first employees on the scene will make arrangements for transporting the individual to the nearest hospital (Emergency/Ambulance number is 911).
- The Vice President for Student Affairs or the Vice President for Academic Affairs is the emergency contact person.
- The instructor/employee will complete an accident report and submit it to the Vice President for Administrative Services.

Southern Crescent Technical College supports the concept of health and wellness. No smoking is allowed in the building. Procedures addressing health services, first aid, and safety are addressed in both the student and employee handbooks.

Since all students at Southern Crescent Technical College commute, only health services such as basic first aid for minor injuries and referral services are available. Students who become ill at the College may be taken home, to a doctor, or to a hospital depending on the nature of the illness. Students with existing illnesses or conditions that may warrant emergency intervention are encouraged to provide instructors with information regarding their illness, measures to be taken in an emergency, and the emergency phone numbers of physician and family.

Southern Crescent Technical College is committed to providing a clean and safe environment. It is the responsibility of every student and staff member to report possible hazards or unsafe conditions to the Vice President for Student Affairs/Designee, who will forward the information to the appropriate department.

First aid courses are arranged as part of staff development for faculty and staff. Students enrolled in certain labs are provided with first aid and safety classes.

Evacuation maps are located in each classroom.

Any injury or illness reported to faculty or staff will be documented on an accident report and submitted to the division vice president or designee.

All faculty and staff have been provided with procedures for responding immediately to an accident, either by summoning appropriate aid or by referring students for aid. The buildings on campus are adequately equipped with telephones which provide quick access to on-campus as well as off-campus medical assistance.

For follow up, all accidents are reported to the business manager on the Incident Report Form. The Vice President for Academic Affairs/Designee investigates the cause of the accident and initiates any needed action.

An Emergency Preparedness Plan describes the proper action to be taken in the event of danger, including natural disasters, fires, and bomb threats. This plan is provided to all faculty and staff and appropriate portions are posted around campus to indicate, for example, the proper emergency evacuation routes.

### Drug Abuse Prevention

The Higher Education Amendments of 1986 require that all post-secondary institutions make provisions for drug abuse prevention programs in order to remain eligible for financial aid.

The Student Affairs Office schedules alcohol and substance abuse seminars throughout the academic year. Notices of seminars are posted throughout the campus and on the plasma screens.

For further information, see [www.sctech.edu/student/health.php](http://www.sctech.edu/student/health.php) or contact the Student Affairs Office for available programs and services.

### Tiger Assistance Program

The Tiger Assistance Program (TAP) is a confidential counseling program designed to help students and family members who have personal problems that may interfere with academic performance and family life.

For more information contact Cameron and Associates at (800) 334-6014 or (404) 845-3727.

## Drug-Free Schools and Communities Act

The possession or the attempted or actual sale, furnishing or use of alcohol, or any illegal, dangerous, or controlled drugs on the College premises or at any College sponsored event is prohibited.

Title 20-1 of the Official Code of Georgia Annotated states that any student of a public educational institution who is convicted, under the laws of the state, the United States, or any other state, of any felony offense involving the manufacture, distribution, sale, possession, or use of marijuana, a controlled substance, or a dangerous drug shall as of the date of conviction be suspended from the public educational institution in which such person is enrolled. Except for cases in which the institution has previously taken

disciplinary action against a student for the same offense, such suspension shall be effective as of the date of conviction, even though the educational institution may not complete all administrative actions necessary to implement such suspension until a later date. Except for cases in which the institution has already imposed disciplinary sanctions for the same offense, such suspension shall continue through the end of the term, semester, or other similar period for which the student was enrolled as of the date of conviction. The student shall forfeit any right to any academic credit otherwise earned or earnable for such term, semester, or other similar period; and the educational institution shall subsequently revoke any such academic credit which is granted prior to the completion of administrative actions necessary to implement such suspension.

Title 20-3-2 of the Official Code of Georgia Annotated specifies that any student organization functioning in conjunction with, incidental to, or at any technical colleges, which through its officers, agents, or responsible members knowingly permits or authorizes the sale, distribution, serving, possession, consumption, or use of marijuana, a controlled substance, or dangerous drug at any affair, function, or activity of that student organization, social or otherwise, which such sale, distribution, serving, possession, consumption, or use is not in compliance with the laws of this state shall have its recognition as a student organization withdrawn, shall be expelled from campus for a minimum of a calendar year from the year of determination of guilt, and shall be prohibited from the use of all property and facilities of the institution with which it is affiliated or with which it operates, with any and all leasing, possession, or use agreements respecting the student organization's use of institutional property to be terminated by operation of law for any such knowing, permission, or authorization of the unlawful actions defined in the Code section, subject to the administrative review and hearing procedures set forth in this code section.

### Drugs and Alcohol

The possession or the attempted or actual sale, furnishing or use of alcohol, or any illegal, dangerous, or controlled drugs on campus premises or at any College sponsored event is prohibited. This does not include use or possession of drugs prescribed by a person legally authorized to do so. Specific penalties for the possession, use or sale of illegal drugs or alcohol are contained in detail under the Drug-Free Schools and Communities Act section.

For further information, see [www.sctech.edu/student/health.php](http://www.sctech.edu/student/health.php) or contact the Student Affairs Office for available programs and services.

# Student Conduct Code

## I: POLICY

Academic institutions exist for the transmission of knowledge, the pursuit of truth, the development of students, and the well-being of society. Free inquiry and free expression are indispensable to the attainment of these goals. As members of this academic community, students are encouraged to develop the capacity for critical judgment and to engage in a sustained and independent search for knowledge.

Freedom to teach and freedom to learn are inseparable facets of academic conditions in the classroom, on the campus, other college sites, and in the community. Students are expected to exercise their freedom with responsibility. As members of the academic community, students are subject to the obligations which accrue to them by virtue of this membership. As members of the larger community of which the college is a part, students are entitled to all rights and protection accorded them by the laws of the community.

By the same token, students are also subject to all laws, the enforcement of which is the responsibility of duly constituted authorities. When students violate laws, they may incur penalties prescribed by legal authorities. In such instances, college discipline will be initiated if the presence of the student on campus is considered a possible threat to persons or property, or if that person's presence may disrupt the educational process of the college. However, when a student's violation of the law also adversely affects the college's recognized educational objectives, or violates the college's Student Code of Conduct, the college will enforce its own regulations. When students violate college regulations, they are subject to disciplinary action by the college whether or not their conduct violates the law.

It is the policy of the Technical College System of Georgia (TCSG) to provide technical and adult education programs for the people of Georgia. Technical colleges must provide opportunities for intellectual, emotional, social, and physical growth. Technical college students assume an obligation to act in a manner compatible with the fulfillment of the mission. The technical college community recognizes its responsibility to provide an atmosphere conducive to growth. With these principles in mind, the Technical College System of Georgia establishes this Student Code of Conduct.

Generally, technical college jurisdiction and discipline shall be limited to conduct which occurs on the technical college premises, off-campus classes, activities or functions sponsored by the technical college, an examination or any other written or oral work submitted for evaluation and/or a

grade, or which otherwise adversely affects members of the technical college community and/or the pursuit of the technical college's objectives.

## II: APPLICABILITY

This procedure is applicable to all technical colleges associated with the Technical College System of Georgia.

## III: DEFINITIONS

- 1) Faculty Member: any person hired by a TCSG technical college to conduct teaching, service, or research activities.
- 2) Hearing Body: as defined in Student Disciplinary Policy and Procedure.
- 3) Member of the technical college community: any person who is a student, faculty member, contractors, technical college official or any other person(s) involved with the technical college, involved in the 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, 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 the technical college are also considered to be students.
- 6) System: the Technical College System of Georgia or TCSG.
- 7) Technical college official: any person employed by the technical college 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 the technical college (including adjacent streets and sidewalks).

## IV: PROCEDURE

### PROSCRIBED CONDUCT

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

#### A. ACADEMIC

Academic Misconduct Definitions

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

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

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 such as any other written or oral work submitted for evaluation and/or a grade, 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 administrator or faculty member.

### **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: disorderly, lewd, or indecent conduct, including public physical or verbal action; language commonly considered offensive (not limited to, but including profanity); or distribution of obscene or libelous written or electronic material.

b. Violence: mental or physical abuse of any person (including sex offenses) on technical college premises or at technical college-sponsored or technical college-supervised functions, including verbal or physical actions which 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 action which endangers the peace, safety, or orderly function of the technical college, its facilities, or persons engaged in the business of the technical college.

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 intentional obstruction or interruption of 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 the directions of technical college officials and/or failure to identify oneself to these persons when requested to do so.

### **2. Professionalism**

Students will dress appropriately at all times while at the College. Dress requirements will vary in the classroom, laboratory areas, and clinical sites. These requirements are designed to instill in each student a sense of order and respect for himself/herself, other students, and all employees of the College.

In order to have a standard against which students may be measured in preparation for employment in business and industry, a dress code is required as follows:

a. Students are required to dress appropriately according to the requirements of the work for which they are being trained.

1. All clothing will be suitable for specific laboratory or industrial activities of the student's chosen occupation.
2. Students should select clothing and shoes for school wear that does not create a safety hazard in meeting their performance requirements of their courses.
3. Students must conform to any program uniform requirements. Instructors will be responsible for informing students of any special uniform or safety equipment requirements.
4. Students will be required to conform to employer dress codes as may be required in cooperative education, internships, clinical work sites, or live work settings.
5. Shirt and shoes must be worn at all times.

b. Students shall not display a personal appearance (clothing, dress, accessories, grooming, etc.) where the effect thereof is a distraction to other students or college employees or causes a disruption or interference with the operation of the College.

***Any full-time faculty or staff member employed by the College has the authority to determine if the particular mode of dress results in disruptions or interference. Violators of the dress code will be sent home to change into appropriate attire. Repeat violators will be reported to the Vice President of Student Affairs, which may result in disciplinary action.***

c. Students should observe generally accepted hygiene practices, neatness of appearance, good grooming, and safety at all times.

d. In addition to the specifics of the dress code listed above, students must visibly display their current Southern Crescent Technical College ID badges at all times while on campus.

### **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 the technical college community or a campus visitor on technical college premises or at a technical college function.

b. Occupation or seizure: 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 technical college 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 a technical college premises after closing hours; or furnishing false information to gain entry upon the technical college premises.

d. Assembly: prohibits participation in or conducting an unauthorized gathering that threatens or causes injury to person(s) or property or that interferes with free access to technical college premises or that is harmful, obstructive, or disruptive to the educational process or functions of the technical college.

e. Fire alarms: prohibits setting off a fire alarm or 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. Refer to the Southern Crescent Technical College Parking Policy and Regulations.

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

Substances referred to under this policy include all illegal drugs, alcoholic beverages, and misused legal drugs (both prescription and over the counter).

a. 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, cooperative or academic sponsored programs or activities or in a technical college owned vehicle is prohibited.

b. Controlled substances, illegal drugs, and drug paraphernalia: The technical college prohibits possession, use, sale, or distribution of any controlled substance, illegal drugs, or drug paraphernalia except as expressly permitted by law. Any influence which may be attributed to the use of drugs shall not in any way limit the responsibility of the individual for the conduct or consequences of his/her actions.

c. Food: The technical college 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.

d. Tobacco: The technical college prohibits smoking or using other forms of tobacco products in classrooms, shops, and labs or other unauthorized areas on technical college

premises. Refer to the Southern Crescent Technical College Tobacco Policy.

#### **5. Use of Technology**

a. **Damage and destruction:** Destruction of or harm to equipment, software, or data belonging to the technical college 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, improper access to the technical college's network, and disconnection of technical college computers or devices.

b. **Electronic devices:** Unless otherwise permitted by technical college officials, the technical college prohibits use of electronic devices in classrooms, labs, and other instructional, event, or support facilities on technical college premises. Such devices include, but are not limited to cell phones, beepers, walkie talkies, cameras, and other electronic devices, which may cause unnecessary disruption to the teaching and learning processes on campus. The technical college also prohibits attaching personal electronic devices to technical college computers under any circumstances.

c. **Harassment:** The technical college prohibits the use of computer technology to harass another student or technical college official with obscene, harassing, or intimidating messages, jokes, or material.

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. Southern Crescent Technical College prohibits any additional violation to the department's Acceptable Computer and Internet Use Policy.

#### **6. Weapons**

The Technical College System of Georgia 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

#### **7. Gambling**

The Technical College System of Georgia prohibits the violation of federal, state, or local gambling laws on technical college premises or at technical college sponsored or supervised activities.

#### **8. Parking**

The technical college prohibits violation of Southern Crescent Technical College regulations regarding the operation and parking of motor vehicles on or around Southern Crescent Technical College premises.

#### **9. Financial Irresponsibility**

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

#### **10. Violation of Technical College Policy**

Violation of system or technical college policies, rules, or regulations including, but not limited to, rules imposed upon students who enroll in a particular class or program or students who reside in on-campus housing.

#### **11. Aiding and Abetting**

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

#### **12. Falsification of Documentation**

Disciplinary proceedings may be instituted against a student who falsifies any documentation related to the technical college either to the technical college or to others in the community, including, but not limited to falsification of: technical college transcripts; transcripts or other documentation from other institutions to obtain credit from or admission to the technical college; technical college report cards or other grade reports; documentation related to a student's citizenship status; tests, homework, attendance records; signature of any technical college employee in his or her official capacity; signatures of any employee of a clinical or internship site where the student is participating in an educational program associated with the technical college or records related to any clinical, internship or other academic activity associated with the technical college.

#### **13. Violation of 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 the 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.

**14. Abuse of the Student Judicial Process** is defined to include, but not limited to:

a. Failure to obey the notification of the Vice President for Student Affairs or the technical college president's designee, 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 hearing body, or a member of an appellate board prior to, and/or during the course of, the judicial proceeding.

g. Harassment (verbal or physical) and/or intimidation of a hearing body, or member of an appellate board prior to, during, and/or after a disciplinary proceeding.

h. Failure to comply with the sanction(s) imposed under the student code.

#### **PROCEDURE: STUDENT DISCIPLINARY PROCEDURE**

##### **I. POLICY:**

The administration reserves the right to maintain a safe and orderly educational environment for students and staff. Therefore, when, in the judgment of technical college officials, a student's conduct disrupts or threatens to disrupt the Southern Crescent Technical College community, appropriate disciplinary action will be taken to restore and protect the atmosphere of collegiality and mutual respect on

campus. This procedure is intended to provide an orderly protocol for handling student disciplinary cases in accordance with the principles of due process and justice.

##### **II. APPLICABILITY:**

This procedure is applicable to all technical colleges associated with the Technical College System of Georgia.

##### **III. DEFINITIONS:**

1. **Academic misconduct:** includes, but is not limited to, the definition found in the Student Code of Conduct, Article II, Paragraphs 1-4.

2. **Business days:** weekdays that the technical college administrative offices are open.

3. **Hearing body:** any person or persons authorized by the president of a technical college to provide a hearing as provided in this procedure.

4. **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.

5. **Policy:** the written regulations of the technical college as found in, but not limited to, the Student Code of Conduct, Students 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.

6. **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 to be students.

7. **Student organization:** any number of persons who have complied with the formal requirements for technical college recognition.

8. **Technical college:** any college within the Technical College System of Georgia.

9. **Technical college official:** any person employed by the technical college performing assigned administrative responsibilities on a part-time, full-time, or adjunct basis.

10. **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).

##### **IV. PROCEDURE:**

###### **A. Filing a Complaint**

1. Any person may file a complaint with the Vice President for Student Affairs or the technical college president's designee 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 Vice President for Student Affairs or the technical college president's designee.

2. Academic misconduct may be handled using this procedure or a separate Academic Misconduct Procedure at the discretion of the president.
3. Investigation and Decision
  - a. Within five business days after the Student Code of Conduct Complaint Form (the "Complaint") is filed, the Vice President for Student Affairs or the technical college president's designee 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 Vice President for Student Affairs or the technical college president's designee 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 five business days from the date contacted by the Vice President for Student Affairs or the technical college president's designee to schedule the meeting. This initial meeting may only be rescheduled one time. If the student fails to respond to the Vice President for Student Affairs or the technical college president's designee within five business days to schedule the meeting, reschedules the meeting more than once, or fails to appear at the meeting, the Vice President for Student Affairs or the technical college president's designee 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 Vice President for Student Affairs or the technical college president's designee determines that the student is guilty of a violation of the Student Code of Conduct, he/she shall impose one or more disciplinary sanctions consistent with those described below. If the Vice President for Student Affairs or the technical college president's designee 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.

## **B. Disciplinary Sanctions**

Based on the severity of the incident, the Vice President for Student Affairs may take one of the two actions:

1. After a determination that a student has violated the Student Code of Conduct, the Vice President for Student Affairs or the technical college president's designee may impose 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 Vice President for Student Affairs or the technical college president's designee will make a recommendation to the Vice President for Academic 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 Vice President for Student Affairs or technical college president's designee may recommend the imposition of one of the following sanctions if appropriate. The Vice President 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 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 Vice President for Student Affairs or the technical college president's designee. Students who have been dismissed from the technical college for any reason may apply in writing 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 Vice President for 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 considerations 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 Vice President for Student Affairs or the technical college president's designee 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 Vice President for

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 Vice President for Student Affairs or the technical college president's designee. A suspended or expelled student must contact Vice President for Student Affairs or the technical college president's designee for permission to enter the technical college premises for a limited, specified purpose.

c. If the student seeks to appeal the sanction, the student should contact the Vice President for Student Affairs or the technical college president's designee 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 Vice President for Student Affairs or the technical college president's designee for a student to enter the technical college premises for the duration of that hearing.

### **6. 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.

### **7. Hearing/Appeals Procedure**

a. A student who wishes to appeal a disciplinary decision by the Vice President for Student Affairs or the technical college president's designee 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 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.

b. If the Vice President for Student Affairs or technical college president's designee 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 Vice President 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.

c. The student will then have the right to appear in a hearing before a hearing body assigned by the 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 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 and the Vice President 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.

d. If the student appeared before the hearing body to appeal the Vice President for Student Affairs or technical college president's designee's 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.

e. If the student appeared before the hearing body after the Vice President for Student Affairs or technical college president's designee 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.

f. If entitled to an appeal to the technical college president, the student shall have five 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.

g. 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.

### C. Document Retention

The Vice President for Student Affairs or technical college president's designee 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 Vice President for Student Affairs or technical college president's designee 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 Vice President for Student Affairs or technical college president's 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.

## Campus Security Policy

### Campus Security

Southern Crescent Technical College will provide a reasonable environment of safety for achieving educational goals. In compliance with the Crime Awareness and Campus Security Act of 1990 and Student Right-To-Know (Public Law 101-542), Southern Crescent Technical College has established the following policy and procedures for governing the implementation of this act.

### Procedures for Reporting a Crime

All emergencies – *first dial 911* – thefts, vehicle accidents, injuries, suspicious persons, suspicious activities, and solicitors should be reported to one of the following:

- Campus police chief/officer
- First available senior staff administrator (Vice President level)

When the incident is reported to the appropriate person, a report will be filed with the Vice President for Student Affairs

or designee. Statistics concerning the occurrence on campus of criminal offenses will be available through the Student Affairs Office and the library.

## PROCEDURES ON SEXUAL ASSAULT, SEXUAL MISCONDUCT, DOMESTIC VIOLENCE, DATING VIOLENCE AND STALKING.

### **Sexual Assault, Sexual Misconduct, Domestic Violence, Dating Violence and Stalking Procedure**

*Any individual who is the victim of one of these offenses is appropriately referred to as a "survivor" and is so identified throughout this Policy.*

Southern Crescent Technical College does not tolerate sexual assault, sexual misconduct, domestic violence, dating violence or stalking against anyone regardless of sex, gender, sexual orientation, or gender identity. The Southern Crescent Technical College attempts to protect all members of the campus community, including visitors, from sexual assault, sexual misconduct, domestic violence, dating violence or stalking and offers anyone who is a survivor of any of these offenses the right to reach justice and recovery without encountering fear or prejudice. Southern Crescent Technical College is committed to providing a safe learning environment that supports the dignity of all members of the college community. The college strongly encourages anyone who is a survivor of any of these offenses to promptly file a report with Southern Crescent Technical College Police Department or any other law enforcement agency with co-jurisdiction. All reported instances of sexual assault, sexual misconduct, domestic violence, dating violence or stalking shall be investigated and responded to promptly, fairly and decisively.

### **Southern Crescent Technical College will not tolerate Sexual Assault/Sexual Misconduct.**

Sexual assault/sexual misconduct is defined as contact without consent by an acquaintance or stranger whether made directly or indirectly through clothing and whether contact is made with the non-consenting person or the non-consenting person is forced to have such sexual contact with the perpetrator represent violations of criminal and civil law and constitute serious breaches of student or employee conduct as well. Verbal communication of non-consent, non-verbal acts of resistance or rejection, or mental impairment of the survivor due to any cause including the survivor's use of alcohol or drugs may constitute lack of consent. The use of alcohol or drugs will not be accepted as an explanation for the actions of any individual charged with a violation of this Policy.

It includes, but is not limited to:

1. Rape (sexual intercourse without consent).
2. Sodomy (oral or anal intercourse without consent).

3. Aggravated sodomy (sexual penetration with an object without consent).
4. Assault (intentional touching without consent of genitals, breast, groin, thighs, or buttocks).
5. Aggravated assault.
6. Child molestation.
7. Aggravated child molestation.
8. Non-consensual kissing.
9. Statutory rape.
10. Voyeurism (observing the sexual organs or acts of another for sexual satisfaction, usually from a hidden vantage point).
11. Public indecency (in a public place, performing an act of sexual intercourse, lewd exposure of sex organs, lewd appearance in a state of partial or complete nudity, or a lewd caress or indecent fondling of the body of another person).

### **Response to Reports of Sexual Assault, Sexual Misconduct, Domestic Violence, Dating Violence or Stalking.**

Southern Crescent Technical College is committed to creating a campus environment that both promotes and assists in prompt reporting of Sexual Assault, Sexual Misconduct, Domestic Violence, Dating Violence, and Stalking. Southern Crescent Technical College is also committed to providing compassionate support services for survivors.

Survivors of a campus-related sexual assault, sexual misconduct have certain rights that include the following:

- 1) The survivor has the right to have their claims treated seriously and to be treated with dignity. The survivor has the right to be informed of their options with regard to notifying law enforcement authorities and to be assisted in notifying such authorities if they so choose. Because Southern Crescent Technical College recognizes that a sexual assault is more than an assault on an individual's body, but is also an attack on the individual's dignity and sense of self, the college is committed to insuring that the decision to take action against the accused rests solely with the survivor. There may be circumstances, however, when the college must take action to protect the survivor or the campus community. Federal law requires Southern Crescent Technical College to provide the campus community with timely notice of certain reported crimes and/or acts the institution believes represent a threat to members of the campus community.

- 2) The survivor has, irrespective of the beliefs or desires of others, the right to report or not to report a sexual assault, sexual misconduct, domestic violence, dating violence or stalking.
- 3) Student survivors may choose to change academic arrangements, if such changes are reasonably available, without financial or academic penalty. For assistance in exploring options for a change in academic situations, contact should be made with the Vice President for Student Affairs.

**What to do After an Assault**

- 1) Individuals who have been raped or sexually assaulted should try to preserve all physical evidence. They should not wash; use the toilet or change clothing if doing so can be avoided. If oral contact took place, one should not smoke, eat, drink or brush one's teeth. If one changes clothes, all clothing worn at the time of the attack should be placed in a paper bag, not plastic. Medical attention should be sought as soon as possible to assess any physical injuries, prevent sexually transmitted diseases or pregnancy, and collect important evidence in the event legal action is taken.
- 2) The nature of sexual assault, particularly when perpetrated by an acquaintance, makes it difficult for many survivors to report their experience. For this reason, the Southern Crescent Sexual Assault Center (770) 477-2177 website: [gnesa.org/content/southern-crescent-sexual-assault-center](http://gnesa.org/content/southern-crescent-sexual-assault-center) has been designed as the primary place where individuals may seek assistance.
- 3) Students who believe that they are victims of a sexual assault, domestic violence, dating violence or stalking should contact at least one of the following campus offices:
  - a) Southern Crescent Technical College Police Department
  - b) Vice President for Student Affairs
  - c) Any Mandated Reporter
- 4) College faculty, staff members or campus visitors who believe they are survivor of a sexual assault, domestic violence, dating violence or stalking should contact at least one of the following College offices or officials:

- a) Southern Crescent Technical College Police Department
- b) Human Resources Department
- c) Supervisor or Department Head

- 5) Survivors may receive confidential assistance from any professional counselor associated with the college with whom conversations are privileged.

**Southern Crescent Technical College Disciplinary Procedures**

- 1) Southern Crescent Technical College is committed to providing disciplinary processes that are sensitive, supportive, expedient and respectful of the individual rights of all involved. Both the survivor and the accused are entitled to have others present during the campus disciplinary proceeding, and both will be informed of the outcome of the proceedings.
- 2) Southern Crescent Technical College will proceed with a disciplinary action when it appears that the college's prohibition against any form of sexual assault, sexual misconduct, domestic violence, dating violence or stalking may have occurred. Individuals charged with these offenses may be disciplined by the college as well as prosecuted under Georgia's criminal statutes. Whether or not a criminal prosecution occurs, Southern Crescent Technical College retains the right to proceed with a disciplinary action at any time a preponderance of the evidence is present, and the college need not await the disposition of any such criminal prosecution.

Any of the sanctions listed below may be applied by Southern Crescent Technical College against students found responsible for sexual assault, sexual misconduct domestic violence, dating violence or stalking or complicity of these offenses. The type and number of sanctions applied will depend on the severity of the offense. After a determination that a student has violated the Student Code of Conduct, the Vice President for Student Affairs or the college President's designee may impose, without referral to the Hearing Body, one or more of the following sanctions:

- 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 Vice President for Student Affairs or the technical college president's designee will make a recommendation to the Vice President for Academic 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.
- f) **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.

After a determination that a student has violated the Student Code of conduct, the Vice President for Student Affairs or the technical college president's designee may recommend the imposition of one of the following sanctions if appropriate. The Vice President for Student Affairs' recommendation will be forwarded to the Hearing Body, which may impose one or more of the following sanctions:

- g) **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 Vice President for Student Affairs or the technical college president's designee. Students who have been dismissed from the technical college for any reason may apply in writing to the Vice President for 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 Vice President for Student Affairs or the technical college president's designee.

- h) **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.

Notification shall be sent to the student and the person(s) who initially filed the complaint.

- 3) Student organizations found to condone, promote, or be involved in activities that lead to sexual assault, sexual misconduct, domestic violence, dating violence or stalking may have their college recognition withdrawn. Other possible sanctions include but are not limited to:
  - a) Informing the organization's national or regional office about the activity.
  - b) Disbanding of the local chapter by the national organization.
  - c) Prohibiting participation in campus activities, events, and programs.
  - d) Requiring some or all members to conduct relevant community service and/or participate in sexual assault awareness programs.
  - e) Loss of all college privileges (use of equipment, meeting rooms, advertising space, on-campus fundraising).

The President will make a recommendation concerning sanctions to the Vice President for Student Affairs. The Vice President for Student Affairs will then inform the student organization, in writing, of the sanction(s) imposed. The Vice President for Student Affairs may suspend any

student organization's charter, pending a full review.

- 4) Sanctions up to and including dismissal from employment may be imposed on employees.

#### Legal Options

- 1) Reporting a sexual assault, attempted sexual assault, domestic violence, dating violence or stalking to the Southern Crescent Technical College Police Department does not mean that the survivor must press charges. However, it does begin the legal process should the decision to prosecute be made at a later date. The sooner an assault is reported, the more likely valuable evidence can be collected.
- 2) Survivors can consult an attorney about initiating a suit in civil court for damages against the assailant. The purpose of a civil suit is to compensate the survivor for the wrong done to them. A civil action may be brought against the assailant regardless of whether criminal charges are pursued.

#### Southern Crescent Technical College Counseling and Educational Resources

##### Tiger Assistance Program (T.A.P)

Cameron and Associates Inc. provide counseling to Full-Time students and their families in the areas of: Marital, Adolescence, Family, Grief, Stress, Alcohol and Drugs, Emotional, Financial, Legal or any personal trouble. (1-800-334-6014) <http://www.caiquality.com/>

##### Employee Assistance Program (E.A.P.)

Cameron and Associates Inc. provide counseling to employees and their families in the areas of: Marital, Adolescence, Family, Grief, Stress, Alcohol and Drugs, Emotional, Financial, Legal or any personal trouble. (1-800-334-6014) <http://www.caiquality.com/>

##### Promise Place

Promise Place exists to prevent domestic violence through awareness programs, educational training and providing safe environments for the victims and their families, utilizing legal advocacy, emergency shelters and transitional housing. 770-460-1604 <http://www.promiseplace.org/>

##### Southern Crescent Sexual Assault Center

P O Box 1788 Jonesboro, GA 30237

(770) 477-2177 Crisis

(770) 603-4045 Admin

(770) 603-4545 Fax

Website: <http://gnesa.org/content/southern-crescent-sexual-assault-center>

Email: [stoptheviolence@scsac.com](mailto:stoptheviolence@scsac.com)

To find a rape crisis center near you please call 1-800-656-HOPE to locate the closest center.

#### Statistical Reporting

- 1) The Southern Crescent Technical College Police Department will collect and provide statistics on reported sexual assaults as required by the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act. All personally identifying information will be removed from statistical reports.
- 2) Professional counselors associated with Southern Crescent Technical College by Southern Crescent Technical College with whom conversations are privileged will inform survivors of the ability to report crimes on a confidential basis for statistical purposes. Any such reporting is voluntary. All other college personnel are required to notify the Campus Police Department upon receipt of a report of sexual assault for Clery Act reporting purposes.

#### Survivor Confidentiality

Southern Crescent Technical College officials will make every effort to ensure the confidentiality of survivors, and all members of the college community are urged to treat knowledge of an individual's status as a survivor of sexual assault/abuse in a confidential manner.

#### Crime Prevention Tips

- Immediately report any crime, suspected crime, or suspicious circumstances/persons to campus security, either day or night.
- Never leave personal property in your classroom unattended. If in a classroom, office, or the library take your possessions with you.
- When walking on or off campus at night, employ the buddy system and walk with a friend. Also, let friends know when and where you are going, how you are going and what time you expect to arrive. This alerts them if you are overdue.
- Park your car in a lighted area. Always lock your car. Do not leave CDs, tapes, or other valuables in plain sight. Lock them in the trunk or keep them out of view.
- If you observe criminal activity or suspicious circumstances/persons, **call 911** and attempt to provide identifying information such as:  
*Person* – Name (if known), sex, age, height, weight, clothing, apparent condition, and any other identifying information.  
*Auto* – License number, make, model, color, outstanding characteristics (rust, dents, etc.), or special features.  
*Property* – Complete description, serial number, operation I.D.

**Identify your belongings!** Put your name and address on textbooks, inside the cover and on an inside page or two.



## Crime Statistics

Southern Crescent Technical College is committed to providing students with a safe and secure environment in which to learn. The College reports statistics on the following crimes and offenses annually.

- Criminal homicide – murder and non-negligent and negligent manslaughter.
- Forcible or non-forcible sex offenses – A forcible sex offense is any sexual act directed against another person, forcible or against that person’s will, where the victim is incapable of giving consent (such as when the victim is intoxicated). Non-forcible sex offenses are acts of “unlawful, non-forcible sexual intercourse.” This definition encompasses incest or statutory rape.
- Robbery – the taking or attempting to take anything of value from the control, custody, or care of a person or persons by force or threat of force or violence and/or by putting the victim in fear.
- Aggravated assault – the unlawful attack by one person upon another for the purpose of inflicting severe or aggravated bodily injury. Usually, this offense occurs by the use of a weapon or by means likely to produce death or great bodily harm.
- Burglary – the unlawful entry (breaking and entering) into a building or other structure with the intent to commit a felony or theft.
- Arson – willful or malicious burning or an attempt to burn a dwelling (house), public building, motor vehicle, aircraft, or personal property.
- Motor vehicle theft – the theft or attempted theft of a motor vehicle.
- On-campus arrest - for alcohol, drugs, and illegal weapon violations.
- Certain referrals for campus disciplinary actions for alcohol, drugs, or illegal weapon violations - if these referrals are included in the report as an arrest, the college does not need to report the referral under this category.
- Hate crimes – crimes that fall into the above list, crimes involving bodily injury, or crimes reported to campus security or local police. Southern Crescent Technical College must report hate crimes by category of prejudice: race, gender, religion, sexual orientation, ethnicity, or disability as part of the campus crime statistics.

Southern Crescent Technical College’s Security Department maintains records of all incidents that occur on campus including those which are not required to be reported under the Campus Security Act.

Furthermore, Southern Crescent Technical College must provide the following geographic breakdown of the crime statistics in the annual report:

- On-campus;
- In a non-campus building or on non-campus property;

- On non-campus public property including thoroughfares, streets, sidewalks, or parking facilities that are within the campus or immediately adjacent to and accessible from the campus.

Students may contact campus police/security or Student Affairs to view the updated log of Campus Crime Incidences. The College must provide this information within two (2) working days of the request.

The data collected for the previous calendar year can be located on the Internet by the following steps:

1. Website: <http://ope.ed.gov/security>
2. Click on Get data for one institution/campus
3. When the Step 1 - Institution/Campus Search criteria form appears, scroll down to: Name of Institution; type in Southern Crescent Technical College, then click Search.
4. At Step 2 - Select Campus, choose Main Campus.
5. After clicking on Main Campus, a cover sheet about the institution will display. If you scroll down the page you can click on any of the following located on the gray bar:
  - a. Criminal offenses
  - b. Hate offenses
  - c. Arrest and disciplinary actions

## Emergency and Weather Alerts

### Electronic Notification System (SchoolCast)

Southern Crescent Technical College uses the SchoolCast electronic notification system. Upon registering for classes, students’ contact information, including their college e-mail address and phone numbers, are added to the system. Students then receive college-wide notifications via e-mail, telephone calls, and text messages. Notifications may be sent for a variety of reasons that include emergency situations, inclement weather updates, college closings/delays, or other student-related information notices or updates.

### Fire Alarm

Continuous ringing of the fire alarm indicates immediate evacuation of the building to a point at least 1,000 feet away from the building. Use designated emergency exit routes as posted in each area. Emergency evacuation drills will be held throughout the year to ensure that all persons understand and obey emergency procedures. During these drills students are to act as though the emergency were real and to behave in an orderly fashion.

## Emergency Evacuation Signal

Continuous ringing of the fire alarm and announcement from Administration will direct immediate evacuation of the building to a designated weather safe area.

*Note: An Emergency Evacuation Plan is posted at exit doors marking locations of safe areas during severe weather emergencies.*

## Tornado Alert

Griffin: A designated authority will notify the faculty and staff via e-mail, the VOIP phone alert system, and the SchoolCast phone alert system.

Flint River: An alert will be issued via intercom system, e-mail, VOIP phone alert and SchoolCast alert system.

Centers: Alerts will be issued via e-mail, SchoolCast alert and voice amplified bull horn system.

*Note: A tornado plan is published and posted marking locations of safe areas during severe weather emergencies.*

## All Clear Signal

A senior staff member on the scene will announce "ALL CLEAR."

Centers: An "ALL CLEAR" message will be issued using a voice amplified bullhorn.

These will be followed up by a SchoolCast message of "ALL CLEAR."

## Emergency Alert (Tornado Drill)

Faculty, staff, and students are to follow the procedures outlined below:

- Close windows in the exterior walls as practical and lower blinds and/or drapes.
- Close classroom or lab doors leading into halls/corridors.
- Coats and jackets should be used to cover heads, arms, and legs. Go immediately to a designated area away from exterior windows and walls.
- Students in mobile unit classrooms must be evacuated to a permanent structure immediately.
- All persons should remain in their designated areas until notified that it is safe to resume operations by the "ALL CLEAR" signal.
- Faculty should verify that all students are accounted for during and after the event and report this information to the security chief or designee.

## Inclement Weather

Inclement weather advisory reports will be monitored on several local and metro Atlanta television and radio stations.

## College Closing

In the event that the college may be closed during a period that it is scheduled to be open, students can receive information on the website, calling post, by SchoolCast, or by listening to one of the following radio and television stations:

### Atlanta

WSB - TV - Channel 2

TV - Channel 5

TV - Channel 46

WXIA - TV - Channel 11

### Macon

WIBB Radio - 97.9 FM

### Thomaston

WTGA Radio - FM 101.1

### Griffin

WKEU Radio - 88.9 FM

WEKS Radio - 92.5 FM

### Manchester - Warm Springs

WFDR-Radio - AM 1370

Mountain Country - 94.3 FM

## Emergency Numbers

Fire Department - 911

Police Department - 911

Ambulance (Emergency) - 911

Griffin on Duty Officer - (770) 883-6032

Flint River on Duty Officer - (678) 603-5979

Butts Center on Duty Officer - (678) 603-6918

Henry Center on Duty Officer - (770) -603-5609

Jasper Center on Duty Officer - (678) 603-5948

Taylor Center on Duty Officer - (678)-544-1417

## Weapons Policy

The Technical College System of Georgia 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

Any Southern Crescent Technical College student who violates the provisions of this policy shall be subject to disciplinary action up to and including expulsion consistent with guidelines of the affected technical college's Student Code of Conduct as well as possible criminal prosecution.

## Student Rights

### Nondiscrimination

Southern Crescent 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, disabled veteran, veteran of the Vietnam Era, spouse of military member, or citizenship status (except in those special circumstances permitted or mandated by law). This nondiscrimination policy encompasses the operation of all technical college administered programs, programs financed by the federal government including any Workforce Investment Act of 1998 (WIA) Title I financed programs, educational programs and activities, including admissions, scholarships and loans, student life, and athletics. It also encompasses the recruitment and employment of personnel and contracting for goods and services.

Students are entitled to the constitutional right to be secure in their persons, dwellings, papers, and effects against unreasonable searches and seizures. College security officers or administrative officers may conduct searches and seizures only as authorized by law.

Students have a right through the Student Affairs Office to be heard in matters that affect their rights and responsibilities.

Students have the right to take stands on issues, to examine and discuss questions of interest, and to support legal causes by orderly means that do not disrupt College operations or interfere with the rights of others.

Students have the right to freedom of expression by word or symbol as long as it does not materially or substantially interfere with the orderly operation of the College or with the rights of others. This right of expression protects neither criminal conduct nor lewd, indecent, or obscene conduct and expression.

College-authorized student publications and communications shall be guaranteed the rights inherent in the concept of freedom of the press. All publications and broadcasts shall be subject to the canons of responsible journalism, including the avoidance of libel, avoidance of indecency or obscenity, undocumented allegations, and techniques of harassment and innuendo.

The Student Government Association (SGA) and all other student organizations approved by the Vice President for Student Affairs may meet on school premises provided they make arrangements in accordance with the rules and regulations for room and space reservation.

Only the Student Government Association and other student organizations approved by the Vice President for Student Affairs have the right to invite and hear any person of their own choosing for the purpose of hearing the person's ideas and opinions. The president of the College or his or her authorized representative may cancel a speaker's reservation where clear and present danger exists that the appearance would threaten the orderly operation of the College. The appropriate person will communicate such cancellation to the sponsoring organization.

Students have the right to due process when charged with an infraction. Due process includes a speedy hearing, the opportunity to face and question an accuser, the opportunity to present evidence and witnesses on their behalf, the right to have a faculty advisor of their own choosing present at all stages of the hearing and appeal, and the right to appeal.

Students have the right to have their academic and disciplinary records kept confidential subject to existing law. The Federal Family Educational Rights and Privacy Act (FERPA) applies to all colleges that receive funding under an applicable program of the U.S. Department of Education. These rights transfer to the students or former students who have reached the age of 18 or who are attending school beyond high school. Schools may disclose, without consent, directory information, such as student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance, unless parents or students request that the colleges not disclose directory information about them. The College will keep no official records that reflect any alleged political activity or belief of a student.

### Student's Role in Decision Making

The student's role in decision making at Southern Crescent Technical College focuses upon student life on campus and the learning environment of the classrooms and laboratories of the College. The College has representative student body input through student organizations to address matters of student life. Student involvement also occurs through memberships on leadership committees. Students are involved in the process of evaluating the instruction of the College through written evaluation of courses as well as the evaluation from the Student Affairs Office.

## Student Right-to-Know

Southern Crescent Technical College will produce and make readily available to current and prospective students the graduation rates of full-time certificate, degree, or diploma students annually, as well as, the most recent crime report.

## Acceptable Computer and Internet Use

Colleges throughout the country are moving into the information age by providing computer systems and Internet access for their students and employees.

In making decisions regarding access to the Internet and use of its computers, Southern Crescent Technical College considers its own stated educational mission, goals, and objectives. Electronic information research skills are now fundamental to preparation of citizens and future employees. The College expects faculty to blend thoughtful use of the Internet throughout the curriculum and provide guidance and instruction to students in its use. As much as possible, access from the College to Internet resources should be structured in ways that point students to those resources that have been evaluated prior to use. Students and employees utilizing Southern Crescent Technical College provided Internet access are responsible for good behavior online just as they are in a classroom or other area of the college.

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.):

- Computer theft: including theft of computer services, intellectual property such as copyrighted material, and any other property;
- Computer trespass: unauthorized use of computers to delete or alter data or interfere with others' usage;
- Computer invasion of privacy: unauthorized access to financial or personal data or the like;
- Computer forgery: forgery as defined by other laws, but committed on a computer rather than on paper;
- 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;

- 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.

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.

Users should not expect files stored on the Technical College System of Georgia (TCSG) or Southern Crescent Technical College-based computers to be private. Electronic messages and files stored on Technical 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 insure that users are acting responsibly. Moreover, TCSG and Southern Crescent Technical College officials shall cooperate with law enforcement officials who are properly authorized to search TCSG and Southern Crescent Technical College computers and computer systems.

All information created, stored, or transmitted by the Technical College System of Georgia or Southern Crescent Technical College computers or networks is subject to monitoring for compliance with applicable laws and policies.

The following uses of the TCSG or Southern Crescent Technical College provided computers, networks, and Internet access are not permitted:

- a. to access, upload, download, or distribute, obscene material;
- b. to transmit obscene, abusive, or threatening language;
- 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 engage in any personal commercial enterprise without advance approval in writing by the president of Southern Crescent Technical College;
- h. to knowingly endanger the security of any TCSG or Southern Crescent Technical College computer or network;
- i. to willfully interfere with another's authorized computer usage;
- j. to connect any computer to any of the TCSG or Southern Crescent Technical College networks unless it meets technical and security standards set by TCSG;
- k. to create, install, or knowingly distribute a computer virus, "Trojan horse," or other surreptitiously

destructive program on any TCSG or Southern Crescent Technical College computer or network facility, regardless of whether any demonstrable harm results; and

- I. to modify or reconfigure the software or hardware of any agency computer or network without proper authorization.

Users of the TCSG and Southern Crescent Technical College computers and computer systems are subject to the department's policy on the development of intellectual property. Any violation of this policy and rules may result in disciplinary action against the employee or student. When and where applicable, law enforcement agencies may be involved.

The TCSG makes no warranties of any kind, either expressed or implied, for the computers, computer systems, and Internet access it provides. The TCSG shall not be responsible for any damages users suffer, including but not limited to loss of data resulting from delays or interruptions in service. The TCSG shall not be responsible for the accuracy, nature or quality of information gathered through technical college diskettes, hard drives, or servers; nor for the accuracy, nature or quality of information gathered through technical college provided Internet access. TCSG shall not be responsible for personal property used to access its computers or networks or for technical college provided Internet access. The department shall not be responsible for unauthorized financial obligations resulting from technical college provided access to the Internet.

These standards are equally applicable to employees of the department, wherever housed, and to employees and students of the technical college.

## School Regulations

### Use of Food or Drink in Unauthorized Areas

In classrooms and laboratories, students may only possess non-alcoholic drinks that have lids/closed tops. Open containers are prohibited. Also in classrooms and laboratories, students may only eat snack-style foods. Students must properly dispose of their trash and clean any messes immediately. Students may eat foods beyond snacks and have open drink containers in non-instructional and designated areas including the cafeteria, event center, and student lounge. Exceptions may be made during supervised events. Instructors also hold the right to limit food and drink use in any instructional setting due to their discretion.

### Activities

All social functions require approval by the Vice President of Student Affairs. Applications for social functions must be

submitted to the Vice President of Student Affairs one month prior to the scheduled function.

Whenever the College's facilities are used for official school functions, the group or organization sponsoring the affair is responsible for restoring the area to its previous condition.

### Soliciting and Selling on Campus

Approved student clubs may be permitted to solicit and sell on the campus with written authorization from the Vice President of Student Affairs, Vice President of Academic Affairs, or presidential designee.

### Fund Raising Activities

School club fundraising projects must be approved by the Vice President for Student Affairs. Any decision will be based on the merit of the project and the schedule of existing activities.

### Handbills and Leaflets

Handbills and leaflets distributed on the campus must be approved through the Vice President for Student Affairs/Designee.

### Smoking

All SCTC locations are designated as no smoking areas. Smoking is only allowed in designated areas. Smoking outside designated areas is prohibited. Violators may be issued a citation.

Fee schedule for fines:

First offense – Warning

Second offense – Fine \$20.00

Repeat offenders – Fine and/or disciplinary action

### Soliciting Advertisements Off-Campus

Students and organizations must request permission from the Vice President for Student Affairs to solicit from local merchants.

### Student Assemblies

Student assemblies are scheduled through the Student Affairs Office or Academic Affairs. The vice president or student advisor shall officially schedule any speakers and participants using campus facilities or conducting activities in the name of the school.

### Telephones and Mail for Students

School telephones are for official use only. Students should not be called through the school except in cases of emergency. Students are requested not to give the school as their address since there is no mail service for students.

### Visitors on Campus

Visitors on campus are expected to comply with all campus regulations. Individuals who are not part of the campus community must report to the official visitor's check-in upon

arrival (receptionist, security/campus police, Admissions Office, Student Affairs, etc.) and receive a visitor's badge. The visitor's badge must be worn while on campus. Southern Crescent Technical College is an adult institution providing a safe and effective educational environment for students to learn and employees to work. Visitors must obtain a guest pass when visiting the campus. Children under the age of 16 who are visiting on campus must be escorted, at all times, by an adult with a proper ID badge. Under no circumstances are children allowed in classrooms or laboratories. Parents or guardians may be asked by administration to remove their child or children from the campus.

Visitors shall not be allowed inside labs or classrooms unless invited and approved by a faculty member or administrator.

Anyone without an authorized badge should follow signs to an appropriate entranceway and obtain a temporary ID badge. No one should enter any door not approved as a visitor entrance without proper badging. Visitor entrance locations are identified on campus locations as follows:

Griffin: main entrance at Building 100, 200, 800  
Flint River: main entrance at Building A  
Center locations: main entrance

Visitors' badges allow access to campus common areas and department areas for official business. Visitors must state on the sign-in sheet at the reception desk/entrance the department and/or person they are on campus to visit.

## Parking

Southern Crescent Technical College will not be responsible for any loss, theft, vandalism, or damage incurred while parked on Southern Crescent Technical College property. It is the responsibility of individuals who operate vehicles on the campus to be aware of all parking regulations and abide by them. Operating a vehicle on Southern Crescent Technical College property will be seen as proof of willingness to accept and abide by the set rules and regulations. The driver assumes full responsibility for the operation and parking of a motor vehicle on college property.

It is the policy of Southern Crescent Technical College to establish rules and regulations for our campus community that will ensure an orderly flow of motor vehicle traffic, maximize available campus parking, and allow for safe and reasonable access to campus facilities. The College attempts to enforce these regulations consistently and fairly; however, the fact that a particular infraction goes undetected does not excuse other infractions. Infractions should be reported to a campus security officer. Inclement weather conditions do not alter any of the provisions of these regulations.

## Parking Procedures

Southern Crescent Technical College is responsible for establishing and maintaining the signs and markings necessary to enforce parking regulations. Vehicles may be operated or parked on college property only in areas

designated by signs, street markings, or the college map. All members of the college community must accept the obligation to observe the following rules and regulations. Please read carefully.

*\* Rules and regulations are subject to change and updates will be provided accordingly.*

## Rules and Regulations

### A. VEHICLE REGISTRATION

- All faculty, staff, and student vehicles parked on campus (including motorcycles and mopeds) must be registered. Students must register their vehicle by the seventh calendar day of the semester of their initial enrollment.
- Required vehicle registration information and location:
  - a. Name
  - b. Year, make, model, color
  - c. Tag number and state
  - d. Students register vehicle at cashier's window
  - e. Faculty and staff register vehicle with the Campus Security Office
- Parking decals must be displayed and clearly visible on the lower left rear windshield on the outside of the vehicle.
- All motorcycles, mopeds, and motor scooters must have the decal permanently affixed to the left front shock in a clearly visible manner.
- Students enrolled in designated specialty classes through the Economic Development division will receive temporary parking permits for those specific classes.
- Temporary permits must be clearly displayed on the dashboard of the assigned vehicle.
- Cost of replacement or additional decal is \$5.00.
- Any vehicle parked on campus without a decal will be ticketed and the driver fined.

### B. PARKING AREAS

- All parking is on a first-come basis unless otherwise specified.
- Employees are entitled to park in all appropriate lots on campus.
- Visitor spaces do not require a visitor's pass and are intended for short-term parking not to exceed one hour. Visitor passes entitling individuals to park for longer periods in regular spaces are available in each of the College's divisions hosting the guest.
- Parking inside of the gate to the technical department is strictly prohibited, unless otherwise specified. Any unauthorized vehicle parked inside of this area will be ticketed and the driver fined.
- Handicapped decals will permit any qualifying individual to park in reserved spaces. However, currently enrolled students must complete the college's vehicle registration process.

- Areas designated for handicapped parking have been established and are clearly marked.
- Spaces that have been reserved for faculty and staff will be clearly marked.
- Spaces that have been reserved for visitors have been established and are clearly marked.
- Students are not authorized to park in visitor's parking spaces under any circumstance.

### C. TRAFFIC REGULATIONS

The following practices are specifically prohibited:

- Double parking
- Parking on the left side of street facing traffic
- Parking over a white line or across the line indicating a parking space
- Parking on grass, landscaped areas, sidewalks, or other areas not designated as parking areas
- Parking in front of a driveway, doorway, steps, or in any manner that blocks traffic, parked vehicles or roadways, or hinders the passage of pedestrians or vehicles
- Parking in fire lanes, loading zones, tow-away zones and no parking zones
- Parking in a handicapped area without the proper decal displayed
- Parking an unregistered vehicle, except for visitors, anywhere on the Southern Crescent Technical College campus
- Reckless driving
- Campus speed limit is 15 miles per hour

Being late for classes or appointments does not constitute a valid excuse for violating a parking regulation. These parking regulations, as well as all applicable state and local laws including but not limited to that dealing with stop signs and speed limits, will be enforced by campus police/security officers.

### D. TRAFFIC PENALTIES

Students with unpaid parking tickets jeopardize their chance for continuation of classes or readmission to programs. The College will not issue transcripts until all outstanding fines and charges are paid.

Fines are as follows:

\$10.00 fine for each offence:

- Not parked within painted lines or designated space
- Parked along yellow curb (fire lane), tow-away zone, or loading zone
- Parked beyond posted time limit
- Parked on grass, curb, or illegally in road way
- Parked in Faculty/Staff area without proper decal
- Failure to register a vehicle or properly display decal
- Parked in a College service vehicle space without proper decal
- Parked in a reserved parking space without proper decal
- Careless driving on campus

- Driving a motor vehicle on lawn or walking service  
\$25.00 *minimum* fine:

- Parked in or blocking access to a handicap space *may be subject to state of Georgia and local laws resulting in higher fines.*

- Parked in or blocking access to a visitor space

Towing:

- Parking a motor vehicle on college property is restricted to visitors using designated spaces and to individuals who have properly registered their vehicle and display a valid parking decal. All other vehicles will be considered illegally parked and will be fined **\$10.00 for the first offense. A second violation of this offense may result in suspension and/or towing of vehicle at violator's expense.**
- Disabled vehicles must be reported to the campus police/security officers immediately. Such vehicles must be attended to within 24 hours of the breakdown unless a campus police officer grants a time extension or risk being towed.

*\*Fines listed are also subject to state and local laws.*

### Enforcement

Campus police/security officers enforce all state laws, local laws, and college regulations. All regulations and ordinances are enforced in a consistent manner without preference. All accidents involving a motor vehicle on campus must be reported to the campus police/security officers at the time of the accident. A parking ticket shall not be discussed with the issuing officer except for clarification of the charge. Issuing officers have no authority to rescind a ticket once issued.

### Payment of Fines

Payment for Southern Crescent Technical College parking tickets must be made to the Administrative Services division (cashier windows) in the main building during normal business hours. All fines are to be paid within a period of seven (7) calendar days from the date of issue.

### Parking Ticket Appeal Process

If an individual wishes to appeal a parking ticket, he/she must submit a letter of appeal within seven (7) calendar days from the date of issue. The letter of appeal must be returned to the Administrative Services division (cashier window) in the main building. Appeals will be heard by a Southern Crescent Technical College ad hoc committee of the Facilities and Operations team.

*\*Decisions resulting from appeals are final; there is no further appeal process.*

## Harassment, Sexual Harassment, Discrimination of Students

It is the policy of Southern Crescent Technical College 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 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 shall not engage in prohibited conduct and may be barred for such conduct if other corrective measures are ineffective. Allegations of unlawful harassment occurring at clinical sites to which students are assigned shall be investigated in accordance with this procedure.

Any individual who has engaged in prohibited behavior or conduct will be subject to disciplinary action up to and including expulsion or dismissal.

All students are encouraged to report any act of unlawful harassment, discrimination, retaliation and/or intimidation. Reports will be treated in an expeditious and confidential manner.

SCTC 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 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:

Title IX of the Educational Amendments of 1972  
20 U.S.C. §§ 1681 et seq.  
O.C.G.A § 19-7-5  
Titles VI and VII of the Civil Rights Act of 1964  
Age Discrimination Act of 1975  
Section 504 of the Rehabilitation Act of 1973  
Americans with Disabilities Act of 1990  
Procedure: Student Grievances

### DEFINITIONS:

#### A. Unlawful Harassment (other than sexual harassment):

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, or disability and which:

1. Has the purpose or effect of creating an intimidating hostile, or offensive educational environment, or
2. Has the purpose or effect of unreasonably interfering with an individual's educational performance.

Harassing conduct or behavior includes, 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 or disability. This includes jokes or pranks that are hostile or demeaning with regard to race, color, religion, gender, national origin, age, or disability. 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 college community in any format.

#### 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: 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, sexual coercion. All acts of sexual violence are considered unlawful sexual harassment 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, or disability.

E. **Unlawful Retaliation:** unfavorable action taken, unfavorable conditions 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 functions at a technical college or TCSG work unit.

L. **Local investigator:** the individual(s) at the technical college 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 the college 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 the college 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 SCTC 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 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 colleges 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, and/or retaliation against themselves or others, regardless of where the incident occurred. A student may choose to resolve any issues pertaining to unlawful discrimination, harassment, or retaliation informally or may proceed directly to the formal resolution process outlined in this procedure; however, allegations of sexual violence may not be processed informally and must immediately be reported and investigated in accordance with this procedure.

2. Students have the right 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 college shall not 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 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. The College may weigh a request 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 unlawful harassment, discrimination, or retaliation of students 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, or unlawful retaliation may be reported to the college's Title IX and Section 504 Coordinators, the President, the Commissioner, or the Human Resources Director should the complaint involve employees. Students may also e-mail any complaints to [unlawfulharassment@tcsge.edu](mailto:unlawfulharassment@tcsge.edu).

7. Such reports 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 or retaliation is made to an employee not designated to receive such reports, the employee must report the allegation as provided in section 6 above.

9. Allegations of 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 President may suspend, transfer, or reassign employees or students in order to prevent possible further harassment, discrimination, retaliation, to facilitate the investigation, or to implement corrective action under this procedure.

11. Any allegation of unlawful harassment, discrimination, 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 unlawful harassment, discrimination, or unlawful retaliation 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 five business days of receipt of the complaint if the complaint does not specify facts sufficient to allege unlawful discrimination, harassment, 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 five 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 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.

5. The college will evaluate the information collected during the investigation and determine whether a preponderance of the information substantiates that unlawful discrimination, harassment, and/or retaliation has occurred.

6. Investigations and summary findings will be documented appropriately.

7. No later than 10 business days after completion of an investigation, the parties will be provided a summary of the results of the investigation.

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 unlawful discrimination, harassment, or retaliation is determined to have occurred, 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, students and staff will be afforded all rights of review or appeal provided for in the applicable disciplinary procedures.

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, harassment, or retaliation has occurred the college is expected to address any inappropriate conduct and take all reasonable steps to prevent any future unlawful discrimination, harassment, or retaliation.

#### **E. Reviews and Dispositions**

1. The parties may request a review of the investigative findings within five 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 will notify the parties in writing of his/her final determination. 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 three business days by regular mail or e-mail to one of the following:

Technical College System of Georgia  
Office of Legal Services  
1800 Century Place, N.E.  
Suite 400  
Atlanta, GA 30345

OR

[Unlawfulharassment@tcsg.edu](mailto:Unlawfulharassment@tcsg.edu)

4. The Office of Legal Services will convene a panel of at least three 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.

#### **RECORD RETENTION**

Documents relating to formal complaints including investigations, dispositions and the complaint itself shall be

held for five years after the graduation of the student or the date of the student's last attendance.

## **Miscellaneous Student Affairs Information**

### **Admissions Appeal**

Applicants who feel they were unjustly denied admission to Southern Crescent Technical College may appeal to the Vice President for Student Affairs/Designee. This appeals process also applies to currently enrolled diploma students who desire to transfer into a degree program. In the event that an applicant is denied admission and the applicant desires to appeal the admissions decision, the individual may take the following steps:

1. The applicant may wish to review the admission requirements for that particular program with a counselor in the Admissions Office.
2. An appeal of a denial of admission may be made. Should the applicant choose to appeal, the process is as follows:
  - a. The applicant must appeal in writing to the Vice President for Student Affairs/Designee. The applicant should give an extensive explanation for the appeal and provide relevant supporting documentation. When the appeal form is submitted to the Vice President for Student Affairs/Designee, the appeals process will officially begin.
  - b. The Vice President for Student Affairs will assemble an Admissions Appeal Committee (five members minimum) which may include the following:
    - Non-voting facilitator: Department chair of an uncontested department
    - Vice President for Student Affairs/Designee
    - Registrar
    - Vice President for Academic Affairs (or designee)
    - Dean for Academic Affairs or appropriate Academic Affairs Dean
    - Instructor from the Arts and Sciences Department
  - c. The Vice President for Student Affairs will call a meeting of the Admissions Appeal Committee. If the committee determines that the appeal is frivolous or without merit, the committee will deny the appeal without further review. If the appeal is legitimate, the committee may require a personal appearance by the petitioning student. After review by the committee, the appeal is either "Denied" or "Approved" with

- recommendations or conditions as stipulated by the committee.
- d. The applicant will be notified (within ten (10) days) of the decision in writing from the office of the Vice President for Student Affairs.
  - e. If the applicant is dissatisfied with the findings of the committee, which may include the following:
    - Non-voting facilitator: Department chair of an uncontested department
    - Vice President for Student Affairs (or designee)
    - Registrar
    - Vice President for Academic Affairs (or designee)
    - Dean for Academic Affairs or appropriate Academic Affairs Dean
 he/she may request that the appeal form and documentation be forwarded to the President for further consideration. Such requests must be made in writing within ten (10) days of receipt of the committee's decision. Failure to respond within the specified time will forfeit the right to appeal further.
  - f. After consideration of the committee's report, the President shall make a decision within ten (10) days and notify the applicant in writing.

### Student Change of Address/Name

A picture ID must be presented before an address change can be processed. A picture ID and one of the following documents showing the name change must be presented in person before a name change can be processed: Marriage License, Divorce Decree, Social Security card, or other Court Documents showing a name change. If unavailable to come to the College in person, please contact the Admissions Office at 770-228-7348. Documents must be legible and cannot be altered. Deviations from these requirements must be approved by the Vice President for Student Affairs. [Access form here.](#)

### Student Number

A Student number is a student's identification number used during his or her time of enrollment. The student number is a nine-digit number used by students to gain access to their academic and financial records. For security purposes, students must use their student number for all transactions. Student numbers are assigned at the time of their admission to the College.

### Student ID Card

Southern Crescent Technical College issues an advanced student identification card. The student ID card is issued at the library and most students will receive the card during the

first registration and orientation period. The student ID card is the official College ID and must be worn by students at all times while on campus. There is a fee for a lost student ID card.

The student ID card is required for purchasing textbooks in the bookstore, using library services, and to enter classrooms.

The student ID card also has the capability of storing information for use in browsing the web on library computers. Please check with the library staff on how to access the advanced features of the student ID card.

### Student E-mail

All students at Southern Crescent Technical College are issued an e-mail account. Students can find their school e-mail address in two places: Banner Web and ANGEL LMS (Learning Management System). Student e-mail can be accessed at <http://www.sctech.edu/> under Quick Links. Student e-mail is the official form of e-mail communication between students and teachers or SCTC staff members. Southern Crescent provides an on-line Helpdesk for ANGEL and Student e-mail. The Helpdesk can be found at <http://www.sctech.edu/> under Quick Links.

### Student Photo and Video Policy

By signing and submitting an application and upon your admission to Southern Crescent Technical College, you understand that your name, quotations, and photographic likeness – including video footage – may be used in all forms of media for advertising, trade, and any other lawful purposes on behalf of Southern Crescent Technical College or the Technical College System of Georgia and that you will not receive now or in the future any compensation for this usage. You also understand that your name, quotations, and photographic likeness may be gathered from and posted to SCTC's social media sites and website and can be downloaded by any computer user on or off campus.

You also understand that, as a student age 18 or older, it is your responsibility to notify the Southern Crescent Office of Student Affairs, if you refuse to have your name, quotations, or photographic likeness used for the College's unlimited lawful purposes. In addition, all students under the age of 18 must have parental or guardian permission for his/her name, quotations, or photographic likeness to be used by the College. In this instance, this form may be obtained in the Office of Marketing and Public Relations.

### Voter Registration

The 1998 Higher Education Act requires all post-secondary institutions to make a good faith effort to distribute voter registration forms to each degree, diploma, or certificate seeking student who attends classes on campus and to make such forms widely available to students. Students may also obtain voter registration forms from the Student Affairs Office. Voter Registration Days are scheduled throughout the year.

## Student Grievances

Southern Crescent Technical College maintains a grievance process available to all students that provides an open and meaningful forum for their complaints, the resolution of these complaints, and is subject to clear guidelines of the complaints (Student Grievance Form). This procedure does not address complaints related to the unlawful harassment (including sexual harassment), discrimination and/or retaliation for reporting harassment/discrimination against students. Those complaints are handled by the Unlawful Harassment and Discrimination of Students Procedure.

**Grievable issues:** Issues arising from the application of a policy/procedure to the student's specific case is 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.

**Non-grievable issues:** Issues which have a separate process for resolution (i.e. disciplinary sanctions, FERPA, financial aid, academic grades, etc.) are not grievable and a student must take advantage of the process in place.

**Business days:** Weekdays that the college administrative offices are open.

**Vice President for Student Affairs:** The staff member in charge of the student affairs division at the college.

**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.

**Grievant:** the student who is making the complaint.

### Procedure

#### A. Informal Grievance Procedure:

Student with grievable issues should resolve those issues, if possible, on an informal basis without the filing of a formal grievance.

1. A student has ten (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.
2. Where this process does not result in a resolution of the grievable issue, the student may proceed to the formal grievance procedure.

#### B. Formal Grievance Procedure:

Where a student cannot resolve their grievance informally, he or she must use this formal grievance procedure.

1. Within fifteen (15) business days of the incident being grieved, the student must file a formal grievance in the office of the Vice President for Student Affairs or the technical college president's designee with the following information:

- a) Name,
- b) Date,
- c) Brief description of the incident being grieved,
- d) Remedy requested,
- e) Signature, and
- f) Informal remedy attempted by student and outcome.

2. If the grievance is against the Vice President for Student Affairs, the student shall file the grievance with the technical college president.

3. The Vice President for Student Affairs, or the technical college president's designee, will investigate the matter and supply a written response to the student within 15 business days.

4. 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.

5. 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.

6. The Vice President for Student Affairs, or the technical college president's designee, shall be granted an additional 15 business days to investigate the grievance upon notice to the grieving student .

#### C. Appeal:

The student may appeal the decision from the VPSA or the technical college president's designee to the technical college president. Only the student has the right to appeal.

1. A student shall file a written appeal to the technical college president within five (5) business days of receiving the response.
2. 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.
3. At the sole discretion of the technical college president, grievance appeals at the institution may be held in one of the following two ways:
  - a. The technical college president may review the information provided by the

student and administration and make the final decision; or

- b. The technical college president may appoint a cross-functional committee to make the final decision.

The decision of either the technical college president or the cross-functional committee shall be made within ten (10) business days of receipt by the president of the appeal.

4. Whichever process is chosen by the technical college president, the decision of the grievance appeal is final.

Retaliation against a student for filing a grievance is strictly prohibited.

## Academic Information

The Vice President for Academic Affairs has administrative responsibility for credit and learning support instructional programs at Southern Crescent Technical College. Matters of educational policy including approval of programs, courses, and the grading system are developed by the administrative staff and faculty, approved by the president, and adopted by the Southern Crescent Technical College Board of Directors.

### Academic Advisement

Each student is assigned an academic advisor who will advise him/her concerning courses needed to complete a program of study. Students and advisors are responsible for monitoring appropriate courses to ensure that required courses are taken in the proper sequence.

Each semester, students should be diligent about checking courses they register for against their required programs of study to assure they remain on target for graduation.

### Grading System

The following symbols are used to indicate the level of performance in course work:

A	90-100
B	80-89
C	70-79
D	60-69
F	0-59

For financial aid purposes, these grades will be calculated toward Satisfactory Academic Progress (SAP).

- I Students who have extreme hardships or verifiable extenuating circumstances may be assigned the I grade and given additional time to complete course work. The student has four weeks in the next semester to complete the work. If the incomplete work is not completed by the fourth week as noted on the

academic calendar of the following semester, the I grade converts to an F.

- W Students who officially withdraw by the 10<sup>th</sup> week of the semester receive a W (see academic calendar for actual date each term). Hours attempted are included in total hours. This does not count in the grade point average.
- TR Credits transferred in from another post-secondary institution are assigned the grade of TR on the transcript. Transferred credits are not counted in the grade point average.
- AC Credits awarded through articulation with secondary schools are assigned the grade of AC. Credits are earned, but grade points are not calculated.
- EX Course work which is exempted through examination or experiential learning is awarded a grade of EX. Credit is awarded, but grade points are not calculated.
- AU Course work which is audited by a student is assigned a grade of AU. Credit is not awarded, and grade points are not calculated.

The following symbols are used to indicate the level of performance in learning support courses:

A*	90-100
B*	80-89
C*	70-79
D*	60-69
F*	0-59

Learning support grades are not counted in the overall cumulative grade point average.

### Program/Course Grade Requirements

Specified courses in degree/diploma/technical certificate of credit programs of study may require a grade of C or higher as stated in the program description or course description sections of the College catalog. A grade of C or higher is required for a specific course that is a prerequisite to a more advanced course. A minimum of a 2.0 grade point average in the program curriculum is required to graduate.

### Grade Point Average

The overall cumulative grade point average (GPA) is calculated based on all credit courses taken at Southern Crescent Technical College. GPA is calculated by (1) multiplying the credits for each course by the grade points associated with the grade earned, (2) totaling the points earned for all courses, and (3) dividing the total points by the total number of credits attempted. The assigned values for the grades are A=4, B=3, C=2, D=1, and F. In calculating an overall cumulative GPA, credit hours from courses receiving the following grades are not included: AC, AU, EX, I, IP, TR, W, A\*, B\*, C\*, D\*, F\*.

Example:	Grade Earned	Grade Points		Credit Hours		Total Points
	A	4	x	5	=	20
	C	2	x	3	=	6
				8		26
				$26/8 = 3.25$ GPA		

## Work Ethics

Appropriate employee behavior, competencies, and attributes are integrated into the curriculum of each program course. Work ethics refers to those behavioral characteristics and attitudes desired by employers including: attendance, character, teamwork, appearance, attitude, productivity, organizational skills, communication, cooperation, and respect.

Instructors in the program areas will evaluate students on a regular basis to see if students are attaining the work ethics traits.

## Grade Appeal

If a student receives a course grade which he or she believes is incorrect, the first step is for the student to discuss the disagreement with the instructor.

If the student is not satisfied with the decision of the instructor, the student may direct a written appeal to the appropriate Dean for Academic Affairs who will convene an appeals committee for resolution; a resolution will be rendered by the end of the semester that follows the semester where the grade was posted. The decision of the committee is final.

Appeals must be made prior to the end of the semester after the grades were posted.

## Academic Status

### President's List

Students who maintain a semester GPA of 4.0 while earning at least 12 credits and who are on academic Good Standing are placed on the semester President's List. This designation is printed on the official transcript.

### Deans' List

Students who maintain a semester GPA of 3.5 while earning at least 12 credits and who are on academic Good Standing are placed on the semester Dean's List. This designation is printed on the official transcript.

### Honor Graduate

Students completing program requirements with a cumulative grade point average (GPA) of 3.75 or higher will be recognized as an honor graduate. This designation is printed on the commencement program.

### Honor Graduate with Distinction

Students completing program requirements with a cumulative grade point average (GPA) of 4.0 will be recognized as an honor graduate with distinction. This designation is printed on the commencement program.

### Good Standing

Students who maintain a semester GPA of 2.0 are considered in good standing. This designation is printed on the official transcript.

### Academic Probation

Students who fail to maintain a semester GPA of 2.0 are placed on academic probation. The purpose of academic probation is to alert the student to the need to improve academic performance. This designation is printed on the official transcript. The student is also placed on financial aid warning.

### Academic Suspension

Students who fail for the second consecutive semester to maintain a semester GPA of 2.0 are placed on suspension. This designation is printed on the official transcript. A student placed on academic suspension must stay out of school one full semester before applying for readmission. The student is also placed on financial aid suspension.

### Readmission from Academic Suspension

Students placed on the first academic suspension are eligible to reapply for admission following the one semester's suspension. For any subsequent suspensions, students are eligible to reapply after one calendar year.

Students who do not attend Southern Crescent Technical College for two consecutive semesters will be required to complete updated course requirements for their program of study.

## Current Student Registration

Current student registration is held prior to the beginning of the next term. Online registration is available for current students by accessing Banner Web located on Southern Crescent Technical College's website. Learning support students are encouraged to see their advisor prior to registration. Students are encouraged to meet with their advisor to discuss progress and course selection before registering online. The student must complete the process by paying fees or obtaining the proper authorization from the financial aid director. Failure to register at the appointed time may result in an assessment of a late fee of \$45. Failure to register and pay all fees at the appointed time may result in the student losing his or her place in class.

## Class Load

A student registered for 12 or more semester hours of credit is classified by the College as a full-time student. Students may not register for more than 18 semester hours in any given semester without approval from the Vice President of Academic Affairs.

## Distance Education

Southern Crescent Technical College participates with Georgia Virtual Technical Connection (GVTC) by offering courses over the Internet. ANGEL Learning Management System (LMS) is used by Southern Crescent and GVTC as the primary form of LMS. There are three types of courses offered through ANGEL including: Online (O), Hybrid (K1 and K2), and Web-enhanced (V).

Online (O) courses are taught through ANGEL Learning Management System (LMS) over the Internet. Students come to campus only if their instructors require them to take a proctored test, for presentations, for orientation at the beginning of the semester or other reasons as deemed necessary by the instructor.

Hybrid (K1) courses include 50 percent or less of instructional time in the classroom with the balance percent via the ANGEL LMS. It is considered an online class but affords students more interaction than a traditional online class.

Hybrid (K2) courses include 50 percent or more of instructional time in the classroom with the balance percent via the ANGEL LMS.

Web-enhanced (V) courses are traditional classroom courses that use the ANGEL LMS as an important component of the course.

Students interested in taking online courses can find courses offered by looking at the course schedule that is released before registration begins each semester. The link is: <http://www.sctech.edu/academics/schedules.php>. Security for our students using the Angel LMS is important to Southern Crescent Tech. The Angel LMS uses unique user ID and password protection for all classes taught at the College. Each student is assigned a unique student number when they are enrolled at the College. The login is created with two identifiers: the first is the college identifier; and, the second is the unique student ID that is created in Banner when the student enrolls at the College. The password is a generic password and the first time a student logs into the system it must be changed immediately before entering the Angel LMS.

Southern Crescent provides a Student Helpdesk for ANGEL and Student e-mail. The Helpdesk can be found at <http://www.sctech.edu/> under Quick Links. Additional information about distance education including ANGEL LMS can be found at: <http://www.sctech.edu> under Quick Links and then under Student Support Links.

Southern Crescent students can take online courses from other Georgia Technical Colleges if a course is not being offered at Southern Crescent for a particular semester. To find out more about online courses offered at other Georgia Technical Colleges go to the following GVTC link: <http://www.gvtc.org/>.

## Electives

Some programs require a certain number of electives from occupational-related areas. Any course pre-requisite must be met. Some programs require general electives which can be fulfilled by satisfactorily completing any credit course. Degree-level general core elective requirements are fulfilled by satisfactorily completing a general core class at the 1100 level or higher.

## Attendance Policy

A goal of Southern Crescent Technical College is to place dependable, competent employees in the workplace. Students are expected to attend class regularly and to be punctual. Attendance policies are contained in the syllabus of each course. It is the responsibility of the student to read and comply with the attendance policies which affect work ethics assessments and may affect the academic grade.

Attendance in a distance education course follows the same attendance policy as the traditional classes offered on campus. Attendance is granted to a student when the student logs into Angel, and then enters their course.

## Repeating Courses

Courses satisfactorily completed at Southern Crescent Technical College may be repeated under special circumstances; however, a record of all courses attempted will remain on a student's transcript, and all grades received will be used in computing the cumulative grade point average. The last grade earned is the grade used to determine the grade point average for graduation.

## Directed Individual Study

Directed Individual Study provides the instructor and student an opportunity to develop special learning environments. Instruction is delivered through work experiences, practicums, advanced projects, industry-sponsored workshops, seminars, or specialized and/or innovative learning arrangements. Each course should be documented with a written agreement between the instructor and the student detailing expected requirements.

## Internship Policy

The responsibility for identifying and locating an appropriate internship rests with the student in conjunction with the department involved with the internship.

Negotiations should begin during the pre-registration period. Placement should be confirmed before the beginning of the semester but no later than the end of the first week of the semester. The commitment is made firm at the time of placement so that ordinarily internships may not be dropped during the add-drop period. Adjustments to an internship or an internship schedule will be made during the drop/add period with division chair approval.



## Course Withdrawals

Course withdrawals are initiated by the student on Banner Web. See the Grading System section for important dates relative to withdrawal from class.

## Withdrawal from School

Students withdrawing from school for one or more semesters should complete the Southern Crescent Technical College Official Withdrawal Form. Students who withdraw before the withdrawal date will receive a grade of W. Students who do not follow withdrawal guidelines will receive a grade based on their work, just as students do who complete the class properly.

## Class Cancellation

Southern Crescent Technical College reserves the right to cancel classes because of low enrollment or other reasons. Decisions to cancel classes are made by the Academic Affairs administrative staff. A full refund is made for any class canceled by Southern Crescent Technical College.

## Transferability

Transfer of Southern Crescent Technical College credit to another college or university is at the discretion of the receiving institution.

## Tuition and Fees

Tuition and fees are assessed according to guidelines established by the Technical College System of Georgia (TCSG) and are subject to change. Some specialized certificate programs have a different fee structure. Students are advised to refer to the semester schedule that reflects the current tuition and fee scale or to contact the Business Office for further information.

## Tuition and Fee Schedule

### In-State Tuition

<u>Semester hours</u>	<u>Tuition</u>
Tuition	\$89/credit hour
*CTD Tuition	\$132/credit hour
Instructional Technology Fee	\$105/semester
Registration Fee	\$50/semester
Activity Fee	\$30/semester
Facility Fee	\$15/semester
Special Instructional Fee	\$50/semester
Student Accident Insurance Fee	\$4/semester
Athletic Fee	\$10/semester
Student Assistance Program Fee	\$7/semester

**NOTE: Commercial Truck Driving – CTD is a specialized certificate program with a different tuition rate and a different fee structure.**

## Other Fees

Application Fee (non-refundable)	\$20
Late Fee*	\$45
Lab fee**	\$25
Returned Check Fee	\$30
Diploma Replacement Fee	\$25
Graduation Fee***	\$35
Fuel Surcharge for Commercial Truck Driving	\$185
Exemption Test	25% of course tuition

\*Failure to register at the appointed time may result in an assessment of a late fee of \$45.

\*\*Applies to programs with a lab component.

\*\*\*Applies only to diploma/degree students who participate in the graduation ceremony.

## Out-of-State Tuition

Out-of-state tuition is twice that of in-state tuition. All fees, other than tuition, remain the same.

## International Student Tuition

International students will be charged tuition at a rate of four times that of in-state tuition. All fees, other than tuition, remain the same.

*Fees are subject to change without notice.*

## Fee Categories

Fees are categorized as application fees, activity fees, instructional/technology fees, and registration fees. Tuition is assessed according to policies for post-secondary vocational education as set by the Board of the Technical College System of Georgia.

Tuition and fees may be paid by cash, \*check, credit card, or financial aid authorization. Checks should be made payable to Southern Crescent Technical College. It is unlawful to issue a bad check. Any student who issues a check that is returned for insufficient funds or for other reasons will be notified by mail to bring cash to cover the amount of the check and a \$30.00 returned check fee. If legal action becomes necessary, the student will be responsible for all costs associated with such action.

\*Checks must be payable for the exact amount due. Two party checks will not be accepted. Post-dated checks will not be accepted.

## Senior Citizens

Residents of Georgia who are sixty-two (62) years of age or older and who are otherwise qualified may attend technical colleges, for credit courses only, without payment of tuition on a space available basis. Senior citizen waiver students pay application fees, registration fees, lab fees, and any other applicable course fees.

## Refund Policy

- Students withdrawing from a course by the end of the third instructional day of the semester or no shows shall receive 100% refund of applicable tuition and refundable fees, excluding the application fee.
- Students who withdraw from a course after the third instructional day of the semester shall receive no refund and will be responsible for all tuition and fees.
- Although there will be no refund of tuition and fee after the third instructional day, withdrawing students receiving the Federal Pell Grant will have awards adjusted in compliance with the Return to Title IV process outlined in the Federal Student Aid Handbook.
- Refunds for Business or Industry or Continuing Ed courses will be made only when a request for a refund is submitted in writing before the first day of class accompanied by the original receipt.
- A student currently enrolled at SCTC does not have to prepare a refund request. Refunds will be made by direct deposit or on to the student's SunTrust prepaid debit card, see options below.
- Classes canceled by Southern Crescent Technical College will be refunded 100%. Application and insurance fees are non-refundable.

## SCTC Refund Options

- Direct deposit – Students that would like to receive their refunds by direct deposit to their personal bank account instead of the SunTrust debit card must fill out a direct deposit form and provide a personal voided check. Direct deposit forms are located at the Business Office cashier windows or at [www.sctech.edu](http://www.sctech.edu), click Quick Links, Financial Aid, then Refunds and Disbursement.
- SunTrust Visa Prepaid Card – Refunds may be available to students through a SunTrust Visa Prepaid bank issued debit card. Students that choose to receive their refund by debit card must have a current and valid address and telephone number on file with the Admissions Office. See the SCTC website for additional information.

## Insurance

Student accident insurance is required of all students for a nominal fee and is payable on a semester basis. Questions regarding claims should be directed to the Business Office.

Liability insurance is required of students in Allied Health, Early Childhood Education, and Cosmetology in order to participate in clinical training. This insurance is payable prior to the beginning of the clinical training portion of the program and is based upon rates supplied to Southern Crescent Technical College by the carrier.

## Textbook Expenses

Textbooks can be purchased from the Southern Crescent Technical College bookstore. Books may be purchased with cash, check, or credit card. Books may be returned for a refund within ten (10) days of purchase provided the book is returned in its original condition of purchase and with the original sales receipt. Used books may be resold to the bookstore during the designated buy-back period if the bookstore has a need for the book. No refunds shall be made for expendable supplies and equipment.

## Graduation Fee

Students who expect to graduate from a diploma or degree program and plan to attend the graduation ceremony must pay a \$35.00 fee to cover the cost of the cap and gown and diploma cover. The fee is due when the student turns in the Application to Graduate. If the student requests that his or her diploma be sent by certified mail, there is a mailing fee of \$10.00.

## Transcripts

The first transcript a student requests is free with the exception of same day service; subsequent transcripts are \$3.00 or \$5.00 (same day) each. Allow up to 10 business days during the term for processing \$3.00 transcripts. Same day service for transcript processing is provided for \$5.00. In partnership with SCRIP-SAFE® International, Southern Crescent Technical College is now able to provide official transcripts delivered through eSCRIP-SAFE® to network recipients. If you choose to have your transcript request processed electronically, before completing the Transcript Release Form, please check with the intended recipient to see if they accept electronic transcripts. If the recipient is in the network, please insert their name on your Transcript Release Form and indicate that you want the transcript to be sent electronically.

NOTE: In order to receive a transcript or have one sent to another party, a student must sign a release form in the Admissions Office. A request to send a facsimile of a transcript requires a signed transcript release and payment. Students should be aware that the recipient of a faxed transcript may not consider the transcript official.

## Miscellaneous Program Expenses

Tools are needed by students in some programs and are also valuable upon employment. The tools required by these programs may not constitute a complete set, but will certainly be adequate to prepare the student to begin employment. Purchase of tools is the student's responsibility. Uniforms, lab coats, and other supplies may be required in some program areas. The expense of these items is the student's responsibility. Estimated additional costs other than tuition, fees, and textbooks are listed in each program description.

## Financial Aid

There are several sources of financial aid for Southern Crescent Technical College students. Students may call the Financial Aid Office at (770) 228-7368 for Griffin or (706) 646-6386 for Flint River or visit the office for additional information. Students may be eligible for more than one type of financial aid. Special Admit students are ineligible for any Financial Aid Assistance.

By accepting financial aid awards, students are agreeing to be liable for all tuition, fees, and/or other monies paid on their behalf or directly to them should the financial aid source fail to provide adequate funds or should the student prove to be ineligible for financial aid. To decline awards or if the student does not agree to the previous statement, he/she must come to the Office of Financial Aid and decline the awards in writing.

### Available Financial Aid

- Federal Pell Grant
- Federal Supplemental Educational Opportunity Grant (FSEOG)
- Federal Work Study
- HOPE Grant
- HOPE Scholarship
- HOPE Zell Miller Scholarship
- HOPE Zell Miller Grant
- Georgia HOPE GED Voucher
- Georgia's Strategic Industrial Workforce Development Grant Award
- Student Access Loan - Technical
- ACCEL Program
- Veterans Benefits
- Vocational Rehabilitation
- Workforce Investment Act

### To Apply For Financial Aid

- For financial aid, including HOPE, students must file the Free Application for Federal Student Aid (FAFSA) at <http://www.fafsa.ed.gov> at least six to eight weeks prior to the registration date.
- A Student Aid Report (SAR) is mailed directly to the student from the Federal Processing Center (FAFSA). An electronic version of the Student Aid Report (SAR) will be sent to the financial aid office at SCTC by the federal processors if the student enters Southern Crescent Technical College's school code (005621) on their FAFSA.
- For the HOPE Scholarship (degree programs only), submit a completed HOPE Scholarship Evaluation Request Form to the Registrar's Office. The form may be

obtained from the Office of Financial Aid or on the financial aid webpage at [www.sctech.edu](http://www.sctech.edu).

- Please refer to <https://secure.gacollege411.org/FinancialAidPlanning/default.aspx> for more information on state funded programs.
- Report to the Office of Financial Aid all types and sources of assistance received.

All students are required to complete the FAFSA at [www.fafsa.ed.gov](http://www.fafsa.ed.gov).

If selected for verification by the U.S. Department of Education, the student must submit an IRS transcript of federal tax return or other documentation and a Federal Verification Worksheet (available in the Financial Aid Office) to receive Federal Funds.

### Deadlines

In January, students can begin applying for Financial Aid by completing the Free Application for Federal Student Aid (FAFSA) at [www.fafsa.ed.gov](http://www.fafsa.ed.gov). Application for financial aid is made once each year.

Financial Aid expires on June 30 and must be renewed every year.

The financial aid processing deadlines for the 2014-2015 academic year are:

Fall	July 31, 2014
Spring	December 11, 2014
Summer	May 14, 2015

### Federal Pell Grant

Federal Pell Grants are awarded to students who do not have a four-year degree and are enrolled in a diploma or degree program of study. There are only two (2) certificate programs eligible for the Pell Grant: Health Care Assistant and Health Care Science. The amount a student receives is determined by the federal processors. Full-time enrollment for purposes of Pell is based on 12 semester hours for a degree or diploma program. Students must complete the Free Application for Federal Student Aid (FAFSA) to determine eligibility. It takes approximately six to eight weeks to receive the results of this application. Students should be prepared to pay their first semester fees if sufficient time is not allowed for the necessary processing. All Pell awards will expire during each summer semester. **Students must reapply for Pell prior to end of summer semester for uninterrupted Pell aid for the following award year.**

- Learning support and special admit students are not eligible for federal financial aid benefits.
- Students who withdraw from the college prior to completing 60% of the semester will have their Pell award reduced.

## Pell Lifetime Eligibility Used (LEU)

Public Law 112-74 amended HEA section 401(c)(5) to reduce the duration of a student's eligibility to receive a Federal Pell Grant from 18 semesters (or its equivalent) to 12 semesters (or its equivalent). This provision applies to all Federal Pell Grant eligible students effective with the 2013-14 award year. The calculation of the duration of students' Federal Pell Grant eligibility is not limited only to students who received their first Federal Pell Grant on or after the 2008-2009 award year, as the HEA previously provided when the duration of eligibility was 18 semesters.

- LEU greater than 450% but less than or equal to 500% - These students likely will have full eligibility for 100% of their Pell Grant scheduled award, unless a later disbursement moves their LEU to greater than 500%.
- LEU greater than 500% but less than 600% - These students will not have full eligibility for a Pell Grant, but likely will have eligibility for a portion of that scheduled award.
- LEU 600% or higher - These students will have no Pell Grant eligibility for the award year.

## Federal Supplemental Educational Opportunity Grant (FSEOG)

The Federal Supplemental Educational Opportunity Grant (FSEOG) program is for undergraduates with exceptional financial need. Pell Grant recipients with the lowest expected family contributions (EFCs) will be considered first for a FSEOG. Just like Pell Grants, the FSEOG does not have to be repaid. Not all students will be awarded this fund as FSEOG funds are limited.

## Federal Work Study Program (FWS)

The Federal Work-Study Program, FWS, provides a method for post-secondary education students to earn funds that are used towards their education. The FWS program helps students earn monetary awards towards their post-secondary education. The program is based on financial need and students must be accepted into the program to qualify. The program encourages community service work and work related to the recipient's course of study.

### Eligibility Requirements:

- Must be Pell eligible
- Must participate in a Pell eligible program
- Receive Pell award during the aid year you are applying
- Enrolled in at least 12 semester hours

## HOPE Grant

The HOPE Grant is the Georgia state tuition assistance program funded by the Lottery for Education to assist eligible students enrolled in a certificate or diploma program. The HOPE Grant has a lifetime cap of 63 semester hours which will pay towards a **certificate or diploma** program. All courses including learning support count towards the 63 semester hour cap. To be eligible for the HOPE Grant, a student must

declare Georgia as their legal domicile residence for at least twelve (12) consecutive months immediately prior to the first day of class of the school term for which HOPE Grant payment is sought if they graduated from a Georgia high school - twenty-four (24) consecutive months if they did not graduate from a Georgia high school - be a U.S. citizen or a permanent resident alien, and not have any student loan defaults or recent controlled substance convictions. Male students born as of 1/1/1960 or thereafter must have registered with the Selective Service between the ages of 18 and 25 and must provide their Selective Service number.

Students applying for any HOPE funds (Scholarship/Grant) must apply on-line at [www.fafsa.ed.gov](http://www.fafsa.ed.gov).

- Students must have a 2.0 GPA the at 30<sup>th</sup> semester hour to remain eligible.
- Students who lose eligibility at the 30<sup>th</sup> semester hour can regain eligibility once at the 60<sup>th</sup> semester hour with a 2.0 GPA and HOPE will pay for the remaining three hours.
- Students with a baccalaureate degree or higher cannot receive HOPE.
- Learning support coursework and dual enrollment coursework are excluded from GPA calculation and checkpoints. GPA calculations at the checkpoints will begin with fall term grades. Learning support coursework tuition will continue to be paid by the HOPE Grant.
- The HOPE Grant will pay for 63 semester hours. The term that a student meets the cap, the Grant will pay only for hours up to the cap. Example: A student has 60 semester hours at the end of fall semester. The student registers for six credit hours spring semester. The HOPE Grant will only pay for three credit hours spring semester.
- Effective Fall 2014, the HOPE Grant will pay \$65.00 per credit hour.

## HOPE Scholarship

The HOPE Scholarship is the Georgia state tuition assistance program funded by the Lottery for Education to assist any eligible student accepted into a **degree** program. Full-time enrollment is not required. The student must be a Georgia resident. The citizenship requirements for the HOPE Scholarship will continue to be set at 12 consecutive months immediately preceding the first day of classes of the school term for which HOPE Scholarship payment is sought if they graduated from a Georgia high school - twenty-four (24) consecutive months if they did not graduate from a Georgia high school.

Students are eligible to receive the HOPE Scholarship until seven years from the date of the student's high school graduation, home study completion, or successful GED test, if the student meets all other requirements. The expiration of eligibility date will be June 30<sup>th</sup> of the seventh academic year following the student's date of high school graduation, home study completion, or successful GED test.

The FAFSA must be completed and processed in order to apply for the HOPE Scholarship. Once a student has completed 30 degree-level hours, he or she can request a HOPE Scholarship evaluation be completed by the Registrar's Office. At that time, to qualify, he or she must have a 3.0 GPA or higher.

Students may renew the HOPE Scholarship for the sophomore, junior, and senior years by maintaining a 3.0 GPA, reapplying, and maintaining satisfactory academic progress.

The HOPE Scholarship program pays \$65.00 per credit hour, effective Fall 2014.

Beginning fall term 2011, learning support coursework will be excluded from attempted hours. However, all learning support coursework previously counted in attempted hours will remain in the attempted hours calculation. Beginning fall term 2011, the HOPE Scholarship will no longer pay for learning support coursework.

Students can lose and regain eligibility once beginning fall term 2011. Any previous gains/losses prior to fall term 2011 will not apply.

Students who lost the HOPE Scholarship twice prior to fall term 2011 but have regained eligibility, may continue to receive the HOPE Scholarship. If the student loses the HOPE Scholarship after receiving it fall term 2011, they will not regain it again.

Students who received the HOPE Scholarship prior to summer term 2011 are eligible to receive the HOPE Scholarship until June 30, 2015, regardless of high school graduation date. First time HOPE Scholarship recipients, summer term 2011 or later, are bound by the seven-year rule.

For students who have not received a HOPE Scholarship award prior to summer term 2011, an expiration date will be set for each student as June 30th of the seventh academic year following his or her high school graduation.

For students who graduated from a home school program or received a GED, the date of the student's home school completion/graduation or the GED test date will be used as the basis for determining the seven-year expiration date.

The HOPE Scholarship will pay for 127 semester or 190 quarter hours. The term that a student meets the cap, the scholarship will pay only for hours up to the cap. Example: A student has 124 semester hours at the end of fall semester. The student registers for six credit hours spring semester. The HOPE Scholarship will only pay for three credit hours spring semester.

Students with a baccalaureate degree **cannot** receive HOPE.

No book allowance or fees will be paid by HOPE.

For complete and current information regarding Georgia's HOPE Scholarship and Grant Program Regulations, visit the web site at: [www.GAcollge411.org](http://www.GAcollge411.org) or call for more information in metro Atlanta at (770) 724-9000 or toll free in Georgia at 1-800-505-GSFC (4732).

### The Georgia HOPE GED Voucher

The GED Voucher of \$500.00 is awarded to students receiving a GED. This is a one-time only award to be applied to the costs of attending an institution of higher education. The HOPE voucher accompanies the GED diploma. To receive the \$500.00 voucher award, students must be enrolled in a program of study leading to a technical degree, diploma, or certificate.

Students receiving a HOPE GED voucher should submit it to the financial aid office for processing. In order for the financial aid office to process the voucher, students must complete a HOPE Grant application for the current academic year in which they plan to utilize the GED voucher. Students must also meet the Georgia residency requirements, the Selective Service requirement (males only), and not be convicted of a drug-related felony within two semesters of enrollment.

### Zell Miller Scholarship

The Zell Miller Scholarship program is for students who have demonstrated academic achievement and that are seeking a college degree. Generally, to become eligible, a student must graduate from an eligible high school with a 3.70 GPA and a minimum score on the SAT/ACT. For more information, review the Zell Miller Scholarship Regulations online at: [https://secure.gacollge411.org/Financial\\_Aid\\_Planning/HOPE\\_Program/default.aspx](https://secure.gacollge411.org/Financial_Aid_Planning/HOPE_Program/default.aspx)

### Zell Miller Grant

The Zell Miller Grant Program provides grant assistance to residents of Georgia pursuing Certificates or Diplomas at Georgia's public eligible postsecondary institutions. The Zell Miller Grant Program does not include a high school academic requirement, however, recipients are required to have a minimum postsecondary cumulative grade point average of 3.5 at the end of each term. The purpose of the Zell Miller Grant Program is to encourage Georgians to obtain technical education in order to increase the knowledge and skills of Georgia's workforce.

### Student Access Loan – Technical (SALT) Program

The Student Access Loan - Technical (SALT) Program is a need-based, low interest loan program administered by the Georgia Student Finance Authority (GSFA). The SALT Program may be funded by state general funds, proceeds from the Georgia Lottery for Education and public and/or private donations. The purpose of the program is to assist with the affordability of a college education at one of Georgia's public technical colleges and encourage timely persistence to the achievement of postsecondary credentials. The loans, or

portions of the loans, are forgivable for recipients who graduate with a minimum cumulative grade point average of 3.5.

Students applying for SALT must meet all general eligibility requirements, citizenship, Georgia residency, enrollment status, satisfactory academic progress, selective service, defaulted loan, Drug-Free Act, and Incarceration.

All students applying for SALT must complete a FAFSA and an application with Georgia Student Finance Commission (GSFC) at [www.GACollege411.org](http://www.GACollege411.org). GSFC shall designate an open application cycle period for the state fiscal year and only collect applications during such period. Application cycle periods are subject to available funding and application volume.

Students must be enrolled at least half-time (6 credit hours). Students cannot borrow more than \$3,000 in an award year. The aggregate loan limit per borrower may not exceed \$12,000. Borrowers are required to make monthly Keep In Touch (KIT) payments while enrolled in school and while in grace period (six months). Monthly KIT payments will be due each month, approximately sixty days after the first loan disbursement, and in accordance with the repayment schedule set by Georgia Student Finance Authority (GSFA).

### ACCEL Program

The ACCEL program is for students classified as high school juniors and seniors at accredited public or private high schools in the state of Georgia. The program is operated in all school terms except summer. The program allows students to pursue degree-level, post-secondary study at approved public and private colleges and technical colleges while receiving dual high school and college credit for courses successfully completed.

Courses pursued by students under this program must come from the approved course directory which is supplied to high school counselors in the state. Courses are available only in the areas of the core graduation requirements for college preparatory students: English, mathematics, social studies, science, and foreign language.

At public colleges, the program provides funding for tuition in keeping with the benefits provided by the HOPE program. Transportation and other expenses are the responsibility of the student, including tuition and other expenses for non-core courses, if any are taken. Credit hours paid by the ACCEL program for the student will count towards the limit of post-secondary hours paid for by the HOPE (Helping Outstanding Pupils Educationally) program. Additional requirements or restrictions for participating in this program may be imposed by the high school.

### Veterans Benefits

Veterans' benefits are available to qualified veterans and dependents of disabled or deceased veterans. Applicants

needing information about VA Education Benefits may contact the Southern Crescent Technical College VA certifying official at (770) 229-3095/(706) 646-6140 or the Veterans Administration at 1-888-GIBILL (1-888-442-4551).

### Vocational Rehabilitation

Vocational Rehabilitation cooperates with Southern Crescent Technical College by providing additional funds and services to students who have handicaps or disabilities. Applicants needing information should call the local Vocational Rehabilitation office.

### Workforce Investment Act

Workforce Investment Act (WIA) services provide assistance to students that are unemployed or underemployed.

Individuals eligible for WIA services must lack a marketable skill, be in an approved WIA training program, and have the ability to successfully complete a training program as a full-time student. Financial assistance is available for tuition, fees, books, required equipment, tools, uniforms, required certificate exams for employment, and all other requirements that assist in successful return to the workforce. A participant may also be eligible to receive assistance with childcare needs and daily travel allowance. A WIA career facilitator is available to assist students with individualized career counseling, budgeting, financial planning, intensive job search assistance, and vocational assessments. Interested individuals may contact a WIA career facilitator at 770-229-3377 or 706-646-6332 for more information.

### Georgia's Strategic Industries Workforce Development Grant Award

Beginning with the fall semester 2013, SCTC students who are receiving the HOPE Grant may also be eligible for additional financial assistance from Georgia's Strategic Industries Workforce Development Grant (SIWDG) Award for the following programs:

- Commercial Truck Driving
- Early Childhood Care/Education Diploma Only
- Practical Nursing Diploma Only
- Welding Diploma and Certificates
- Healthcare Technology Diploma and Certificates
- Information Technology Diploma and Certificates

To qualify, an SCTC student must be fully admitted to the college, enrolled in one of the above programs and receiving the HOPE Grant for the same term.

The amount of the SIWDG Award is a fixed amount\* for each term of enrollment:

Program of Study	Enrolled Hours	Award Amounts
Commercial Truck Driving	9 or more (one term only)	\$1000.00
SIWDG Programs	9 or more credit hours	\$ 500.00
SIWDG Programs	3 – 8 credit hours	\$ 250.00
SIWDG Programs	1 – 2 credit hours	\$ 125.00

*\*Eligibility for the SIWDG Award for the Commercial Truck Driving program is for one term only. The HOPE GED Grant, HOPE Grant, and SIWDG Award can be awarded in the same term, if all other eligibility requirements are met up to cost of attendance. High school students in dual enrollment programs are not eligible for the SIWDG Award.*

## Foundation Scholarships

The Southern Crescent Technical College Foundation, Inc., offers scholarship opportunities to students. Scholarship funds are NOT paid directly to the student. Please read all application materials carefully—some restrictions apply. Application deadlines are posted on the applications.

For additional information on scholarships contact:  
 Advancement Division  
 (770) 229-3466  
 Email: scholarships@sctech.edu

## Financial Aid Satisfactory Academic Progress (SAP) Policies

The U.S. Department of Education requires institutions of higher learning to establish standards of satisfactory academic progress for students receiving financial aid. Students must declare a major and be working toward the completion of that major in order to receive financial aid. Failure to maintain Satisfactory Academic Progress (SAP) will result in the loss of federal (Pell) and state (HOPE) grants and scholarships after the probationary semester(s).

In order to receive aid, a student must be making SAP regardless of whether he or she has previously received aid.

*NOTE: New students and/or transfer students are considered to be making Satisfactory Academic Progress (SAP).*

SAP includes three components:

1. **GPA (Cumulative):** Students must maintain a cumulative Grade Point Average (GPA) of 2.0. The GPA is computed by the Registrar's office on a scale of 4.0. The GPA is cumulative (includes entire academic history). Students must have a minimum GPA of 2.0 when they transfer programs in order to receive financial aid for the new program.

2. **Quantitative Hours Completed (Cumulative):** The financial aid recipient must have passed at least 67% of all hours attempted. Grades of A, B, C, or any derivative of these letters are "satisfactory" for financial aid purposes. Students who do not complete the required minimum hours or whose GPA drops below the minimum requirement in a given semester

are not considered to be maintaining SAP and are placed on probation. Financial aid funds will be disbursed during the following semester of enrollment on probation. If the student fails to make SAP after receiving aid while on probation, the student's financial aid is suspended until they meet all elements of the institutional SAP policy.

3. **Time Frame:** A student may receive financial aid for 150% of the number of semester hours required to earn their degree, diploma, or certificate. For example, if a student is enrolled in a diploma program that takes 100 semester hours to complete, that student may receive financial aid (if eligible) for 150 semester hours before financial aid is revoked.

## Financial Aid Warning

Students falling below the SAP guidelines for the first time will be put on Financial Aid Warning. Financial Aid Warning is a warning period only and the student is still eligible for aid. The student will then have one (1) semester in which to meet SAP standards before being placed on Financial Aid Suspension.

If the student does not make SAP for whatever reason at the end of the warning term, he/she will be placed on Financial Aid Suspension.

The student is eligible to appeal the suspension of financial aid by completing the Satisfactory Academic Progress Appeal with supporting documentation of an extenuating circumstance. Withdrawing during your financial aid appeal approved semester will change your status to Financial Aid Suspension.

## Financial Aid Suspension

Students who are on Financial Aid Warning and continue to fail are placed on Financial Aid Suspension. Students who are on suspension are NOT eligible for financial aid. Students have the right to appeal their first suspension.

## Right of Appeal by Students Placed on Financial Aid Suspension

Financial aid recipients who have failed to meet SAP and who have been placed on Financial Aid Suspension may appeal in writing to the Financial Aid Appeals Committee. Appeals must be written, specifically addressing the extenuating circumstances and must be submitted to the Office of Financial Aid within thirty (30) days of notification of the failure to make satisfactory progress. Supporting documentation must be provided or the appeal will be denied. If the appeal is approved, financial aid is reinstated changing the SAP status to probation. This allows the student only one semester to make satisfactory academic progress. Students who are on Financial Aid Probation and continue to fail SAP standards during their probationary semester, are then placed on Financial Aid Suspension. Students who are on suspension are NOT eligible for financial aid. During the semester the student is on probation, they must maintain a

2.0 GPA and a completion rate of 67%. If the appeal is not approved, financial aid is denied. Withdrawing during your financial aid appeal-approved semester will change your status to Financial Aid Suspension. The decision of the Financial Aid Appeals Committee is final. The Appeal form can be found on our website:

<http://www.sctech.edu/admissions/finaid-forms.php>

## Reinstatement of Financial Aid

To be reinstated for financial aid, the student must satisfactorily meet all elements of the institutional SAP policy.

## Retaking Coursework

A student may receive Title IV aid for any repetition of a course as long as the student has never passed the course. However, once a student has passed a course, the student may receive Title IV aid for only one retaking of that course. A student may not receive Title IV aid for any second or subsequent repetition of a passed course, and a second or subsequent repetition of a passed course may not be counted toward the student's enrollment stats for Title IV purposes. If a student withdraws before completing the course that they are being paid Title IV funds for retaking then that is not counted as their one allowed retake for the course. However, if a student passed a class once and then is repaid for retaking it and fails the second time, that failure counts as third paid retake and the student may not be paid for retaking the class a third time.

## Return of Title IV Funds

Important Notice to All Federal Financial Aid Recipients: The federal Higher Education Act (HEA) of 1965 was amended in 1998 and new regulations were established with regard to the Title IV student financial aid programs. Students earn their Title IV federal financial aid by attending class and if they are not enrolled long enough to earn all of their aid, the 'unearned' portion must be returned to the appropriate Title IV program.

Title IV financial aid programs include Federal Pell Grant, Federal Supplemental Educational Opportunity Grant (SEOG), Federal Work-Study (FWS), and Federal Stafford Loans. Federal work-study earnings are not affected by the Title IV regulations concerning the return of unearned federal financial aid. Only Federal grants and loans are affected by this policy.

When a student completely withdraws from all classes in a semester before completing 60% of the semester, the financial aid office is required to adjust the amount of Pell Grant, FSEOG, and/or federal loans awarded to a student to return the unearned Title IV funds. If funds have already been paid to the student, the student will receive a statement from the Business Office with the amount to be paid back, which the student will be responsible for. Any balance due will

cause a HOLD to be placed on the student's account until all outstanding funds have been returned. Withdrawn students with a HOLD for outstanding funds, will not be allowed to register or access their records until the balance due has been satisfied.

## Withdrawing From a Class Always Affects Your Financial Aid

Per the new Enrollment Processing Implementation Committee (EPIC) policy, students that withdraw from a course by the end of the third (3<sup>rd</sup>) instructional day of the semester will receive no grade for the course and will receive a 100% refund of applicable tuition and fees. Students who withdraw/drop a class as of the fourth (4<sup>th</sup>) instructional day of the semester will receive a "W" grade, which counts toward their financial aid SAP completion ratio, and will be charged 100% tuition and fees. No refunds.

HOPE considers withdrawn or dropped credit or learning support classes as attempted hours. Although you have not completed the course to earn a grade, these hours count toward the lifetime cap of hours that HOPE will pay toward a degree (127 semester hours). All hours attempted (including withdrawals) will count toward the evaluation of your GPA that will occur after you attempt 30, 60, and 90 semester hours - **this is for ALL Hope recipients** - and at the end of every spring semester - **this is for associate degree seeking students only.**

When you withdraw, the Federal Pell Grant is reduced according to the number of days in the semester you have completed. If you withdraw from SCTC, there is a possibility you will be billed for tuition and fees depending on your withdrawal date. Also the Office of Financial Aid considers 'unofficial' withdrawals when determining financial aid eligibility. If you stop attending courses and receive a grade of F due to your stop attending then financial aid will have to recalculate your eligibility to determine what portion of your financial aid you earned. A portion of those funds may be required to be returned, leaving you with a balance. Failing to maintain SAP puts your Pell Grant and HOPE aid in jeopardy.

Students must maintain Satisfactory Academic Progress (SAP) to remain eligible for financial aid.

## Economic Development

The Economic Development division at Southern Crescent Technical College offers education and training opportunities to enable participants to develop necessary skills to further their career goals.

Through business and industry support programs, Economic Development services aid in the creation and retention of jobs



by supporting existing companies, employees, and new companies coming to the area. Economic Development programs also assist employers in attracting potential employees with the basic skills needed to be productive, successful workers for their companies. Programs and services are available in each service area county: Butts, Fayette, Henry, Jasper, Lamar, Pike, Spalding, Taylor, and Upson counties.

## Business and Industry

Business and Industry services foster growth and development of area businesses and industries by providing high-quality consulting and customized training services that focus on continuous workforce improvement and development; coordinating state economic development programs and services for existing, expanding, and new companies; and providing job profiling and assessment services to employers. Available services include skills assessment and training for entry-level personnel, training to improve intermediate skills, and advanced or customized training in mechanical, electrical, computer, warehousing, and customer service. Consulting extends to working with company leadership to develop and implement world class business strategies, drive organizational change, select and implement best practices, and develop networks with local leaders.

## Community Education

Southern Crescent Technical College develops community education courses in response to special educational demands and requests of citizens, professional and business groups, and other organizations. Students may take a variety of short, non-credit courses designed for professional growth and development, personal enrichment and/or recreation. Most programs are offered as short courses, seminars, or workshops at various times and locations that fit one's busy schedule.

### Brief listing of Courses Offered through Economic Development:

#### Commercial Driver's License Testing

- Bus
- Passenger van
- Straight truck
- Tractor trailer

#### CDL and Heavy Equipment

- Commercial driving refresher course
- Commercial driving prep course
- Commercial truck driving
- Heavy equipment training
- LCV doubles training

#### Computers

- Intro to computers
- Intro to Windows
- Microsoft Access

- Microsoft Excel
- Microsoft PowerPoint
- Microsoft Word

#### CPR/First Aid/AED

- Certification
- Re-certification

#### Defensive Driving

- Insurance reduction

#### Drivers' Education

- 36 hour Joshua's Law

#### Foreign Language

- Spanish

#### Forklift

- OSHA certification on campus or on-site
- OSHA forklift train the trainer

#### Leadership

- Customer service
- High performance leadership (HPL)
- Lean/5S
- Train the trainer
- Team building

#### License Renewal

- Air conditioner contractor
- Commercial pesticide contractors
- Electrical contractors
- Georgia soil and water conservation
- Home inspection
- Plumbing contractors
- Real estate

#### Technical

- Electrical safety
- Hydraulics and pneumatics
- Motor control

## Quick Start

For more than 40 years, Quick Start has provided customized workforce training free-of-charge to qualified businesses in Georgia.

Today, the program is one of the state's key assets for supporting new and expanding industries. Quick Start delivers training in classrooms, mobile labs, or directly on the plant floor, wherever it works best for a company. To ensure that all economic development personnel are prepared with the latest skills and strategies for workforce training, Quick Start also administers an ongoing program for professional development, the Certified Economic Developer Trainer program.

## Georgia Retraining Tax Credits

A company's direct investment in training can be claimed as a tax credit – 50 percent of the employer's direct cost up to \$500 per employee, per approved training program. The total amount of credit cannot exceed \$1,250 per employee per year. Training programs must be approved by the Technical College System of Georgia. This tax credit can be used to offset up to 50 percent of a company's state corporate income tax liability. The credit is available to all Georgia businesses that file a Georgia income tax return. The retraining program must be for quality and productivity enhancements and certain software technologies. Unused credits can be carried forward 10 years. These credits can be combined with other tax credits.

## WorkKeys

As an American College Testing (ACT) **WorkKeys®** Service Center, the Economic Development division can provide skills assessment and instructional support. Call for further information or to set up an appointment.

## Refund Policy

A refund will be given only if you notify the Community Education department at least 48 hours prior to the first day of class. Failure to attend the first day of class does not constitute cancellation of your registration.

## Adult Education

Adults who desire to increase their basic skill levels in reading, mathematics, writing, or English language (ESL) may enroll in the Adult Education program at no cost. This competency-based program offers students the opportunity to increase their basic skills for self-satisfaction, to pass the General Educational Development test (GED®), to increase their skills prior to enrolling in a regular credit program of study if they have not taken the college admissions examination, or job or educational advancement including instructional support for the Georgia Work Ready Certification Program.

Applicants must be at least 18 years of age to enroll; however, special permission may also be granted to applicants aged 16 and 17 if certain requirements are met. Call the Adult Education office for more information.

## Basic Education

Both day and evening classes are offered on three levels:

- **Adult Basic Level** - instruction for the development of reading readiness, basic arithmetic skills, and an introduction to writing and basic grammar

- **Adult Intermediate Level** - instruction in the areas of reading comprehension, reading in the content areas, mathematics, and language arts
- **Adult Specialized Level** - instruction that will enable a student to develop the skills necessary to pass the GED® examination. This level includes the areas of reading, science, social studies, grammar and writing skills, and mathematics

Classes are held on the main campus of Southern Crescent Technical College in Spalding County, the Community Development Center in Upson County, and additional locations in Butts, Fayette, Henry, Jasper, Lamar, Pike, Spalding, Taylor, and Upson counties.

There are no fees for Adult Education classes, and books are provided in the classroom at no charge.

## General Educational Development Services (GED®)

Approved by the Commission on Accreditation Service Experiences, a unit of the American Council on Education, Southern Crescent Technical College has two designated test centers for the administration of the GED® test: Southern Crescent Technical College, Griffin Campus and the Community Development Center in Thomaston. There are four sections on the GED® test. The total cost for the four part test is \$160 or \$40 for each part.

GED testing is completed on computer in our Pearson-Vue labs in Griffin and in Thomaston. Computer-based testing provides the benefits of the use of technology that is required for post-secondary education and for many jobs. Information about GED 2014 can be obtained by contacting one of our Adult Education locations and by visiting [www.ged.com](http://www.ged.com).

Eligibility, requirements, and registration information are available at the following locations:

Southern Crescent Technical College  
Griffin Campus  
501 Varsity Road  
Griffin, GA 30223  
Phone: (770) 229-3176

Southern Crescent Technical College  
Community Development Center  
115 East Main Street  
Thomaston, GA 30286  
Phone: (706) 646-6121  
Computer Based Test  
Registration: [www.ged.com](http://www.ged.com)  
Call Center: 877-EXAM-GED

Testing scholarships are often available for students enrolled in the Adult Education program who are meeting program-specific criteria and who express a financial need.

## **Renewal Education and Customized Workforce Development Programs**

Renewal Education and Customized Workforce Development Programs are available to businesses and other agencies that wish to provide refresher courses or Adult Education programs for their employees or clients. These programs are designed to meet the needs of the particular group and may be taught at one of our locations or at the site of the particular group requesting services. These programs provide basic skills training, GED preparation, Work Ready instruction, and customized workforce development training.

### **Georgia Work Ready GAP Training**

Traditional educational credentials like a high school diploma or GED mark the fulfillment of classroom learning experiences, but the Georgia Work Ready certificate confirms competence in a specific set of workplace skills. Adult Education offers training that leads to attainment of a Georgia Work Ready certificate. The Georgia Work Ready certificate, powered by Work Keys, verifies to employers anywhere that an individual has essential core employability skills in Reading for Information, Applied Mathematics, and Locating Information. These three skills are highly important to the majority of jobs in the workplace. The certificate offers individuals, employers, and educators an easily understood and universally valued credential that certifies the attainment of these workplace skills. Call 770-229-3176 for more information.

### **Certified Literate Community Project (CLCP)**

The Certified Literate Community Project is a community non-profit collaborative that promotes, supports, and enhances literacy efforts locally. Communities participating in the program analyze community needs, create awareness of the needs, ensure that learning opportunities are offered and evaluate progress so that the majority of citizens needing to improve their skills are able to do so within a specified time period. Networks are formed to coordinate business, church, volunteer, social service, local government and schools, media and other efforts in the community to reach, influence and support those who want to improve their education.

Participating communities with the Southern Crescent Technical College service delivery area are as follows:

- Spalding – established in 1991
- Taylor – established in 1992
- Upson – established in 1993

For more information, contact the local Adult Education office in each respective county.

### **English Language Programs (ELP)**

English language classes are available for participants who have a primary language other than English. These classes provide assistance with speaking and understanding the English language. Classes have a primary focus on conversational English. Employment-related language skills

are also available. ELP classes are available at the Southern Crescent Technical College Griffin campus, and the Adult Education locations in Fayette and Henry County.