



**SOUTHERN  
CRESCENT**  

---

**TECHNICAL COLLEGE**

## 2019-2020 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

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, including addendums to the handbook, and the student catalog can be found at the Southern Crescent Technical College website, located online at <http://www.sctech.edu>. The web version supersedes all other forms of publications in terms of revisions.

Southern Crescent Technical College is accredited by the Southern Association of Colleges and Schools Commission on Colleges to award associate degrees, diplomas, and technical certificates of credit. Contact the Southern Association of Colleges and Schools Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404-679-4500 for questions about the accreditation of Southern Crescent Technical College.

# Table of Contents

<b>IMPORTANT PHONE NUMBERS .....</b>	<b>9</b>
<b>WELCOME TO SOUTHERN CRESCENT TECHNICAL COLLEGE .....</b>	<b>10</b>
<b>ABOUT SOUTHERN CRESCENT TECHNICAL COLLEGE.....</b>	<b>11</b>
EQUAL OPPORTUNITY STATEMENT .....	11
<i>Contact Persons</i> .....	11
GENERAL INFORMATION .....	12
BOARD OF DIRECTORS.....	12
HISTORY OF THE COLLEGE .....	12
<i>Flint River Technical College</i> .....	13
<i>Griffin Technical College</i> .....	13
<i>Southern Crescent Technical College</i> .....	13
MISSION STATEMENT.....	14
VISION STATEMENT .....	14
CORE VALUES.....	14
TECHNICAL EDUCATION WARRANTY.....	14
OPEN RECORD REQUESTS .....	15
RECIPROCAL AGREEMENTS .....	15
<b>ACCREDITATION .....</b>	<b>16</b>
INSTITUTIONAL ACCREDITATION .....	16
<b>COLLEGE TERMS YOU SHOULD KNOW .....</b>	<b>16</b>
A .....	16
B .....	16
C .....	16
D .....	17
E.....	17
F.....	17
G.....	17
H.....	18
I.....	18
M .....	18
N .....	18
O.....	18
P.....	18
R .....	18
S.....	19
T.....	19
W .....	19
<b>GETTING STARTED ENTERING THE COLLEGE.....</b>	<b>20</b>
ADMISSIONS PROCESS.....	20
ELIGIBLE APPLICANTS .....	20
VERIFICATION OF LAWFUL PRESENCE .....	20
STATE RESIDENT POLICY .....	21

A. Georgia Residency.....	21
B. Retaining Georgia Residency .....	21
C. Eligibility for Out of State Tuition Exemptions: .....	22
Exceptions.....	23
CATEGORIES OF ADMISSION .....	23
Regular Admission .....	23
Provisional Admission .....	23
Special Admit (Non-Credential seeking).....	23
Transient Admission.....	24
Transfer Student Admission .....	24
International Student Admission.....	24
Former Student Admission.....	25
Senior Citizen Admission .....	25
FELONY CONVICTIONS .....	25
ADMISSIONS STEPS.....	25
1. Application Process .....	25
2. Required Academic Criteria.....	26
3. Assessment of Program Readiness.....	27
WITHDRAWAL OF APPLICATION .....	28
ADMISSIONS APPEAL .....	28
TESTING GUIDELINES .....	28
DUAL ENROLLMENT.....	29
ARTICULATED CREDIT.....	29
CHANGE OF ADDRESS OR NAME.....	29
STUDENT NUMBER .....	29
STUDENT ID CARD.....	30
<b>CHOOSING A PROGRAM OF STUDY.....</b>	<b>31</b>
CAREER AND ACADEMIC PLANNING CENTER .....	31
REGISTRATION/ORIENTATION.....	31
DIPLOMA TO DEGREE TRANSFER .....	31
CHANGE OF PROGRAM.....	31
DUAL MAJORS POLICY .....	31
DUAL MAJORS PROCEDURE.....	32
COURSE EXPIRATION.....	32
CREDIT THROUGH EXPERIENCE.....	32
<b>GETTING REGISTERED FOR CLASSES .....</b>	<b>33</b>
PART-TIME STATUS & FULL-TIME STATUS.....	33
COURSE AUDIT .....	33
CREDIT BY EXAMINATION.....	33
Exemption Exam .....	33
Advanced Placement (AP) Course Equivalents.....	33
College-Level Examination Placement (CLEP) Credit.....	33
Exemption Exam Procedures.....	33
CREDIT THROUGH EXPERIENCE.....	34
CURRENT STUDENT REGISTRATION .....	34
CLASS LOAD .....	34

DISTANCE EDUCATION.....	34
ELECTIVES.....	35
<b>GRADUATION .....</b>	<b>36</b>
DEGREE/DIPLOMA/TECHNICAL CERTIFICATE OF CREDIT GRADUATE .....	36
<b>TUITION AND FEES.....</b>	<b>37</b>
TUITION AND FEE SCHEDULE .....	37
<i>In-State Tuition and Fees</i> .....	37
<i>Other Fees</i> .....	37
<i>Out-of-State Tuition</i> .....	37
INTERNATIONAL STUDENT TUITION .....	37
FEE CATEGORIES .....	37
MISCELLANEOUS PROGRAM EXPENSES .....	38
SENIOR CITIZENS.....	38
NELNET STUDENT PAYMENT PLAN OPTION .....	38
REFUND POLICY .....	38
REFUND OPTIONS .....	38
INSURANCE .....	39
TEXTBOOK EXPENSES .....	39
TRANSCRIPTS.....	39
<b>FINANCIAL AID.....</b>	<b>40</b>
SOURCES .....	40
FINANCIAL AID: TO APPLY.....	40
PRIORITY DEADLINES:.....	40
DRUG CONVICTION AND FINANCIAL AID ELIGIBILITY .....	40
FEDERAL PELL GRANT .....	41
<i>Federal Pell Grant Recalculation Policy</i> .....	41
GAINFUL EMPLOYMENT.....	42
PELL LIFETIME ELIGIBILITY USED (LEU).....	42
FEDERAL SUPPLEMENTAL EDUCATIONAL OPPORTUNITY GRANT (FSEOG).....	42
FEDERAL DIRECT STAFFORD LOAN PROGRAMS .....	42
<i>Subsidized Loans:</i> .....	43
<i>Unsubsidized Loans:</i> .....	43
FEDERAL WORK STUDY PROGRAM (FWS) .....	43
HOPE GRANT .....	43
HOPE SCHOLARSHIP .....	44
THE GEORGIA HOPE GED VOUCHER .....	45
ZELL MILLER SCHOLARSHIP.....	45
ZELL MILLER GRANT .....	45
HOPE CAREER GRANT .....	46
SEVEN YEAR LIMIT.....	46
10 YEAR SCHOLARSHIP EXPIRATION DATE .....	46
STUDENT ACCESS LOAN (SAL).....	47
THINGS TO KNOW.....	47
DUAL ENROLLMENT (FORMERLY MOVE ON WHEN READY).....	48
SATISFACTORY ACADEMIC PROGRESS (SAP) .....	48
<i>Grade Point Average Requirement</i> .....	49

Completion Rate.....	49
Grades.....	49
Repeated Courses.....	49
Maximum Time Frame.....	49
Transfer Students.....	50
Warning/Suspension.....	50
Financial Aid Probation.....	50
Appeal of Financial Aid Suspension.....	50
Academic Plans.....	50
DUAL MAJORS.....	51
RETURN OF TITLE IV FUNDS (R2T4).....	51
<i>F (Failing) Grade</i> .....	51
<i>Withdrawals and Financial Aid</i> .....	51
<i>Withdrawal Policy</i> .....	51
<i>Unofficial Withdrawals</i> .....	51
<i>How will a withdrawal affect my federal financial aid?</i> .....	52
<i>A calculation is required if any of the following criteria are met:</i> .....	52
<i>How does the calculation work?</i> .....	52
<i>How is the Withdrawal Date calculated?</i> .....	52
<i>Is there a specific order in which federal funds are returned?</i> .....	52
<i>What happens to my aid if I want to return to Southern Crescent Technical College in the future?</i> .....	52
<i>Financial Aid Always Affected by Class Withdrawal</i> .....	53
FOUNDATION SCHOLARSHIPS.....	53
VETERANS BENEFITS.....	53
<i>Deferment of Schedules for Chapter 31 and 33 Students</i> .....	53
VOCATIONAL REHABILITATION.....	54
WORKFORCE INNOVATION AND OPPORTUNITY ACT.....	54
<b>ACADEMIC AND STUDENT SUPPORT SERVICES.....</b>	<b>55</b>
BOOKSTORE.....	55
CHILD CARE CENTER.....	55
COMPUTER LABS.....	55
DISABILITY SERVICES.....	55
<i>Americans with Disabilities Act</i> .....	56
<i>Qualified Individual</i> .....	56
COMPLAINTS.....	56
LIBRARY.....	56
SPECIAL POPULATIONS SERVICES.....	57
TEAMS.....	57
TIGER ASSISTANCE PROGRAM (TAP).....	58
TIGERCARE TEAM AND CONCERNING BEHAVIORS.....	58
TUTORING AND MENTORING CENTER.....	58
<b>ATHLETICS AND STUDENT ACTIVITIES.....</b>	<b>59</b>
ATHLETICS.....	59
GOAL.....	60
STUDENT ORGANIZATIONS.....	60
<i>Circle K</i> .....	60

<i>National Technical Honors Society</i> .....	60
<i>Performing and Literary Arts Student Association (PALASA)</i> .....	60
<i>Phi Beta Lambda (PBL)</i> .....	60
<i>Rotaract</i> .....	60
<i>SkillsUSA</i> .....	61
<i>Student Government Association</i> .....	61
<i>Student Veterans of America SCTC Chapter</i> .....	61
<i>Venatus</i> .....	61
<b>COLLEGE-WIDE POLICIES AND PROCEDURES</b> .....	<b>62</b>
ACTIVITIES .....	62
VOTER REGISTRATION .....	62
ACCEPTABLE COMPUTER AND INTERNET USE .....	62
<i>Computer Crimes</i> .....	62
<i>Access</i> .....	62
COPYRIGHT .....	64
ENROLLMENT AND DEGREE VERIFICATION .....	64
ANNUAL FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT NOTIFICATION (FERPA) .....	64
<i>Notification of Student Rights Under FERPA</i> .....	64
<i>Disclosure of Personally Identifiable Information</i> .....	65
<i>Request to Suppress Directory Information</i> .....	67
<i>Directory Information</i> .....	67
FUND RAISING ACTIVITIES .....	68
HANDBILLS AND LEAFLETS .....	68
INTELLECTUAL PROPERTY .....	68
STUDENT PHOTO AND VIDEO POLICY .....	68
SOLICITING AND SELLING ON CAMPUS .....	68
STUDENT CONDUCT CODE .....	68
<i>Related Authority</i> .....	69
<i>Definitions</i> .....	69
<i>Procedure</i> .....	69
STUDENT DISCIPLINARY PROCEDURE .....	75
<i>Related Authority</i> .....	75
<i>Definitions</i> .....	75
<i>Procedure</i> .....	75
<i>Filing a Student Disciplinary Complaint</i> .....	75
<i>Investigation and Decision</i> .....	76
<i>Disciplinary Sanctions</i> .....	76
<i>Actions Taken Without Referral to the Hearing Body</i> .....	76
<i>Actions Taken By the Hearing Body</i> .....	77
<i>Violation of Federal, State, or Local Law</i> .....	77
<i>Conditions of Disciplinary Suspension and Expulsion</i> .....	78
<i>Mediation</i> .....	78
<i>Hearing/Appeals Procedure</i> .....	78
<i>Document Retention</i> .....	79
WRITTEN STUDENT GRIEVANCES/COMPLAINTS .....	82
<i>Procedure</i> .....	82
STUDENT RIGHT TO KNOW .....	86
TIMELY WARNINGS.....	86

USE OF FOOD OR DRINK IN UNAUTHORIZED AREAS.....	86
SOLICITING ADVERTISEMENTS OFF-CAMPUS.....	86
STUDENT ASSEMBLIES .....	86
TELEPHONES AND MAIL FOR STUDENTS .....	86
STUDENT E-MAIL.....	86
PARKING .....	87
PARKING PROCEDURES .....	87
<i>Rules and Regulations</i> .....	87
<b>HEALTH AND SAFETY .....</b>	<b>90</b>
STATISTICAL REPORTING .....	90
SURVIVOR CONFIDENTIALITY.....	90
ANNUAL SECURITY REPORT .....	90
CAMPUS SECURITY .....	90
CRIME STATISTICS .....	90
<i>Federal Definitions of Reportable Crimes</i> .....	90
<i>Categories of Prejudice</i> .....	91
<i>Dating Violence, Domestic Violence, and Stalking/Violence Against Women Act</i> .....	92
CRIME PREVENTION TIPS .....	93
PROCEDURES FOR REPORTING ALL CRIMES AND EMERGENCIES .....	93
DAILY CRIME LOG .....	93
COUNSELING RESOURCES.....	94
<i>Tiger Assistance Program (TAP)</i> .....	94
<i>Employee Assistance Program (EAP)</i> .....	94
DRUG ABUSE PREVENTION.....	94
DRUG-FREE SCHOOLS AND COMMUNITIES ACT .....	94
EMERGENCY AND WEATHER ALERTS .....	95
FIRE ALARM .....	96
EMERGENCY EVACUATION SIGNAL.....	96
TORNADO ALERT.....	96
ALL CLEAR SIGNAL.....	96
EMERGENCY ALERT (TORNADO DRILL) .....	96
INCLEMENT WEATHER.....	97
COLLEGE CLOSING .....	97
EMERGENCY NUMBERS .....	97
EMERGENCY PROCEDURES .....	97
UNLAWFUL HARASSMENT AND DISCRIMINATION OF STUDENTS POLICY .....	98
<i>Related Authority:</i> .....	99
UNLAWFUL HARASSMENT AND DISCRIMINATION OF STUDENTS PROCEDURE.....	99
<i>Purpose</i> .....	99
<i>Related Authority</i> .....	99
<i>Applicability</i> .....	99
<i>Procedure</i> .....	101
<i>Record Retention</i> .....	103
<i>Sources of Counseling, Advocacy and Support</i> .....	103
SEXUAL HARASSMENT AND MISCONDUCT PROCEDURE .....	107
<i>Purpose</i> .....	107
<i>Related Authority:</i> .....	107

<i>Applicability</i> .....	107
<i>Definitions</i> .....	107
<i>Procedure</i> .....	109
SEXUAL ASSAULT PROCEDURES .....	114
<i>Definition</i> .....	114
<i>Rights of Survivors</i> .....	115
<i>What to do After an Assault</i> .....	115
SOUTHERN CRESCENT TECHNICAL COLLEGE DISCIPLINARY PROCEDURES .....	116
<i>Student Organizations</i> .....	117
WEAPONS POLICY .....	118
VISITORS ON CAMPUS .....	118
<b>ECONOMIC DEVELOPMENT</b> .....	<b>120</b>
BUSINESS AND INDUSTRY .....	120
<i>Commercial Driver’s License Testing</i> .....	120
<i>CDL and Heavy Equipment</i> .....	120
<i>Computers</i> .....	120
<i>CPR/First Aid/AED/Bloodborne Pathogens</i> .....	120
<i>Drivers’ Education</i> .....	120
<i>Forklift</i> .....	120
<i>Leadership</i> .....	120
<i>Customer Service</i> .....	121
<i>Sig Sigma</i> .....	121
<i>License Renewal</i> .....	121
<i>Technical</i> .....	121
QUICK START .....	121
GEORGIA RETRAINING TAX CREDITS .....	121
WORKKEYS .....	121
REFUND POLICY FOR COMMUNITY EDUCATION .....	121
<b>ADULT EDUCATION</b> .....	<b>122</b>
BASIC EDUCATION .....	122
GENERAL EDUCATIONAL DEVELOPMENT SERVICES (GED®) .....	122
CERTIFIED LITERATE COMMUNITY PROJECT (CLCP) .....	122
ENGLISH LANGUAGE PROGRAMS (ELP) .....	122
<b>INDEX</b> .....	<b>124</b>



# Important Phone Numbers

Office	Phone Number
Academic Affairs - Griffin	(770) 228-7386
Academic Affairs - Flint River	(706) 646-6235
Admissions - Griffin	(770) 228-7348
Admissions - Flint River	(706) 646-6159
Adult Education - Griffin	(770) 229-3176
Adult Education - Flint River	(706) 646-6121
Blackboard	(770) 233-6171
Athletics	(770) 229-3130
Bookstore - Griffin	(770) 229-3135
Bookstore - Flint River	(706) 646-6158
Butts County Center	(770) 504-7590
Career & Academic Planning Center	(770) 229-3048 (770) 412-5706
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
Disabilities Services - Griffin	(770) 228-7258
Disabilities Services - Flint	(706) 646-6224
Dual Enrollment	(770) 233-6140
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) 646-6386
Financial Aid - Henry	(770) 467-6049
Foundation	(770) 467-6038

Office	Phone Number
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	(770) 412-5738
Information - Griffin	(770) 228-7348
Information - Flint River	(706) 646-6148
Institutional Advancement	(770) 229-3417
Institutional Effectiveness	(770) 412-4598
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
Quick Start - Griffin	(770) 228-7367
Quick Start - Flint	(706) 646-6161
Recruiting	(706) 646-6112 (770) 233-5590
Registrar - Griffin	(770) 228-7362
Registrar - Flint River	(706) 646-6382
Scholarships	(770) 229-3466
Special Populations - Griffin	(770) 228-7382
Special Populations - Flint	(706) 646-6224
Student Activities	(770) 229-3049
Student E-mail	(770) 467-4487
Tutoring Center - Griffin	(770) 229-3078
Tutoring Center - Henry	(770) 914-4418
Tutoring Center - Flint River	(706) 646-6397
Tender Tech Child Care Center	(706) 646-6200
Veteran's Affairs - Griffin	(770) 229-3095
Veteran's Affairs - Flint River	(770) 229-3095

# Welcome to Southern Crescent Technical College

This Student Handbook is an important resource for ensuring your success at Southern Crescent Technical College, (hereinafter referred to as ("SCTC" or "the College"). It is a welcome for new students and a source of information for all students. It covers major policies and procedures within the College and informs you about our history, mission and organization. We hope you will use and benefit from the handbook.

The College reserves the right to withdraw or change the policies, procedures, and processes described in this handbook at any time, for any reason, and without prior notice.

The College will make every effort to notify students when an official change in policy or procedure has been made but students are responsible for their own up-to-date knowledge about College policies, procedures, and processes.

# About Southern Crescent Technical College

## Equal Opportunity Statement

The Technical College System of Georgia and its constituent Technical Colleges do not discriminate on the basis of race, color, creed, national or ethnic origin, sex, 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 Innovation and Opportunity Act (WIOA) 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 Technical College System of Georgia and Technical Colleges shall promote the realization of equal opportunity through a positive continuing program of specific practices designed to ensure the full realization of equal opportunity.

### *Contact Persons*

The following persons have been designated to handle inquiries regarding the nondiscrimination policies: Title IX/Equity Coordinator (Griffin Campus, Butts County Center, Henry County Center, and Jasper County Center) Toni Doaty, Assistant Director of Student Services, [toni.doaty@sctech.edu](mailto:toni.doaty@sctech.edu), 501 Varsity Road, Mobile Unit 6B, Griffin, GA 30223, 770-228-7382; ADA/Section 504 Coordinator (Griffin Campus, Butts County Center, Henry County Center, and Jasper County Center) Teresa Brooks, Special Services Coordinator, [teresa.brooks@sctech.edu](mailto:teresa.brooks@sctech.edu), 501 Varsity Road, Room 6B, Griffin, GA 30223, 770-228-7258; Title IX/Equity and ADA/Section 504 Coordinator (Flint River Campus) Mary Jackson, Special Services Coordinator, [mary.jackson@sctech.edu](mailto:mary.jackson@sctech.edu), 1533 Highway 19 South, Room A-252, Thomaston, GA 30286, 706-646-6224; Title IX/Equity and ADA/Section 504, (Employee complaints) Sharon K. Hill, Director of

Human Resources, [sharon.hill@sctech.edu](mailto:sharon.hill@sctech.edu), Human Resources, 501 Varsity Road, Griffin, GA 30223, 770-229-3454. Any complaints filed against the Title IX/Equity Coordinator or ADA/Section 504 Coordinator on any campus/center shall be handled by Dr. Xenia Johns, Vice President for Student Affairs, [xenia.johns@sctech.edu](mailto:xenia.johns@sctech.edu), 501 Varsity Road, Room 700, Griffin, GA 30223, 770-228-7348.

Southern Crescent Technical College (SCTC) 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 Hill, Director of Human Resources Griffin Campus, 501 Varsity Road, Griffin, Georgia 30223, (770)229-3454, [sharon.hill@sctech.edu](mailto:sharon.hill@sctech.edu). In the case of students, that person is Title IX/Equity Coordinator Toni Doaty, Assistant Director of Student Support Services Griffin Campus, Mobile Unit 6B, 501 Varsity Road, Griffin, GA 30223 (770)228-7382, [toni.doaty@sctech.edu](mailto:toni.doaty@sctech.edu) or Title IX/Equity and ADA/Section 504 Coordinator (Flint River Campus) Mary Jackson, Flint River Campus, Room 252A, 1533 Highway 19 South, Thomaston, GA 30286, (706) 646-6224, [mary.jackson@sctech.edu](mailto:mary.jackson@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 are reported immediately. If the student or employee being harassed does not report it, you are required to do so.

### 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) 646-6148.

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.

### 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.

### History of the College

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 College serves the workforce and community needs of the citizens in the eight counties of the South Atlanta region including Butts, Fayette, Henry, Jasper, Lamar, Pike, Spalding, 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, or Jasper counties. In addition, the College provides Adult Education services in each of the eight counties in the service area.

In both equipment and in 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.

Flint River Technical College and Griffin Technical College had a rich legacy for the communities and the students that they served. The following historical background information on both of the colleges highlights the significant impact of the colleges and illustrates the importance of the educational and training opportunities of Flint River Technical College and Griffin Technical College.

#### *Flint River Technical College*

The history of Flint River Technical College began in April of 1961. At that time, 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 was considered the main campus. The new facility allowed for programs of instruction to increase to eleven as the school served an eight-county area. Additional facilities were added in 1975, 1978, 1991, 1996, and 2007.

Flint River Technical College had five leaders to serve as the President of the College from 1961-2008. The leaders included the following: Mr. E.G. McCants, 1961-1972; Mr. Clarence R. Tunmer, 1972-1975; Mr. Leon L. Barnes, 1975-1987; Dr. Carlos R. Schmitt, 1988-2001; and Dr. Kathy S. Love, 2001-2008.

#### *Griffin Technical College*

The history of Griffin Technical College began in September of 1963 when the first students began classes in temporary quarters. Since that time, Griffin

Technical College, serving an eight-county service area, expanded its facilities and program offerings. Originally named the Griffin-Spalding County Area Vocational Technical School, the school 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. Additional facilities were added in 1990, 1995, 1997, 2001, 2003, and 2008.

Griffin Technical College had four leaders to serve as the President of the College from 1963-2010. The leaders included the following: Mr. Edwin V. Langford, Sr., 1963-1979; Mr. John V. Hooper, 1979-1981; Dr. Coy L. Hodges, 1981-2002; and Dr. Robert H. Arnold, 2002-2010.

#### *Southern Crescent Technical College*

Since Flint River Technical College and Griffin Technical College merged in 2010 to become Southern Crescent Technical College, the College has continued the commitment of serving the workforce and educational needs of the college's service area and expanding the facilities on its campuses and centers. The College has had two leaders serving as President. Dr. Randall L. Peters served as the President for Southern Crescent Technical College from 2010-2016, and Dr. Alvetta Peterman Thomas has served as President since December of 2016.

The expansion of facilities and programs has continued to be a priority for the leadership of the College. On June 16, 2011, the Flint River Campus opened the 32,000 Industrial Training Facility - Building E. This facility has nine classrooms, five training laboratories, nine faculty offices, and one administrative office area with an adjacent meeting site and houses various technical programs.

Groundbreaking for the 85,000 square foot Medical Technology Building on the Griffin Campus was held July 28, 2011. This three-story building houses the medical programs and has 12 classrooms, two biology labs, and a chemistry lab to support the allied health programs.

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 the 35,700 square foot, \$7.5 million Henry County Center Building A 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.

At the September 27, 2016, meeting of the Southern Crescent Technical College Foundation, Trustee Tom Gardner, Chair of the Dundee Community Association, announced that a donation of \$1 million would be made by the Dundee Community Association to the Southern Crescent Technical College Foundation. As a result of this gift, the State Technical College Board of Directors approved renaming Building 200 on the Griffin Campus as the Dundee Education Technology Center.

The Education and Training Complex at Ellis Crossing, located adjacent to the Griffin Campus, was opened in January of 2018. This 65,000 square foot property was purchased and redesigned with funds raised from the 2008 Spalding County SPLOST (Special Purpose Local Option Sales Tax). This space will be an extension of the Griffin Campus and has been retrofitted to house the Film Technology program.

The second building located at the Henry County Center was opened in 2019. Building B is an 82,500 square foot multi-level, state-of-the-art training facility that houses various medical programs, including the Associate of Science in Nursing program, an impressive Automotive Technology and Auto Collision Lab, as well as multiple computer and industrial training programs designed to meet the immediate workforce needs of the area.

As the future unfolds under the leadership of President Dr. Alvetta Peterman Thomas, 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.

### **Mission Statement**

Southern Crescent Technical College, a unit of the Technical College System of Georgia, located south of Atlanta, delivers relevant technical education, adult education, and learning opportunities via various instructional modalities at the associate degree, diploma, and certificate levels to promote service, workforce development, and economic development.

### **Vision Statement**

Southern Crescent Technical College will emerge as the preeminent technical college that prepares students to become globally work-ready.

### **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 contained in the industry-validated Standard or Program Guide, including failure to pass a State of Georgia required licensing examination or national licensing examination, 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.

### **Open Record Requests**

Access to public records is encouraged to foster confidence in government, to provide the public the opportunity to evaluate the expenditure of public funds, and for the efficient and proper functioning of its institutions. Georgia's Open Records Act, O.C.G.A. 50-18-70 et seq., provides that all public records of an agency must be made available for inspection or copying unless they are specifically exempt by law. Generally, these records must be made available within three business days of the receipt of request. It is the policy of the Southern Crescent Technical

College to provide access to all public records in accordance with the law.

As designated by the President of Southern Crescent Technical College, the Open Records Act Officer is the Director of Human Resources.

All Open Records Requests should be sent to:

Sharon K. Hill, Director of Human Resources  
Southern Crescent Technical College  
501 Varsity Road  
Griffin, Georgia 30223  
Email: [sharon.hill@sctech.edu](mailto:sharon.hill@sctech.edu)

### **Reciprocity Agreements**

Southern Crescent Technical College has been approved by the State of Georgia to participate in the National Council for State Authorization Reciprocity Agreements. NC-SARA is a voluntary, regional approach to state oversight of post-secondary distance education.

# Accreditation

## Institutional Accreditation

Southern Crescent Technical College is accredited by the Southern Association of Colleges and Schools Commission on Colleges to award associate degrees, diplomas, and technical certificates of credit. Contact the Southern Association of Colleges and Schools Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404-679-4500 for questions about the accreditation of Southern Crescent Technical College.

## College Terms You Should Know

### A

**Academic Standing:** The status of a student's academic progress, usually determined by the student's Grade Point Average and other considerations.

**Accepted:** The Admissions Office has reviewed your application and status and has determined you are accepted to the College.

**Admission:** Approval for a student to attend SCTC. The admissions process begins when a student submits an application and required documentation.

**Advised:** You have met or talked with your program of study advisor or a member of the Career and Academic Planning Center and have discussed which classes you will take for the upcoming semester.

**Advisor:** An instructor in your program area or a member of the Career and Academic Planning Center.

**Applied:** Submitted your application for admission to the college. The admissions application can be completed online or by paper.

**Attendance Policy:** The policy set by SCTC, department or division, or individual instructor that states the maximum number of absences that a student may have in a class. SCTC's attendance policy is stated in the student catalog and is also included on the syllabus for each class taken at SCTC.

### B

**BannerWeb:** The College's computer system for students to access their record. On BannerWeb you can register for your classes and view your schedule,

financial aid information, tuition and fee charges, academic history, grades, etc.

### C

**Campus:** The land and buildings that SCTC uses for instruction or student services. SCTC has campuses in Griffin and Thomaston, and centers in Butts, Henry, and Jasper.

**Catalog:** A complete guide to college policies and rules, graduation requirements, course descriptions, transfer requirements, and other essential information.

**Certificate:** An official document granted by SCTC indicating that a student has successfully completed specified courses and requirements for a program of study. Compare with diploma and degree, which usually require more time and coursework.

**Class Schedule:** The schedule of classes, course information, and section information (days, times, room numbers, etc.) available online. Class Schedule may also refer to the specific courses that a student is taking or plans to take for a specific semester.

**Complete:** Register for classes, attend the semester, and finish the semester.

**Course Load:** The total credit value of the courses that a student is currently enrolled in.

**Credit:** The unit of measurement for college course work. One credit hour represents one hour of classroom attendance each week, plus the homework, study time, etc. that go along with each course.



**CRN (Course Reference Number):** A five digit number used to identify each course section offered each semester.

## D

**Degree:** An official document granted by SCTC indicating that a student has successfully completed specified courses and requirements for a program of study. Compare with diploma and certificate, which usually require less time and coursework.

**Diploma:** An official document granted by SCTC indicating that a student has successfully completed specified courses and requirements for a program of study. Compare with degree, which usually requires more time and coursework, and certificate, which usually requires less time and coursework.

**Distance Education:** Classes offered in a non-traditional setting (see Hybrid Class; see Web Enhanced Class).

**Drop:** After registering for a class, if you decide you do not want to take the class, you have until the third day of the semester to drop (remove) the class from your schedule/record. You must drop a class through BannerWeb.

## E

**Early Alert System:** College retention program (known as TEAMS at SCTC) in which instructors refer students who are experiencing difficulties that may hinder their performance at SCTC. Upon receiving the referral, a member of TEAMS will provide the appropriate assistance needed by the student

**Email (Electronic Mail):** A system for sending messages from an individual or business to another via telecommunications links between computers or terminals. Email can refer to the process of sending an email (i.e. "SCTC will email you information each semester.") or the actual message itself (i.e. "You will receive an email from SCTC.") Email is the official form of communication for SCTC. Each student is issued an email address and is encouraged to check email messages frequently throughout each semester.

**Enroll:** Register for classes

## F

**FAFSA (Free Application for Federal Student Aid):** The application used to apply for financial aid benefits such as the Pell Grant and HOPE.

**FERPA (Family Educational Rights and Privacy Act):** The legislation that ensures that each student's educational and personal information is protected by educational institutions. Also referred to the Buckley Amendment.

**Final:** An exam/test given at the end of the semester. A final can cover all of the material covered in the class during the entire semester (cumulative) or can cover only the material covered after midterm (partial).

**Financial Aid:** Money available from various sources to help students pay for college expenses. Financial aid funds can come from grants or scholarships from the state or federal government or other organizations.

**FSEOG (Federal Supplemental Educational Opportunity Grant):** Provides aid to students with exceptional financial need and gives priority to students who receive Federal Pell Grants.

**Full-Time Student:** Normally, a student taking twelve or more credit hours in a semester.

**FWS (Federal Work Study):** The Federal Work-Study program provides part-time jobs for students with financial need who receive Federal Pell Grants, allowing them to earn money to help pay educational expenses.

## G

**GALILEO:** Stands for Georgia Library Learning Online, an initiative of the Board of Regents of the University System of Georgia. A World Wide Web-based virtual library, GALILEO provides access to multiple information resources, including secured access to licensed products.

**GCIS (Georgia Career Information System):** Provides current and accurate occupational and educational information to schools and agencies throughout Georgia in order to help young people and adults make informed career choices.

**GOAL (Georgia Occupational Award of Leadership):** Nominated by their instructor, this program recognizes and rewards excellence among students enrolled in post- secondary technical colleges.

**Grade:** A formal indicator of a student's overall performance in a specific course. Each grade is recorded on the student's official transcript. SCTC's grading system is A (90-100), B (80-89), C (70-79), D (60-69), and F (0-59).

**Grade-Point Average (GPA):** The GPA is calculated by multiplying the number value of the grade that a student earns in each course (A=4, B=3, C=2, D=1, F=0) by the number of credits for each course, then dividing the result by the total number of credits taken.

## H

**HOPE (Helping Outstanding Pupils Educationally):** Georgia's unique scholarship program that rewards eligible students' hard work with financial assistance in degree, diploma, and certificate programs at any eligible Georgia public or private college, university, or public technical college.

**Hybrid Class:** A class in which face-to-face interaction in the classroom is replaced in part with web-based technologies and web-assisted learning tools.

## I

**Incomplete:** Incomplete: A temporary grade of "I" given to a student whose performance in a course is satisfactory but is forced to miss a major exam or assignment at the end of the term due to illness or other emergency. The instructor and student arrange how and when the student will complete the missed assignment(s) and have the grade of "I" changed to a final lesser grade. The "I" completion deadline is marked on the SCTC college calendar and is usually within the first month of the next semester. Students must complete all work in time for the instructor to submit a grade change by the "I" deadline. If the student does not meet the deadline, the "I" grade will convert to an "F" on the student's transcript.

## M

**Major:** A specialization in one academic program or field of study.

**Midterm:** The middle of the semester. Midterm can also refer to an examination given in the middle of the semester.

## N

**Nontraditional Career:** A career in which one gender makes up less than 25% of the total number of workers. Examples are males in nursing or childcare professions and women in automotive or distribution management professions.

**No Show:** Any student who does not attend a face-to-face class or who does not log into an online or hybrid class will be marked as a No Show. The deadline for instructors to report No Shows is usually at the beginning of the second week of the term. Students will not be charged for a class that marks them as a No Show. Students are not allowed back into a course once they have been No Showed.

## O

**Orientation:** Need-to-know information about the College, student policies, and services. Sessions are scheduled on specific registration days. New students are required to attend.

## P

**Practicum:** A course that includes job-related activities and stresses the practical application of theory in a specific field of study.

**Prerequisite:** A course that must be completed (usually with a minimum grade of "C") or a skill that must be demonstrated before a student can enroll in a more advanced course. A prerequisite can also be a minimum score on an entrance exam.

## R

**Refund:** Tuition and fees that are paid back to a student who has withdrawn from a course. The amount of the refund depends on how many credits the student is enrolled in for the semester and exactly when the student withdrew from the course

**Registered:** Using BannerWeb to sign up for the classes that you want to take. You register for classes after you have been advised.

**Registration:** The time when you meet with an advisor and register for your classes.

**Resident:** Someone who has lived in Georgia for a specified length of time as shown by specified types of evidence. A student's residence status can be used to calculate the amount of tuition and fees.

## S

**SAP (Satisfactory Academic Progress):** All students receiving federal and/or state financial aid must maintain satisfactory academic progress in accordance with federal and state regulations. Students are responsible for maintaining an acceptable level of progress regarding quality and quantity of work. To maintain eligibility for financial aid at Southern Crescent Technical College, students must successfully complete 67% of all courses attempted and make satisfactory progress towards graduation and maintain a cumulative 2.0 GPA.

**Student Email:** When you are accepted to the college, you are automatically given a student email account. The College uses the student email to notify students of many things; therefore, students are expected to check their email regularly.

**Student ID:** When you apply to the college, you are assigned a Student ID number. The Student ID is used to access BannerWeb, purchase books in the bookstore, and more. The number will also be used to look up your student record.

**Syllabus:** An outline for a specific class that includes textbook requirements, class meeting dates, grading standards, etc.

## T

**Transcript:** An official record of all courses a student has taken at SCTC and the grade for each course; degrees, diplomas, and certificates earned; and any awards or honors received by the student. The term "official transcript" indicates that the transcript was issued directly to someone other than the student (i.e. another college if a student transfers from SCTC to a four-year college or university).

## W

**Web-Enhanced Class:** A class in which online course activity complements face-to-face class sessions without reducing the number of required class meetings.

**WIOA (Workforce Innovation and Opportunity Act):** A federally funded program that expands education and training options for qualified candidates.

**Withdraw:** If you decide that you do not want to take a class, you have three (3) days from the beginning of the semester to withdraw. If you withdraw after the third day, you are still responsible for tuition and fees. You must withdraw by dropping the course online through BannerWeb or with the Academic Affairs Office.

# Getting Started Entering the College

## Admissions 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 or dually enrolled high school students in the 9<sup>th</sup>, 10<sup>th</sup>, 11<sup>th</sup>, or 12<sup>th</sup> grades who seeks access to quality instruction at the post-secondary level are eligible for admission. (Please note that some programs may have different age requirements.)

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.

## Verification of Lawful Presence

A. Each college shall be responsible for the Verification of the lawful presence in the United States of every successfully admitted student applying for Georgia resident tuition status as required by state and federal immigration laws. Verification procedures shall comply with O.C.G.A. § 506-1.

B. Determining a student's residency status must be based on the existence of surrounding objective circumstances that indicate a student's intent to maintain a permanent presence, or Domicile, in the State of Georgia. No single factor is conclusive. Similarly, there is no predetermined number of factors required to be met. The following indicators may be considered when documenting the Domicile of an individual, but this is not an exhaustive list:

- Location of employment.
- Location of voter registration.
- Location of property, including home purchase, and taxes paid thereon. State for which the individual filed and paid state income taxes.

- Address and other information on federal and state income tax returns.
- State where the person's automobile title is registered and the payment of property taxes thereon.
- Address on driver's license and state of issuance.
- Address on the Georgia Driver's License Bureau ID.
- Reason for initially coming to Georgia.
- State of issuance of business, professional, or other licenses.
- Location of checking, savings, or other banking accounts.
- Citizenship Requirements:
  - A student meets the Citizenship Requirements, for purposes of this procedure and the related policies, if he or she is a United States Citizen, born or naturalized.
  - A student meets the Citizenship requirements, for purposes of this procedure and the related policies, if he or she is an Eligible Non-Citizen, according to the Federal Title IV definition.
  - Ineligible Non-Citizens: A Non-Citizen cannot qualify for in-state tuition. However, in the discretion of the President of the college the international tuition may be waived in favor of an out of state tuition rate for a Non-Citizen who has been verified as lawfully present in the United States in accordance with state and federal immigration laws.

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.

### 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.

#### A. Georgia Residency

##### 1. Dependent Students:

- A Dependent Student meets the Georgia Residency Requirements, for purposes of this procedure and the related policies, if his or her Parent has established and maintained Domicile in the State of Georgia for at least 12 consecutive months immediately preceding the first day of classes of the school term for which the student is seeking in- state tuition, and
- Such student graduated from an Eligible High School located in the State of Georgia; or
- The Parent claimed the student as a dependent on the Parent's most recent federal income tax return.
- A Dependent Student meets the Georgia Residency Requirements, for purposes of this procedure and related policies, if a United States court appointed Legal Guardian has established and maintained Domicile in the State of Georgia for at least

12 consecutive months immediately preceding the first day of classes of the school term for which the student is seeking instate 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.

##### B. Retaining Georgia Residency

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

purposes of this procedure and the related policies, temporarily relocates outside the State of Georgia, but returns to the State of Georgia within 12 months, such student shall retain his or her status as a Georgia Resident, for purposes of In-State Tuition.

***C. Eligibility for Out of State Tuition Exemptions:***

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

- Employees, their spouses, and their children who move to Georgia for employment with a new or expanding industry as defined in OCGA 20-4-40;
  - Full-time employees of the Technical College System of Georgia, their spouses, and dependent children;
  - Full-time teachers in a public school, a military base, or a public postsecondary college, their spouses, and dependent children;
  - United States military personnel stationed in Georgia and on active duty and their dependents living in Georgia;
  - United States military personnel, spouses and dependent children reassigned outside Georgia, who remain continuously enrolled and on active military status;
  - United States military personnel and their dependents that are Domiciled in Georgia, but are stationed outside the State;
  - Students who are Domiciled in out-of-state counties bordering on Georgia counties and who are enrolled in a Technical College with a local reciprocity agreement;
  - Career consular officers and their dependents that are citizens of the foreign nation, which their consular office represents, and who are living in Georgia under orders of their respective governments. This exemption shall apply only to those consular officers whose nations operate on the principle of educational reciprocity with the United States.
- Members of a uniformed military service of the United States who, within thirty-six (36) months of separation from such service, enroll in an academic program and demonstrate an intent to become domiciled in Georgia. This exemption may also be granted to their spouses and dependent children. This exemption also applies to recipients of transferred GI Bill benefits who within thirty-six (36) months of the transferor's separation from the uniformed military service of the United States enroll in an academic program and demonstrate an intent to become domiciled in Georgia. An individual or former service member so described retains the exemption if enrolled at the expiration of the thirty-six month window and remains continuously enrolled (other than during regularly scheduled breaks) and uses educational benefits, even if the student enrolls in multiple programs.
  - Students using transferred GI Bill while the transferor is on active duty who demonstrate an intent to become domiciled in Georgia and students using the Marine Gunnery John David Fry Scholarship who demonstrate an intent to become domiciled in Georgia.
  - Students who are described as covered individuals in 38 U.S.C 3679(c).
  - Students who are dually enrolled and participating in Dual Enrollment.

### *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.
- Other options see Office of Admissions or State Policy.

### **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 may be 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.

Applicants who score below the provisional cut scores in English, Math, and Reading are referred to Adult Education.

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 (Non-Credential seeking)*

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 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*

An applicant seeking admission to Southern Crescent Technical College as a transfer student must:

- Submit an official copy of final 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 mailed directly to Southern Crescent Technical College, hand delivered in a sealed official envelope, or sent E-Script by participating colleges. 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.

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, computer sciences, and related courses greater than five years old may not be transferable and are subject to review due to the nature of the subject matter. See catalog for additional information. 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 TCSG 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. The 25% does not include advanced standing through transfer of credit, military credit, credit by exemption, credit by experience, or articulation.

### *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 asylum 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 \$25 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 (ACCUPLACER, COMPASS, ASSET, SAT, ACT). Test scores must be less than five (5) years old.
3. Provide copies of resident alien identification cards, depending on eligibility.
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 U.S. 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*

Students who are inactive at Southern Crescent Technical College after one or more semesters will be required to:

1. Submit a completed application form to the Admissions 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 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**

A criminal history will not hinder a student from acceptance to or receiving a certificate, diploma, or degree from Southern Crescent Technical College; however, felony convictions may affect employability and licensure.

#### **Admissions 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 \$25 non-refundable application fee (former students and Dual Enrollment students are exempt). Applicants that do not attend will need to update a new application for the desired term they will

attend. Applicants furnishing false, incomplete, or misleading information will be subject to rejection or dismissal without a refund. (Please note that only previous SCTC Dual Enrolled students are exempt from the application fee.)

**2. *Required Academic Criteria*** – To be admitted by all technical colleges, applicants must satisfy one of the academic readiness paths below:

- a. High school graduates must submit an official high school transcript (including graduation date) that reflects the student has met the attendance, academic, and/or assessment requirements for the state’s board of education or equivalent agency.
  - Secondary schools must be accredited by an agency included on the TCSG approved accreditation agency list.
  - Applicants with diplomas from secondary schools located outside the United States must have their transcripts evaluated for equivalency by an approved outside evaluation organization.
  - High school Certificates of Attendance or other certificates, credentials, or documents where the student did not complete all required coursework or testing required for a high school diploma in that state are not recognized for admission purposes.
- b. Submission of an official transcript reflecting the student has passed an examination the state recognizes as

the equivalent of a high school diploma (e.g. GED).

- c. The only exception to requirements 1 or 2 is for those students seeking enrollment into an approved basic workforce certificate that does not require a high school diploma or GED for admission as listed on the attachment 6.2.1p.a2.
- d. Submission of an official transcript from each of one or more previously attended postsecondary institutions (accredited by an accepted accrediting agency) reflecting the successful completion (C or better) of a minimum of 30 semester or 45 quarter credit hours of coursework at the degree level.
- e. Applicants who were home schooled in the state of Georgia and did not attend a recognized accredited program must submit:
  - Certificate of Attendance form from the local superintendent’s office or a Declaration of Intent to utilize a Home Study Program from the Georgia Department of Education verifying that the parent or legal guardian complied with the requirements of home study programs as referenced in O.C.G.A. § 20-2-690.
  - Annual progress reports or a final transcript for the equivalent of the home-schooled student’s junior and senior years (the final progress report or transcript must include the graduation date).
- f. Applicants who were home schooled outside the state of Georgia and did

not attend a recognized accredited program must 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 or transcript must include the graduation date); and one of the following:
  - PSAT, SAT or ACT scores that meet or exceed the TCSG system and college minimum score requirements for program readiness.
  - ACCUPLACER placement scores that meet or exceed the TCSG system and college minimum score requirements for program readiness.
- g. Service members of the U.S. Air Force, Army, Coast Guard, Marines, or Navy may submit an official copy of their DD Form 214 indicating high school graduate or equivalent.

Exception: Presidents of technical colleges may waive the high school diploma/high school equivalency requirement for those pursuing a high school equivalency who are otherwise eligible to enroll in a specific program of study.

### 3. *Assessment of Program Readiness*

- a. Technical colleges must evaluate students' readiness for degree, diploma,

and certificate programs. Technical colleges may accept a student's official entrance score on the following validated assessment instruments if the scores meet the required minimums listed on the attachment 6.2.1p.a2.

- SAT
- ACT
- PSAT
- Accuplacer/Companion
- Compass/Asset
- Georgia Milestones Literature & Composition or Georgia Milestones American Literature & Composition (English admission requirement only)
- HOPE GPA after completion of 10th grade of 2.6 or higher
- Completion of GED® with a score of 145 or higher on each section for placement into any certificate, diploma, or degree program
- General Education Development [GED®] scores of 145+ on English or Math
- TABE 9-10 scores of 461 or higher in reading and 442 or higher in math for placement into entry level workforce certificate programs
- High school GPA of 2.0 for approved Entry Level Workforce Certificates
- Completed TCSG form documenting two years of work/career related experience for approved Entry Level Workforce Certificates

\*A student possessing an Associate's degree of higher from a regionally accredited institution shall be exempted

from placement requirements.\*

- b. Assessment results are transferable to any TCSG college. Each technical college will develop its own retesting policy and charges may apply.
- c. Official transcripts from a regionally or nationally accredited postsecondary institution recognized by the United States Department of Education documenting equivalent program-level English and math coursework successfully completed (C or better) may be used in lieu of placement exams.
- d. Subjective criteria such as, but not limited to, written or oral interviews, personality assessments, and letters of reference shall not be utilized as part of the evaluation for program readiness or admission to a college or a program. All criteria should be published and applied consistently to all applicants for a program.

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.

### 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.

### Admissions Appeal

Applicants who feel they were unjustly denied admission to Southern Crescent Technical College

may file an appeal. 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 complete the online Appeals Form or appeal in writing to the VPSA.

### Testing Guidelines

For entrance purposes, some students will take the ACCUPLACER or COMPANION 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 (Arithmetic/Quantitative Reasoning, Algebra and Statistics). The Testing Center will supply paper and pencil. Students can access the built in calculator on specific questions of the Accuplacer test. Food, beverages, cell phones, Bluetooth devices, and personal items are not allowed in the testing facility.

Any applicant who does not make test score requirements may retest in any area of deficiency. A retest can be taken the next calendar day. There will be a nonrefundable retest fee of \$15.00 per retest.

- First Retest: Applicant can retest the next calendar day. Confidence Builder is strongly recommended, but not required.
- Second Retest: Applicant can retest the next calendar day. Confidence Builder is strongly recommended, but not required. (This tool provides additional practice in the deficient areas).

If the applicant does not earn the minimum program requirement scores, he/she will need to take the learning support course(s) associated with his/her scores. Learning Support classes are remedial classes taken to refresh a student's skill in the specific subject area. Students cannot retest if they have begun a Learning Support course. Once a learning support course is completed satisfactorily with a grade of a C or above, the student 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 classes.

A student may retest if a student changes his/her major from certificate/diploma to degree.

A student may retest if the student has not attended for one year (three consecutive semesters).

## Dual Enrollment

The new Dual Enrollment combined Accel, HOPE Grant Dual Enrollment, and old Dual Enrollment programs for Georgia public or private high schools, and Home study programs within the State of Georgia operated in accordance with O.C.G.A. 20-2-690(c). The new Dual Enrollment Program Goals are to simplify three programs into one program; expand Dual Enrollment opportunities, and full-time or part-time attendance.

Any Georgia high school student who is entering ninth, tenth, eleventh, or twelfth grade at an eligible high school may be able to enroll as a Dual Enrollment student. A student must be admitted and classified as a Dual Enrollment student by an eligible postsecondary institution. Full-time enrollment is not a requirement. Students who enroll in a TCSG college or other Georgia colleges or universities in the Dual Enrollment program receive credit hours simultaneously meeting their high school graduation or Home Study completion requirements as Dual Credit Enrollment students. Dual Enrollment applicants must gain regular admissions status to enroll at the College. High school students whose test scores place them in learning support are not eligible to enroll in Dual Enrollment courses at the College.

To participate in Dual Enrollment at SCTC, applicants must:

1. Be a Georgia high school student entering 9<sup>th</sup>-12<sup>th</sup> grade at an eligible high school;
2. Complete, sign, and submit the College's application for admission;
3. Students must meet SAT, ACT, PSAT, Accuplacer or high school GPA minimum requirements;
4. Students must complete and submit to their high school any paperwork that is required by the secondary system, including the GA DOE Student Participation Agreement;

5. Gain regular admissions status to enroll at the College;
6. Attend New Student Orientation prior to first semester at the College;
7. Students must complete a Dual Enrollment funding application each semester at [www.gafutures.org](http://www.gafutures.org).

## 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 a passing grade 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 or articulated credit, contact the Dual Enrollment Coordinator at Southern Crescent Technical College at 706.646.6122 or 770.229.3065.

## Change of Address or 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.

## 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 a 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. The first student ID is free; however, any additional ID needed in the future will be \$5.00 per student ID. If a student stops attending and is not enrolled at the College for 3 or more consecutive semesters, the student may request a new student ID for free, but all replacement IDs needed in the future will be \$5.00 per student ID. The student ID card is required for purchasing textbooks in the bookstore, using library services, and to enter classrooms.

# Choosing a Program of Study

## Career and Academic Planning Center

The Career and Academic Planning Center or CAP Center provides accessible and comprehensive advising with an emphasis on establishing a career and academic plan. The CAP Center helps with:

- Advising new students
- Choosing a major or career
- Scheduling and registering for classes
- Connecting students to necessary resources
- Preparing a resume
- Starting a job search

## 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.

## 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. **Program Change Request Form should be received in**

**the Admissions 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 WIOA) 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 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. 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 students must complete their certificate before adding another major.

### **Dual Majors Procedure**

1. Complete a Program Change Request Form located in the Admissions Office.
2. Obtain a signature from a financial aid officer.
3. Upon approval by all signed parties, the Admissions 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.

### **Course Expiration**

To ensure that students graduate with current skills in their program of study, some courses must be completed within a specific time period. See your individual program curriculum in the SCTC Catalog for the most up-to-date information regarding course expiration.

### **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 EXP 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.



# Getting Registered For Classes

## Part-time status & Full-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 six or more credit hours, but less than 12 credit hours, is considered to be a part-time student.

## 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 and payment of all fees to the Business Office.

## 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.

### *Advanced Placement (AP) Course Equivalents*

Advanced Placement Examinations – Credit will be awarded to students who have taken appropriate courses (determined equivalent to courses offered at a Technical College) in high school and achieve a score of 3 or more on the Advanced Placement Examination. Official test scores from [College Board](http://College Board) are required for credit to be awarded. For AP scores, please call 1-888-308-0013 or visit College Board to request official scores to be sent to Southern Crescent Technical College.

### *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 [www.collegeboard.com](http://www.collegeboard.com) for available exams, fees, and test locations. 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.

### *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 EXE will be assigned. It is not calculated into the grade point average.  
**Exemption exams most likely will not transfer to other colleges; although, transferability 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.*

### 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 EXP 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.

### 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. All 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.

### 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. Blackboard (BbL) 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 BbL LMS including: Online (O), Hybrid (K1 and K2), and Web-enhanced (V).

Online (O) courses are taught through BbL LMS over the Internet. Students come to campus only if the online course instructor requires a proctored exam, a presentation, a course orientation at the beginning of the semester, or any other reason 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 BbL 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 BbL LMS.

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

Students interested in taking online courses can find course offerings by looking at the course schedule that is released before registration begins each semester.

Security for our students using the BbL LMS is important to Southern Crescent Tech. The BbL LMS uses unique user ID and password protection for all classes taught at the College.

Each student is assigned a unique student number, also known as a student ID, when they are enrolled at the College. The BbL login is created with two identifiers: the first is the College identifier and the unique student ID. The password is generic for the first time students log into the BbL system. After the first initial login, students are prompted to change this generic password immediately before they enter into their course(s).

The Student Helpdesk is available for BbL LMS, student email and Banner Web concerns. The Helpdesk is available Monday through Thursday 8:00 am to 6:00 pm and Friday 8:00 am to 12:00 am.

Additional Helpdesk information can be found on [The Southern Crescent Student Helpdesk webpage](http://studenthelpdesk.sctech.edu) (studenthelpdesk.sctech.edu).

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, visit Georgia Virtual Technical Connection's webpage (<https://gvtcapp.tcsg.edu/GVTC/>) or talk with your advisor.

## Electives

Some programs require a certain number of electives from occupational-related areas. Any course prerequisite 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.

# Graduation

## Degree/Diploma/Technical Certificate of Credit Graduate

All students who expect to graduate must complete and submit the graduation application, have it signed by his/her program advisor, **AND SUBMIT IT TO THE REGISTRAR'S OFFICE ONE ACADEMIC TERM PRIOR TO THE COMPLETION DATE.** All students planning to participate in the commencement ceremony must attend a mandatory graduation workshop as part of the application process. Workshops are scheduled throughout the term on the Griffin and Flint campuses.

All students must pay the non-refundable processing fee of \$40.00\* when the application is submitted. Students participating in the graduation ceremony

will be required to pay a separate fee (\$35.00 cash only) for the graduation regalia. This fee is paid directly to the Balfour Representative.

Graduation candidates must meet all academic (Cumulative 2.0 grade point average and regular program admission status) and financial obligations prior to graduation. Credentials are available approximately six (6) weeks after the grades are posted. All credentials not picked up by the published deadline will be sent certified mail to the address on file with the admissions office.

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

\* Fees subject to change.

# 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 and Fees*

<b>Tuition</b>	<b>Cost per Credit Hour</b>
Tuition	\$100
CDL Tuition	\$132

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

<b>Fee</b>	<b>Cost per Semester</b>
Instructional Technology Fee	\$105
Registration Fee	\$55
Activity Fee	\$35
Facility Fee	\$45
Instructional Fee	\$55
Student Accident Insurance Fee	\$6
Athletic Fee	\$30
Student Assistance Program Fee	\$7
Campus Safety Fee	\$25

### *Other Fees*

<b>Fee</b>	<b>Cost</b>
Application Fee (non-refundable)	\$25
Lab Fee*	\$25
Returned Check Fee	\$30
TCC/Diploma Replacement Fee	\$25
Graduation Application Processing Fee**	\$40

<b>Fee</b>	<b>Cost</b>
Fuel Surcharge for Commercial Truck Driving Exemption Test	\$185 25% of course tuition

\*Applies to programs with a lab component.

\*\*Students participating in the ceremony will incur a separate graduation regalia fee of \$35.00. This fee is paid directly to the Balfour Representative.

### *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.

## 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.

## 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. Students utilizing the Senior Citizen waiver will pay application fees, registration fees, lab fees, and any other applicable course fees.

## Nelnet Student Payment Plan Option

Southern Crescent now offers students a payment plan option through Nelnet Business Solutions for a small non-refundable enrollment fee of \$30, \$35, or \$40 each semester. A minimum down payment is also required with the remaining balance to be paid in 2, 3, or 4 monthly installments on the 20<sup>th</sup> of each month until the balance is paid in full. The amount of the down payment, number of monthly payments, and the enrollment fee are determined by the date of enrollment in the plan. Students must sign up for the Nelnet payment plan PRIOR to the payment deadline each semester. All down payments and enrollment fees are processed **immediately** through (1) Automatic bank payment (ACH) or (2) Credit Card. Students will be charged a \$30.00 returned payment fee if a payment made to Nelnet is returned.

More information on the SCTC Nelnet payment plan can be found at:

<http://www.mycollegepaymentplan.com/sctc> or you can log onto our website at: [www.sctech.edu](http://www.sctech.edu) /Click on Current Students/By Department/Financial Aid, then select FACTS/Nelnet Student Payment Plan.

## 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 does not have to request a refund. All SCTC refunds are processed through the college's third party servicer, BankMobile. All students **must** go to the BankMobile website and select how they want to receive their student refund. Once the student has made a refund selection, their refund selection will stay ACTIVE with BankMobile until the student goes back out to the BankMobile website and changes it.
- Classes canceled by Southern Crescent Technical College will be refunded 100%. Application and insurance fees are non-refundable.

## Refund Options

Southern Crescent has partnered with BankMobile to deliver your student refund. BankMobile is committed to delivering great customer service and providing you with clear choices – as well as quick, easy, and secure access to your money. Your refund options are: (1) Electronic deposit to another bank Account (an existing personal account), (2) Electronic

deposit to a BankMobile Vibe checking account (new checking account with BankMobile), or 3) Paper check that will be delivered to your home address on record with our Admissions office.

Should you select either electronic deposit method, BankMobile will release your refund within 24 hours after they receive the funds from Southern Crescent; however, if you select the Paper Check option – BankMobile will mail your refund to you by using the United States Postal Service (USPS) and you will receive it in approximately 5-7 business days.

### 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. Textbooks may be purchased with cash, check, credit card, and Apple/Samsung/Google Pay. Financial Aid is available to use for purchasing textbooks and supplies during certain time periods each semester.

### Transcripts

Southern Crescent Technical College has retained **Credentials Inc. (TranscriptsPlus)** to accept transcript orders **online**. You can order your transcript by logging into your BannerWeb account. A \$7.50 fee will be charged for each copy. Credit card or debit card may be used for payment. If you no longer have access to your BannerWeb account, you may call Transcript Plus at **847-716-3005**. **There is an additional operator processing surcharge for placing orders over the telephone.**

You may order your transcript online and request to pick it up on the Griffin or Thomaston campus. Transcript requests will no longer be accepted via fax or email.

# 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, (706) 646-6386 for Flint River, or (770) 467-6049 for Henry Campus 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.

## Sources

- Federal Pell Grant
- Federal Direct Stafford Loan
- Federal Supplemental Educational Opportunity Grant (FSEOG)
- Federal Work Study (FWS)
- HOPE Grant
- HOPE Scholarship
- HOPE Zell Miller Scholarship
- HOPE Zell Miller Grant
- Georgia HOPE GED Voucher
- Hope Career Grant
- Student Access Loan (SAL)
- Dual Enrollment (High School)

## Financial Aid: To Apply

- For financial aid, including HOPE, students must file the [Free Application for Federal Student Aid \(FAFSA\)](http://www.fafsa.ed.gov) at (<http://www.fafsa.ed.gov>) at least four weeks prior to the registration date.
- A Student Aid Report (SAR) is mailed or emailed directly to the student from the Federal Processing Center. 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 [www.GAfutures.org](http://www.GAfutures.org) for more information on state funded programs.
- Report to the Office of Financial Aid all types and sources of assistance received

## Priority Deadlines:

In October, 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 completed once a year.

All students seeking financial assistance are required to complete the FAFSA at [www.fafsa.ed.gov](http://www.fafsa.ed.gov). SCTC's priority deadlines are:

- Fall Semester – July 1
- Spring Semester – November 1
- Summer Semester – April 1

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

## Drug Conviction and Financial Aid Eligibility

If a student has a federal or state drug conviction during a period of enrollment for which the student was receiving federal aid, the student is disqualified from federal financial aid funding. Students self-report this information on the FAFSA. Question 23 on the FAFSA form asks if the student has ever been convicted of a drug related offense. Answering this



question falsely, if discovered, could result in fines up to \$20,000, imprisonment, or both. In situations of conflicting information, the School is required to confirm this information. Students convicted of drug offenses committed while receiving Federal Financial Aid may be ineligible for federal financial aid for one (1) or more years from the date of conviction.

Federal Aid includes:

- Federal Student Loans
- Federal Grants
- Federal Work Study

Penalties for Drug Convictions in Eligibility Possession of Illegal Drugs:

- First Offense: One (1) year from the date of conviction
- Second Offense: Two (2) years from the date of conviction
- Third and Subsequent Offenses: Indefinite ineligibility from the date of conviction

Sale of Illegal Drugs:

- First Offense: Two (2) years from the date of conviction
- Second and Subsequent Offenses: Indefinite ineligibility from the date of conviction

Regaining Eligibility after a Drug Conviction

You can regain eligibility for the federal programs no matter how many or what type of drug convictions you have if you successfully complete an acceptable drug rehabilitation program that meets the standards set by Congress and the Department of Education. You will regain eligibility on the date you complete the program.

An acceptable drug rehabilitation program requires passing TWO (2) unannounced drug tests AND be either:

1. Qualified to receive funds from a federal, state or local government agency or program, or from a state or federally licensed insurance company, or

2. Administered or recognized by a federal, state or local government agency or court, or by a state or federally licensed hospital, health clinic, or medical doctor.

Convictions During Enrollment

According to the United States Department of Education, if a student is convicted of a drug offense after receiving Federal aid, he or she must notify the Financial Aid Office immediately and that student will be ineligible for further aid and required to pay back all aid received after the conviction.

Federal Pell Grant

Federal Pell Grants are awarded to students who have not earned a four-year degree and are enrolled in a diploma or degree program of study. Most of our technical certificate of completion (TCC) are program eligible for the Pell Grant. 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 (including summer term). If a student does enroll for at least 12 credit hours, Pell awards will be adjusted based on credit hours. Students must complete the 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 are good through summer term each aid year. Students must reapply for Pell each aid year by completing a new FAFSA.

- Learning support, provisional, adult education, continuing education, transient, and special admit students are not eligible for federal financial aid benefits.

*Federal Pell Grant Recalculation Policy*

SCTC awards PELL Grants based on a projected full-time enrollment status. The Pell Grant amounts are then prorated based on the enrollment level of the student during each term. The College utilizes the student's latest census date for all classes when disbursing federal Pell each semester and Pell awards will be issued based on the enrollment level

calculated at that time. For more information regarding Federal Pell Grants, please go to: <https://studentaid.ed.gov/sa/types/grants-scholarships/pell>.

### Gainful Employment

The Higher Education Opportunity Act of 2008 was designed with the intent to help students and families make better informed decisions about higher education. Southern Crescent Technical College is required by this federal law to provide information about our programs offered at our institution to the College community. For additional information pertaining to cost, graduation rates check out [The Financial Aid Shopping Sheet](#). Important information about the educational debt, earnings, and completion rates of Gainful Employment programs can be found on our [job placement page](#). Located on [www.sctech.edu](http://www.sctech.edu).

### Pell Lifetime Eligibility Used (LEU)

A federal law effective with the 2012/13 school year that limits the amount students can receive in the Federal Pell Grant. Lifetime Eligibility Used (LEU) includes all awards received prior to the 2012/13 year, some students will already be ineligible at the start of the year. Others will have some eligibility but not enough to receive 100 % of their award. It includes any Pell Grant award received at any school and it's a limit to receive it at any school. Students can't transfer and receive additional awards at another school. There are no exceptions and it isn't possible to appeal. The school has no legal ability to award a student beyond the limit.

The limit is 6 years of full time attendance. It's prorated for part time students. It's calculated based on 600% of annual awards. When students are awarded a Pell Grant, he/she is given a maximum annual Pell Grant award. If students attend full time for two semesters you receive 100% of it. If he/she attend half time for two semesters receive 50% of it. Each semester students receive a percentage. When that total reaches 600% you're no longer eligible for the grant. Students you must be eligible for the Pell Grant to receive the Federal Supplemental Educational Opportunity Grant (FSEOG). Once a student has reached the limit, you aren't eligible for either grant.

Students may view their Pell Grant used by logging into [www.NSLDS.ed.gov](http://www.NSLDS.ed.gov). NSLDS is where students can find and track their financial aid history. Students will need their federal student ID to access the NSLDS portal.

To read more about the LEU and how it's calculated including examples click on the link below for a message from the U.S. Department of Education:

- 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.

<http://ifap.ed.gov/eannouncements/attachments/040612CalPGLifetimeEligUsedSAOTWPage.pdf>

### 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 Direct Stafford Loan Programs

Subsidized and unsubsidized loans are federal student loans for eligible students to help cover the cost of higher education at a four-year college or university, community college, or trade, career, or technical school. The U.S. Department of Education offers eligible students at participating schools Direct Subsidized Loans and Direct Unsubsidized Loans.

### ***Subsidized Loans:***

Direct Subsidized Loans are available to undergraduate students with financial need.

- Your school determines the amount you can borrow, and the amount may not exceed your financial need.
- The U.S. Department of Education pays the interest on a Direct Subsidized Loan
  - while you're in school at least half-time,
  - for the first six months after you leave school (referred to as a *grace period\**), and
  - during a period of *deferment* (a postponement of loan payments).

\*Note: If you received a Direct Subsidized Loan that was first disbursed between July 1, 2012, and July 1, 2014, you will be responsible for paying any interest that accrues during your grace period. If you choose not to pay the interest that accrues during your grace period, the interest will be added to your *principal* balance.

### ***Unsubsidized Loans:***

- Direct Unsubsidized Loans are available to undergraduate and graduate students; there is no requirement to demonstrate financial need.
- Your school determines the amount you can borrow based on your cost of attendance and other financial aid you receive.
- You are responsible for paying the interest on a Direct Unsubsidized Loan during all periods.
- If you choose not to pay the interest while you are in school and during grace periods and deferment or *forbearance* periods, your interest will accrue (accumulate) and be capitalized (that is, your interest will be added to the principal amount of your loan).

Students must be enrolled at least half-time (six semester hours) to receive loan funds!

### **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:**

- Current and completed FAFSA on file
- Must have need, as established by the Federal Processor
- Enrolled in at least 6 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 that 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 at the 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 63 hours of eligibility.
- Students with a baccalaureate degree or higher cannot receive HOPE Grant.
- 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 2019, the HOPE Grant will pay \$76.00 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 Georgia Residency 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 \$76.00 per credit hour. Students are responsible for remaining balance.

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, 2099, 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 30<sup>th</sup> 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.

A student who has not received HOPE Scholarship payment prior to Summer term 2011, and meets all other eligibility requirements for HOPE Scholarship, may receive the HOPE Scholarship until June 30<sup>th</sup> following the completion of the seventh full year after the first of one of the following events has occurred:

- a. His or her high school graduation date; or
- b. The graduation date of the student's high school class if the student withdrew from high school prior to his or her
- c. graduation date; or
- d. His or her Home Study completion date; or
- e. His or her successful GED test date.

A student that serves on active duty in the military during the seven-year period after his or her high school graduation, Home School completion or successful GED test date will have that active duty period of his or her military service added to the seven-year limit.

A student who is enrolled during a term that begins prior to his or her expiration of eligibility date and ends after his or her expiration of eligibility date may be paid for the term.

A student who received a HOPE Scholarship award prior to summer term 2011 (FY2012) is not subject to the Seven Year Limit.

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.GAfutures.org](http://www.GAfutures.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 FAFSA for the current academic year in which they plan to utilize the GED voucher. Students must also meet the Georgia residency requirements, not have a defaulted student loan, register for Selective Service (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. Zell Miller Scholarship pays 100% of tuition; students will be responsible for fees. 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: [www.GAfutures.org](http://www.GAfutures.org).

### 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 Zell Miller Grant pays 100% tuition; students will be responsible for fees. 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.

### Hope Career Grant

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 Hope Career Grant Award.

To qualify, an SCTC student must be fully admitted to the college, enrolled in an eligible program and receiving the HOPE Grant for the same term.

The amount of the Hope Career Grant 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*
Hope Career Grant Programs	9 or more credit hours	\$ 500.00
Hope Career Grant Programs	3 – 8 credit hours	\$ 250.00
Hope Career Grant Programs	1 – 2 credit hours	\$ 125.00

\*Eligibility for the Hope Career Grant Award for the Commercial Truck Driving program is for one term only. The HOPE GED Grant, HOPE Grant, and Hope Career Grant 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 Hope Career Grant Award.

### Seven Year Limit

1. A student who has not received HOPE Scholarship payment prior to Summer term 2011, and meets all other eligibility requirements for HOPE Scholarship, may receive the HOPE Scholarship until June 30 following the completion of the seventh full year after the first of one of the following events has occurred:
  - a. His or her high school graduation date; or
  - b. His or her Home Study completion date; or
  - c. His or her successful GED test date; or
  - d. His or her petition date where his or her diploma was received pursuant to the local school board in accordance with O.C.G.A. § 20-2-281.
2. A student is not eligible for payment for any term prior to the date used to determine his or her Seven Year Limit.
3. A student that serves on active duty in the military during the seven-year period after his or her high school graduation, Home Study completion or successful GED test date will have that active duty period of his or her military service added to the Seven Year Limit.
4. A student who is enrolled during a term that begins prior to his or her expiration of eligibility date and ends after his or her expiration of eligibility date may be paid for the term.
5. A student who received a HOPE Scholarship award prior to Summer term 2011 (FY2012) is not subject to the Seven Year Limit.

### 10 Year Scholarship Expiration Date

Regulation Note: Students who qualify for the 10 Year Expiration:

Must receive their first ever HOPE/Zell Miller Scholarship payment Summer term 2019 or later (FY 2020 or later). Eligibility ends on June 30th of the 10th full year following whichever occurs first:

- High school graduation date OR
- GED test date OR
- Home study program completion date OR
- Petition date if high school diploma was received from the local school board in accordance to O.C.G.A. 20-2-281

### Student Access Loan (SAL)

The Student Access Loan (SAL) Program is a need-based, low interest loan program administered by the Georgia Student Finance Authority (GSFA). The SAL 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 in the program that the loan was originally borrowed under.

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

All students applying for SAL must complete a FAFSA and an application with Georgia Student Finance Commission (GSFC) at [www.GAfutures.org](http://www.GAfutures.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. The application process is first come, first serve with priority to our SAL recipients and HOPE and Zell Miller Scholars.

Students must be enrolled at least half-time (6 credit hours). Students cannot borrow more than \$3,000 in

an award year and no more than \$1,500 in one term. 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). Students must exhaust all federal funding before receiving a SAL.

### Things to know

- Georgia Student Finance Authority (GSFA) will have open Application Process all year until funds are depleted.
- There is priority processing given for prior SAL applicants, Hope Scholarship and Zell Miller Scholarship recipients. Any following selections will be based on first come, first serve until all funds are depleted.
- Selection does not guarantee approval; your eligible postsecondary institution may decline the loan or certify for a reduced amount based on financial aid status.
- GSFA will notify applicants via email when approved or denied.
- If approved applicants will receive a Promissory Note packet via email or mail (student's preference) which **MUST** be returned to GSFA in **14 days** or GSFA will administratively cancel the application.
- After 40 days if the application is not certified or denied by the postsecondary institution GSFA will administratively cancel the application.
- Loan disbursements are sent directly to the student's chosen eligible postsecondary institution and are not transferable.
- If you apply for this loan, you understand that this is a private education loan that must be repaid and cannot be combined or consolidated with federal loans

- **Borrow smart!** When applying for a loan, request only the amount of funds needed for your educational costs and that you can repay.

Students who are in default on their KIT payments with GSFC may not be eligible for aid until their accounts are back in good standing. Students will be required to submit a clearance letter from GSFC.

### Dual Enrollment (Formerly Move On When Ready)

The new Dual Enrollment Program combined Accel, HOPE Grant Dual Enrollment and old Dual Enrollment programs. It provides for participation in Dual Credit Enrollment for eligible high school and home study students. These students earn postsecondary credit hours and simultaneously meet their high school graduation or Home Study completion requirements as Dual Credit Enrollment students.

State revenues provide funding for this program. The award amount received by eligible students and the total amount of funds appropriated for the program is established each year by the Georgia General Assembly during the prior legislative session and is subject to change during the Award Year.

A student must be in ninth, tenth, eleventh or twelfth grade at an eligible high school. An eligible high school is any private or public secondary educational institution within the State of Georgia and any Home Study program operated pursuant to O.C.G.A. 20-2-690. A student must be admitted and classified as a Dual Credit Enrollment student by an eligible postsecondary institution. A student is eligible for the Dual Enrollment Program up to a maximum of 15 hours per semester. A student must maintain Satisfactory Academic Progress (SAP), as defined and certified by his or her eligible postsecondary institution.

The postsecondary credit hours taken as a Dual Credit enrollment student, for which Dual Enrollment payment was made, are not counted as Attempted-Hours nor are they included in the Combined Paid-Hours limit for purposes of HOPE Scholarship or Zell Miller Scholarship eligibility. However, hours for which a student may have received payment from the

Accel Program (through FY2011), are included in the combined paid-hours limit.

To participate in SCTC's Dual Enrollment Program, students must submit a Dual Enrollment Program Application, SAT scores, ACT scores, PSAT scores, Accuplacer scores, or their high school GPA, and must complete any required secondary paperwork with their high school or home study program administration. Students must also submit a Dual Enrollment Program funding application prior to the start of each semester. Upon receipt of the student funding application, each semester an authorized high school or home study program official will then submit their section of the funding application, and will include each eligible high school course that student will be substituting with a postsecondary course. An authorized postsecondary official will then submit their section of the funding application, and will include each postsecondary course the student will take in place of a high school course.

A student must complete a Dual Enrollment Program Application and submit it to his or her eligible high school or Home Study Program.

The Dual Enrollment Program pays full tuition for an eligible participant. The Dual Enrollment Grant covers funding for up to a maximum of 15 hours per semester at the eligible postsecondary institution. For more information on the Dual Enrollment Program, visit [www.GAfutures.org](http://www.GAfutures.org).

### Satisfactory Academic Progress (SAP)

To be eligible to receive Student Financial Aid (SFA) funds (PELL, SEOG, FWS, Loans, HPE); students must maintain satisfactory academic progress. Southern Crescent Technical (SCTC) is required by the U.S. Department of Education to establish minimum standards of satisfactory academic progress. Satisfactory Academic Progress (SAP) means the student is proceeding in a positive manner toward fulfilling educational requirements. Students attending SCTC must be in good academic standing and making satisfactory progress to receive federal and state aid. SCTC uses the following standards to monitor student's progress toward their diploma, degree, or certificate. Students attending SCTC must be in good academic standing and making



satisfactory progress with a minimum GPA and completion rate in accordance with the maximum time frame, as stated below.

### *Grade Point Average Requirement*

Students must maintain a cumulative grade point average (GPA) of 2.0 to remain in good standing each term. A student's GPA will be verified at the end of each term. A student whose cumulative GPA falls below a 2.0 is placed on financial aid warning for their next term of attendance. A student will be allowed one term to increase the cumulative GPA to the satisfactory level. If, after one term, the GPA remains below 2.0, the student will be placed on financial aid suspension.

### *Completion Rate*

In order for students to graduate within the maximum "time frame" of hours, they are expected to have completed at least 66% of their credit hours attempted. A student who has not successfully completed 66% of his/her cumulative hours attempted (at the end of any term) will be placed on financial aid warning during the next term of attendance. A student will be allowed one term to increase the cumulative completion rate to the satisfactory level. If, after one term, the cumulative completion rate remains below 66% the student will lose financial aid eligibility (placed on financial aid suspension).

Total hours attempted consist of all hours attempted at Southern Crescent Technical College. All transfer credits are included in the computation for the cumulative GPA for financial aid.

### *Grades*

Grades of W (withdrew) and I (incomplete) are not included in calculating a student's GPA, but are counted as coursework attempted, thus they count against the 66 percent completion rate. F (Failing) grades are calculated in the student's GPA and count against the SAP 66% completion rate. Grades received for learning support courses do not affect the GPA, but the hours are calculated in the 66% completion rate.

### *Repeated Courses*

All repeated courses and their grades would be included in the 66% and Maximum Allowable Total Attempted Hours calculations.

### *Maximum Time Frame*

There are a maximum number of hours that students may attempt in pursuing their program of study. All students must complete their educational objective within a maximum time frame of one and one half (150 percent) times the length of the program in which they are enrolled. This means that once a student has attempted one and one half times the minimum number of credit hours necessary for completing program requirements, the student is ineligible to receive financial aid.

Example of maximum time frame calculation for a program:

- If a program requires 62 credits for completion
- Then,  $62 \times 150\% = 93$  attempted credits is maximum time frame.

If a student graduates from a program and wishes to seek an additional degree or diploma then the cumulative hours for completion of the previous program will be added to the cumulative hours for completion of the second program plus 50 percent of the total will be used to establish maximum time frame.

Example of maximum time frame calculation for an additional program after graduation:

- If the completed program and current programs require 116 credits for completion (62 credits for previous program and 54 credits for current program)
- Then  $116 \times 150\% = 174$  attempted credits is maximum time frame.

Attempted hours include all attempted hours at SCTC and all accepted transfer credits.

If the student qualifies for graduation in a particular major but makes a personal decision to remain in school and take additional classes, the student is no

longer entitled to receive Federal Title IV Aid. If the time limit is exceeded, aid eligibility ends. The student shall be placed on financial aid suspension status.

### *Transfer Students*

Transfer students accepted by SCTC, not previously enrolled at SCTC, will be classified as maintaining Satisfactory Academic Progress for the first term enrolled. Only classes transferred in will be used in the completion rate calculation. At the end of the first term, the student's grades will be measured in accordance with the college's Satisfactory Academic requirements.

### *Warning/Suspension*

If a student fails to meet the cumulative GPA, cumulative completion rate, or the maximum time frame standards at the end of a term, the student will be placed on Financial Aid Warning. The student will continue to receive financial aid while on financial aid warning. However, if the student does not meet the satisfactory academic progress standards by the end of the warning period, the student will be placed on Financial Aid Suspension. The student can continue taking courses while on suspension, but will receive no financial aid assistance.

### *Financial Aid Probation*

Financial Aid probation is assigned to students whose SAP appeal has been approved. The probation status is good for only one term to allow the student time to make SAP. During the probationary period, the student must maintain a 2.00 GPA and a 66% completion ratio. Withdrawing from any classes while on probation will change the student's status to Financial Aid Suspension. In order to receive financial aid after the probation period, a student must meet all SAP requirements or meet all requirements of an Academic Plan that has been established for him/her by the Financial Aid Appeals Committee. Students who are on Financial Aid Probation and fail to meet SAP requirements or the requirements of an Academic Plan after one term on probation will result in the student being placed on financial aid suspension. Students who are on Suspension are not eligible for financial aid.

### *Appeal of Financial Aid Suspension*

Students have the right to appeal their suspension of financial aid if they have mitigating circumstances that prevented them from making satisfactory academic progress. A student wishing to appeal financial aid suspension must do so in writing with supportive documentation. The form may be obtained from the Financial Aid Office or Southern Crescent Technical College's financial aid website.

The Financial Aid Satisfactory Academic Progress Appeals Committee will review appeals prior to the beginning of each semester. The Financial Aid Office will notify the student of the committee's decision as soon as possible. Decision results will also be available on Banner Web. The committee's decision is final. If approved, the student will be placed on financial aid probation status for the subsequent semester(s) and given an academic plan to follow. While at this status, the Financial Aid Office may require the student to maintain a specified percentage of semester coursework, cumulative GPA, and tutorial assistance. If any of the prescribed conditions are not met during the semester, eligibility will be denied and the student will be placed back on financial aid suspension at the conclusion of the semester.

### *Academic Plans*

Students who successfully appeal a financial aid suspension and are placed on probation may be required to follow an Academic Plan as determined by the Financial Aid Appeals Committee in order to continue receiving financial aid. Students on an Academic Plan are required to meet all requirements of the Plan each term. The fulfillment of these requirements will be evaluated at the end of each term. Failure to meet all requirements of the Academic Plan will result in the student being placed on financial aid suspension. A student has the right to appeal the financial aid suspension, if there were mitigating circumstances that prevented him/her from meeting the requirements of the Plan.

Academic Plans require students to complete all attempted courses with a grade of C or better. In addition, students cannot withdraw from any course while on an Academic Plan. The components of a

student's Academic Plan may include, but are not limited to:

- a requirement to meet with the student's academic advisor and/or a member of Student Affairs Retention staff
- a restriction on registering for online classes
- a requirement to enroll as part-time
- to repeat a specific course
- to take a particular course
- to participate in a specific workshop on campus, or
- any other requirement mandated by the Appeals Committee.

The Financial Aid Office will verify that all requirements of the Academic Plan have been met prior to posting aid for the next term.

### Dual Majors

Students may add a second major to his/her existing program as long as both majors have the same level and the same cost.

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

Dual major for unlike program levels may be granted to students on a case by case basis

NOTE: Some financial aid may not cover courses in unlike dual program levels. Students may be responsible to cover any out-of-pocket expenses that accrue from registering for unlike dual program level courses.

### Return of Title IV Funds (R2T4)

#### *F (Failing) Grade*

This grade signifies that a student has completed the term; however, the student did not academically meet full course requirements. This grade is calculated as a failing grade ("F") in the student's GPA and may

affect academic status and financial aid. (Updated Spring 2018).

#### *Withdrawals and Financial Aid*

The Higher Education Amendments of 1998 established the concept that financial aid must be earned through class attendance. When you totally withdraw from all classes, The Student Financial Aid Office must calculate the amount of financial aid you have earned prior to withdrawing. Any Title IV aid received in excess of the earned amount is considered unearned. Unearned aid must be returned to the respective Federal Aid program(s).

#### *Withdrawal Policy*

Through the end of the ninth week of fall and spring semesters and through the fifth week of summer semester, a student may withdraw from any or all courses on his or her schedule. Students are responsible for withdrawing themselves from any or all of the classes. Students are able to withdraw themselves through BannerWeb or with assistance from the Academic Affairs Office. Following the policy that is set by the Technical College System of Georgia, withdrawals that occur after day 3 of the semester receive no refund. No charges are reduced for withdrawals that occur beginning day 4 of the semester.

No withdrawals will be processed after the 'W' period ends as defined on the academic calendar for the applicable term. Students who choose to not withdraw from classes will be assigned the grade(s) earned.

Any student receiving federal student aid (Unsubsidized loans, Subsidized loans, Pell, and SEOG) who completely withdraws from all classes during a given period of enrollment and completes less than 60 percent of the term (based on the determination of last date of attendance) may be required to return funds to Southern Crescent Technical College and/or the U.S. Department of Education.

#### *Unofficial Withdrawals*

A student who earns all Fs in a given term or a combination of Fs and Ws (meaning the student withdrew from a class) may be considered an

'unofficial withdrawal'. Unofficial withdrawals are those who simply cease attending class(es). Faculty must enter a last date of attendance for students who earn a grade of 'F' for the class. Once grades are submitted and faculty rosters are verified at the end of a term, unofficial withdrawals (those who earned the F due to ceasing attendance) may be required to return funds to Southern Crescent Technical College and/or the U.S. Department of Education. Students who truly earned Fs that were not due to ceasing attendance are not considered to have withdrawn; therefore, those students' aid is not recalculated for the class(es) in question.

The institutional refund policy and federal aid refund policy (Return to Title IV) are found at <https://www.sctech.edu/currentstudents/student-services/financial-aid/financial-aid-news/>. We encourage you to be aware of these policies and how you are affected by them should you withdraw or otherwise cease attendance before a term concludes—officially or unofficially.

#### *How will a withdrawal affect my federal financial aid?*

Title IV (federal) financial aid funds are awarded under the assumption that a student will remain enrolled for the entire academic semester for which funds were awarded and disbursed. When a student withdraws from all courses, regardless of the reason, they may no longer be eligible to receive the full amount of federal financial aid for which they were originally awarded. The return of these funds to the federal government is based on the idea that a student earns financial aid based upon the length of time for which they were enrolled. A pro-rated calculation determines the amount of federal financial aid that they earned. Once the 60% point in the semester is reached, a student is considered to have earned all of their financial aid and will not be required to return any funds.

*A calculation is required if any of the following criteria are met:*

1. The student completely withdraws from the college (Official withdrawal)
2. The student stops attending before the semester ends (Unofficial Withdrawal)

If the Southern Crescent Technical College student does not attend any classes during a given semester, they are not eligible to receive any federal funds for that semester and must repay all of the aid that was originally received.

#### *How does the calculation work?*

Aid recipients earn the aid they receive by remaining in classes. The amount of aid earned is based upon a pro-rated calculation. Students who withdraw or do not complete all of the classes in which they were enrolled may be required to return some of the aid originally awarded.

The following is an explanation of the formula used to determine the percentage of aid that must be returned to the federal government:

- The percent earned is equal to the number of calendar days completed up to the withdrawal date divided by the total number of calendar days in the payment period
- The payment period for most Southern Crescent Technical College students is the full academic year (Fall and Spring semesters)
- The percent unearned is equal to 100 percent less the percent earned.
- Breaks of 5 days or longer are not included in the count of total days in the payment period.

#### *How is the Withdrawal Date calculated?*

The date of withdrawal used to compute refunds is the date the student last attended class, as recorded by the Academic Affairs Office.

#### *Is there a specific order in which federal funds are returned?*

The Financial Aid Office will return funds in the following order: 1. Unsubsidized Direct Loans 2. Subsidized Direct Loans 3. Pell Grant and 4. Federal SEOG funds.

#### *What happens to my aid if I want to return to Southern Crescent Technical College in the future?*

As long as the student left Southern Crescent Technical College in good academic standing as outlined in our [Satisfactory Academic Progress \(SAP\) policy](#) (<https://www.sctech.edu/currentstudents/student-services/financial-aid/eligibility/#sap-policies>), the Financial Aid Office will reinstate all institutional funds in full. The [Free Application for Federal Student Aid \(FAFSA\)](#) is required for consideration of need-based assistance from the Federal Government.

### *Financial Aid Always Affected by Class Withdrawal*

Per the 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.

### **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](mailto:scholarships@sctech.edu)

### **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, Mobile 6A, Griffin Campus or the Veterans Administration at 1-888-GIBILL (1-888-442-4551).

### *Deferment of Schedules for Chapter 31 and 33 Students*

Students using Chapter 31 (Vocational Rehabilitation and Employment) or Chapter 33 (the Post 9/11 GI Bill®) benefits are permitted to attend or participate in the course of study beginning on the date on which the student provides to the Southern Crescent Technical College (SCTC) a Certificate of Eligibility for entitlement to educational assistance under Chapter 31 or 33. SCTC will not impose any penalty, including the assessment of late fees or the denial of access to classes, libraries, or other college facilities. SCTC will not require any student who is using Chapter 31 or 33 to borrow additional funds due to the student’s inability to meet his or her financial obligations to SCTC due to the delayed disbursement of funding

from the Department of Veterans Affairs under Chapter 31 or 33.

Students must submit their Certificate of Eligibility for entitlement to educational assistance no later than the first day of a course of study for which they have indicated they would like to use their educational benefits and provide a copy of their schedule to the Veteran's Center located in mobile unit 6A on the Griffin Campus or call 770-229-3095. A student is then protected in his or her courses while the Veterans Administration processes payment to SCTC. This benefit is afforded to the student as long as he or she is receiving benefits under Chapter 31 or 33. Students are responsible for notifying the college school certifying officer if his or her schedule should change. Failure to do so could cause an overpayment of VA funds.

### **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 Innovation and Opportunity Act**

Workforce Innovation and Opportunity Act (WIOA) services provide assistance to students that are unemployed or underemployed. Individuals eligible for WIOA services must lack a marketable skill, be in an approved WIOA training program, and have the ability to complete successfully 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 WIOA Coordinator is available to assist students with individualized career counseling, budgeting, financial planning, intensive job search assistance, and vocational assessments. Interested individuals may contact WorkSource Three Rivers, WIOA Coordinator at 770-229-9799 for more information.

# Academic and Student Support Services

## Bookstore

Southern Crescent Technical College has bookstores located on its Griffin and Flint River campuses. The bookstore has an online store which carries textbooks for the current semester and general merchandise options. Please visit the online store at <https://bookstore.sctech.edu/>.

Our Griffin and Flint River bookstores sell new and used books, study aids, school supplies, special program supplies, and school paraphernalia. Purchases may be made by check, cash, credit card, and Apple/Samsung/Google Pay.

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. Unopened electronics can be returned or exchanged within ten (10) days of purchase. All returns/exchanges must be accompanied by a receipt. Technical support or assistance is provided by the manufacturer of the product. All other sales are final.

Used textbooks may be resold to the bookstore during the designated buy-back period if the bookstore has a need for the book.

## Child Care Center

Tender Tech Child Development Center, a program of Southern Crescent Technical College, is located on the Flint River Campus in Thomaston, Georgia. Tender Tech is a Georgia Quality Rated Center. 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. Tender Tech uses Creative Curriculum, which is a hands-on, child-led curriculum. Our teachers write individual weekly lesson plans based on children's learning styles. Teachers provide parents with an assessment of their child's progress twice per year based on the Georgia Early Learning and Development Standards.

Tender Tech Child Development Center offers services to Southern Crescent Technical College students, faculty, and to the general public on a space-available basis. Tender Tech also has a Georgia Lottery Pre-K that is available to all children who are 4 years of age on or before September 1 of the school year. Call (706) 646-6200 for information.

Tender Tech Child Development Center is fully licensed to operate by Bright from the Start Georgia Department of Early Care and Learning.

## Computer Labs

A computer lab is available for student use in the libraries on the Flint River Campus and Griffin Campus, as well as the Henry County Center.

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.

## 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, Henry County Center, and the Jasper County Center) Special Services Coordinator, Teresa Brooks, Griffin Campus, Room 6B, 501 Varsity Road, Griffin, Georgia, 30223; (770) 228-7258, [teresa.brooks@sctech.edu](mailto:teresa.brooks@sctech.edu) .

Title IX/Equity Coordinator: Assistant Director of Student Support Services: (Serving students attending classes at the Griffin Campus, Butts County Center, Henry County Center, and the Jasper County Center) Toni Doaty, Griffin Campus, Mobile Unit 6B, 501 Varsity Road, Griffin, Georgia, 30223; (770) 228-7382, [toni.doaty@sctech.edu](mailto:toni.doaty@sctech.edu) .

Title IX/Equity and ADA/Section 504 Coordinator: (Serving students attending classes at the Flint River Campus) Mary Jackson, Special Services Coordinator, Flint River Campus, Room A252, 1533 Highway 19 South, Thomaston, GA 30286, (706) 646-6224, [mary.jackson@sctech.edu](mailto:mary.jackson@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, Room 6B, 501 Varsity Road, Griffin, Georgia, 30223; (770) 228-7258, [teresa.brooks@sctech.edu](mailto:teresa.brooks@sctech.edu) (Serving students attending classes at the Griffin Campus, Butts County Center, Henry County Center, and the Jasper County Center) and Mary Jackson, Flint River Campus, Room A252, 1533 Highway 19 South, Thomaston, Georgia, 30286; (706) 646-6224, [mary.jackson@sctech.edu](mailto:mary.jackson@sctech.edu) (Serving students attending classes at the Flint River Campus).

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.

### **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 42,000 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 430,000 electronic books. GALILEO (Georgia Library Learning Online), a collection of online databases and LIBGUIDES online research guides are 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 are available through OCLC WorldShare ILL. 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 and instructional sessions are available each semester. These sessions are designed to acquaint students with library policies, procedures, services and information literacy skills. 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. Please contact the library for specific information and details about the hours of operation.

### **Special Populations Services**

Special Populations Services are available to support and serve the following students: individuals with disabilities; individuals from economically disadvantaged families, including low-income youth and adults; individuals preparing for non-traditional fields; single parents, including single pregnant women; out-of-workforce individuals; English learners; homeless individuals; youth who are in, or have aged out of, the foster care system; and youth with parents on active duty in the armed forces.

Economically disadvantaged families are individuals receiving some type of cash assistance such as PELL, WIOA, 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.

An out-of-workforce individual 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, program tools, 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 (toni.doaty@sctech.edu), Griffin Campus at (770) 228-7382; Mobile Unit 6B, 501 Varsity Road, Griffin, GA 30223 or Special Services Coordinator, Mary Jackson (mary.jackson@sctech.edu), Flint River Campus at (706) 646-6224; 1533 Highway 19 South, Thomaston, GA 30286.

### **TEAMS**

The Southern Crescent Technical College's Early Alert Program is coordinated by the Student Navigator. This program is designed to identify students who may be at-risk of academic difficulty or failure. Faculty make referrals to the Student Navigator via an electronic program called TEAMS. The program provides feedback from Faculty members and advisors to help students investigate and utilize student support services and implement a recommended plan of action developed especially for them that will help them succeed.

### **Tiger Assistance Program (TAP)**

The Tiger Assistance Program (TAP) is a confidential counseling program designed to help students and family members with personal problems or mental health issues that may interfere with academic performance and family life. For more information, contact Espyr at 866-734-3890, twenty-four hours a day, seven days a week, for 365 days a year.

### **TigerCARE Team and Concerning Behaviors**

The TigerCARE (Campus Assessment Response Evaluation) Team is dedicated to a proactive, coordinated and planned approach to the identifying, preventing, assessing, managing, and reducing interpersonal and behavioral threats to the safety and well-being of Southern Crescent Technical College students, faculty, staff, and visitors.

It is the responsibility of faculty, staff, and students to immediately report any situation that could possibly result in harm to anyone in the college community.

Individuals can submit referrals in the following ways:

- Submit an online report: Concerning Behavior Form
- Contact a TigerCARE Team Member
- Contact Campus Safety and Security (listed at the top/side of this page or at <http://www.sctech.edu/police>).

- Anonymous referrals can be submitted by phone, email, or by submission of a Concerning Behavior Form.

For more information or to report a concerning behavior, contact the Director of Student Support Services at (770) 229-3409.

### **Tutoring and Mentoring Center**

The Tutoring and Mentoring 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. Peer mentors provide support to students in a variety of subjects and general work ethics and study skills. Services are free to all enrolled students. The Tutoring and Mentoring Centers also offer workshops, activities, and resources designed to promote academic excellence and a sense of academic community among students and faculty. Consult the Tutoring and Mentoring Center for more information on tutor and peer mentor availability, as well as more information on how you can become a volunteer peer mentor.

Contact Information:

- EMAIL: [tutoring@sctech.edu](mailto:tutoring@sctech.edu)
- PHONE: Griffin: 770-229-3078; Flint River: 706-646-6397; Henry: 770-914-4418

# Athletics and Student Activities

## 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 I 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, 15 preferred) within 15 days from the beginning of the term; \*
- maintain enrollment in 12-15 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 2.5 GPA or higher for each term of athletic participation and 2.5 GPA or higher overall to remain eligible;
- turn in all bi-weekly Progress Reports to the Athletic Coordinator by 2:00 p.m. on Thursdays.
- 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.

Students Athletes are expected to attend Study Hall as assigned by the coaching staff for both fall and spring semesters unless prior approval is given by the Head Coach. Failure to attend will lead to disciplinary actions as set by the Head Coach such as extra conditioning, suspension from games and/or practice, or for consistent absenteeism, dismissal from the athletic team. Discipline will be on a Merit System for each offense. In conjunction with Study Hall, all students are expected to attend all scheduled meetings with the Graduation Coach and the same disciplines of Study Hall also applies.

\* Exceptions may exist for these rules, please contact the Athletics Coordinator or Director of Student Support Services for additional information.

Intramural sports are added based on student interest and approval by Southern Crescent Technical College administration. A student 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.

For more information about SCTC athletics, contact Athletic Coordinator at 770-229-3130.

## **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 college at various civic and community events.

## **Student Organizations**

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.

### *Circle K*

Circle-K is a Kiwanis club-sponsored student service organization. Circle K is the world's largest student-led collegiate services organization providing students with opportunities to build fellowship while developing leadership skills through service in their community. Circle K's Motto is "Live to Serve, Love to Serve."

### *National Technical Honors Society*

NTHS is a national, nonprofit organization established to honor excellence in work-force education programs and majors. All students in degree and diploma programs and maintaining a cumulative academic GPA of 3.75 or above are eligible for

membership. Membership invitations will be distributed in the Fall and Spring Semester(s) by NTHS Advisors.

The goals of the NTHS are:

- To reward excellence in workforce education
- To encourage scholastic excellence, skill development, honesty, service, leadership, citizenship, and individual responsibility
- To promote business and industry's critical workplace values.

For more details, please contact the SCTC's student activities office.

### *Performing and Literary Arts Student Association (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 are 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 student life. 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 the Fall Student Leadership Conference, recognition events for honor students and club members, 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.

### *Student Veterans of America SCTC Chapter*

The Student Veterans of America SCTC Chapter 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. The Student Veterans of America at Southern Crescent Technical College is a chapter of the national organization Student Veterans of America – [www.studentveterans.org](http://www.studentveterans.org).

Eligibility for membership includes service in any branch of the military forces of the United States – Army, Navy, Air Force, Marines or Coast Guard with an honorable discharge. Also, those serving in the National Guard and Active Reserves are eligible for membership. You must be currently enrolled as a student at Southern Crescent Technical College. In addition, members of the immediate families of student veterans are welcome as members. Contact: Veterans Representative at 770-229-3095.

### *Venatus*

Venatus is the SCTC Gaming Club dedicated to providing a safe environment on campus to all students who are new and experienced players of tabletop, console, PC and Live Action Role Play Games. Venatus' mission is to create a healthy environment to relieve student academic stress, increase creativity and productivity, enhance social and leadership skills while promoting a positive image of gamers. Members facilitate activities and community outreach through gaming, allowing members to explore ways that gaming can be used to enhance education and interpersonal relationships.

# College-Wide Policies and Procedures

## 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.

## 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.

## 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 and must adhere to TCSG State Board Procedure 3.3.4p.

## *Computer Crimes*

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, computer crimes are prohibited by state law in Georgia (O.C.G.A. § 16 - 9 - 90 et seq.):

- Computer Theft
- 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.

## *Access*

The purpose of technical college - provided computers, computer systems, and Internet access is to facilitate the development of skills and enhance communication in support of research, education and workforce development. To remain eligible as users, employees' and students' use must be in support of and consistent with the objectives of the College. Access is a privilege, not a right. Access entails responsibility. Users should not expect files stored on System or technical college - based computers or hosted services to be private. Electronic messages and files stored on technical college - based computers shall be treated like other technical 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, System and technical college officials are expected to cooperate with law enforcement officials who are properly authorized to search System and technical college computers and computer systems. All information created, stored or transmitted by System or technical college computers or networks is subject to monitoring for compliance with applicable laws and policies.

In addition to the computer crimes delineated in O.C.G.A. 16 - 9 - 93, the following uses of System or technical college - provided computers, networks and Internet access are not permitted:

- a. To create, access or transmit sexually explicit, obscene, or pornographic material;
- b. To create, access or transmit material that could be considered unlawful conduct based on race, color, creed, national or ethnic origin, gender, religion, disability, age, genetic information, political affirmation or belief, disabled veteran, veteran of the Vietnam Era or citizenship status addressed directly to any individual or group that has the purpose or effect of unreasonably and objectively interfering with that individual or group's: (1) performance, (2) work or educational environment or (3) ability to participate in an educational program or activity
- c. To violate any local, state or federal statute;
- d. To vandalize, damage, or disable the property of another individual or organization;
- e. To access another individual's password, materials, information, or files without permission;
- f. To violate copyright or otherwise use the intellectual property of another individual or organization in violation of the law, including software piracy;
- g. To conduct private or personal for - profit activities. This includes use for private purposes such as business transactions, private advertising of products or services, and any activity meant to foster personal gain;
- h. To knowingly endanger the security of any System or technical college computer or network;
- i. To willfully interfere with another's authorized computer usage;
- j. To knowingly connect any computer to any of the System or technical college networks

unless it meets technical and security standards set by the System;

- k. To create, install, or knowingly distribute a computer virus, rootkit, keystroke logger, "Trojan horse," "Malware", or other surreptitiously destructive program on any System or Technical College computer or network facility, regardless of whether any demonstrable harm results; l
- l. To modify or reconfigure the software or hardware of any Agency computer or Network without proper authorization ;
- m. To conduct unauthorized not - for - profit business activities;
- n. To conduct any activity or solicitation for political or religious causes;
- o. To perform any activity that could cause the loss, corruption of, prevention of rightful access to, or unauthorized distribution of Agency data and information;
- p. To create, access, or participate in online gambling. Occasional access to information or websites of the Georgia Lottery Corporation shall not constitute nor be considered inappropriate use ;
- q. To capture and/or record network traffic without authorization ;
- r. To knowingly transmit copyrighted material using peer to peer file sharing technology ;
- s. To knowingly evade Internet content filtering or other traffic monitoring tools using VPN, Proxy Services, Tor or similar technologies.

Users of System and technical college computers and computer systems are subject to the System's policy on the development of Intellectual Property. Users of System and technical college computers and computer systems or hosted services are subject to the System's Information Security Standards. The System and technical colleges make no warranties of any kind, either express or implied, for the computers, computer systems and Internet access provided. The System and technical colleges 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 System and technical colleges shall not be responsible for the accuracy, nature or quality of information gathered through System or technical college - based computer hard drives or servers; nor for the accuracy, nature or quality of information gathered through System or technical college - provided Internet access. The System and technical colleges shall not be responsible for personal property used to access its computers or networks or for provided Internet access. The System and technical colleges shall not be responsible for unauthorized financial obligations resulting from provided access to the Internet. The foregoing standards are equally applicable to employees of the System, wherever housed, and to employees and students of the technical colleges. Violations of these policies incur the same types of disciplinary measures as violations of other System or technical college policies or state or federal laws, including criminal prosecution.

### Copyright

The unauthorized copying and distributing of copyrighted materials, including, but not limited to peer-to-peer (P2P) file sharing, is a violation of United States copyright law and may result in civil and criminal liability and prosecution.

Copyright infringement is the act of exercising, without permission or legal authority, one or more of the exclusive rights granted to the copyright owner under section 106 of the Copyright Act (Title 17 of the United States Code). These rights include the right to reproduce or distribute a copyrighted work. In the file-sharing context, downloading or uploading substantial parts of a copyrighted work without authority constitutes an infringement.

Penalties for copyright infringement include civil and criminal penalties. In general, anyone found liable for civil copyright infringement may be ordered to pay either actual damages or “statutory” damages affixed at not less than \$750 and not more than \$30,000 per work infringed. For “willful” infringement, a court may award up to \$150,000 per work infringed. A court can, in its discretion, also assess costs and attorneys’ fees. For details, see Title 17, United States Code, Sections 504, 505.

TCSG State Board Procedure 3.3.4p prohibits the unauthorized distribution of copyrighted materials via TCSG systems or networks. Maximum penalties under Georgia Law are a \$50,000 fine and 15 years of imprisonment, plus civil liability in addition to the potential federal penalties listed above.

### Enrollment and Degree Verification

The National Student Clearinghouse is the College’s authorized agent for providing all degree and enrollment verifications after the No Show period.

- 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 no show deadline or third week of class.

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

#### *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

#### *Disclosure of Personally Identifiable Information*

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 serve effectively, 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.

#### *Request to Suppress Directory Information*

Any 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.

**Note:** If a student is attending a postsecondary institution - **at any age** - the rights under FERPA have transferred to the student. However, in a situation where a student is enrolled in both a high school and a postsecondary institution, the two schools may exchange information on that student. If the student is under 18, the parents still retain the rights under FERPA at the **high school** and may inspect and review any records sent by the postsecondary institution to the high school.

#### *Directory Information*

The Family Educational Rights and Privacy Act ("FERPA"), a Federal law requires that Southern Crescent Technical College, with certain exceptions, obtain a student's written consent prior to the disclosure of personally identifiable information from the student's education records. However, Southern Crescent Technical College may disclose appropriately designated "directory information" without written consent unless the student has advised SCTC to the contrary. Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without the student's prior written consent.

If a student does not want the college to disclose directory information from his or her student education records without prior written consent, the student must notify the Registrar's Office in writing by the first day of the semester by completing the Request to Suppress Records. A student need only file this notification once during his or her enrollment. However, if there is a break in enrollment or transfer to another TCSG technical college, a new notification must be filed.

Southern Crescent Technical College defines "directory information" as follows:

- Full name of student
- Address
- Email address
- Major and field(s) of study
- Enrollment Status (full time, part-time, etc.)
- Degrees and awards and date received
- Dates of attendance
- Participation in official sports and activities
- Height and weight of athletic team members

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the college in an administrative, supervisory, and academic or research, or support staff position (including law enforcement personnel and health staff), a person or company with whom the college has contracted; a person serving on the Board of Trustees; or another school official serving on a disciplinary or grievance committee. Additionally, certain state and federal laws require the release of certain student information without prior notification to the student. Questions concerning the release of student information should be addressed to the TCSG Office of Legal Services.

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.

### **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.

### **Intellectual Property**

Southern Crescent Technical College adheres to TCSG State Board Policy 3.2.1 “Intellectual Property” and the associate procedures (3.2.2p, 3.3.3p, 3.3.3p1). The policy states that to further the Technical College System of Georgia’s [TCSG] goal of making education accessible to the public, the TCSG owns the intellectual property rights in any and all works produced by or exclusively for the TCSG or its constituent colleges. In order that the Technical College System of Georgia be able to utilize to the best and fullest extent all works produced for it and all works provided for its use, anyone producing work for the System and college units and anyone providing work for their use must represent and warrant that such works:

- Do not violate any law;
- Do not violate or infringe any intellectual property right (including but not limited to copyright, trademark, patent, or right of publicity) of any person or firm; and
- Do not libel, defame, or invade the privacy of any person or firm.

### **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.

### **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.

### **Student Conduct Code**

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. Nothing in this Code of Conduct shall be interpreted to interfere with any person's right to free speech as provided by the First Amendment to the Constitution of the United States of America.

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. TCSG's 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 TCSG establishes this Student Code of Conduct.

Generally, technical college jurisdiction and discipline shall be limited to conduct which occurs on 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.

#### *Related Authority:*

TCSG Procedure: 6.7.2p1. Student Disciplinary Procedure, TCSG Procedure: 6.1.1p. Unlawful Harassment and Discrimination of Students

#### *Definitions*

**Faculty Member:** any person hired by a TCSG technical college to conduct teaching, service, or research activities.

**Hearing Body:** as defined in Student Disciplinary Policy and Procedure.

**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.

**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.

**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.

**System:** the Technical College System of Georgia or TCSG.

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

**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).

#### *Procedure*

Any student found to have committed any of the following types of misconduct is subject to the

disciplinary sanctions outlined in Student Disciplinary Policy and Procedure.

#### **Academic Misconduct**

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

1. Aiding and Abetting Academic Misconduct  
Knowingly helping, procuring, encouraging or otherwise assisting another person to engage in academic misconduct.
2. Cheating
  - a. Use and/or possession of unauthorized material or technology during an examination, or any other written or oral work submitted for evaluation and/or a grade, such as tape cassettes, notes, tests, calculators, computer programs, cell phones and/or smart phones, or other electronic devices.
  - b. Obtaining assistance with or answers to an examination or any other written or oral work submitted for evaluation and/or a grade from another person with or without that person's knowledge.
  - c. Furnishing assistance with or answers to an examination or any other written or oral work submitted for evaluation and/or a grade to another person.
  - d. Possessing, using, distributing or selling unauthorized copies of an examination, computer program, or any other written or oral work submitted for evaluation and/or a grade.
  - e. Representing as one's own an examination or any other written or oral work submitted for evaluation and/or a grade created by another person.
  - f. Taking an examination or any other written or oral work submitted for evaluation and/or a grade in place of another person.
- g. Obtaining unauthorized access to the computer files of another person or agency and/or altering or destroying those files.
- h. Obtaining teacher edition textbooks, 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.

#### **Non-Academic Misconduct**

Non-academic misconduct includes, but is not limited to, the following:

#### **Behavior**

Indecent conduct: lewd or indecent conduct; or distribution of obscene or libelous written or electronic material.

**Violence:** physical abuse of any person (including dating violence, domestic violence, sexual violence) on technical college premises or at technical college-sponsored or technical college-supervised functions, including 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 violence, which endangers the peace, safety, or orderly function of the technical college, its facilities, or persons engaged in the business of the technical college. Note: Certain physical abuse may also be considered unlawful harassment.

**Harassment:** The technical college prohibits unlawful conduct based on race, color, creed, national or ethnic origin, gender, religion, disability, age, genetic information, political affirmation or belief, disabled veteran, veteran of the Vietnam Era or citizenship status addressed directly to any individual or group that has the purpose or effect of unreasonably and objectively interfering with that individual or group's: (1) performance, (2) work or educational environment or (3) ability to participate in an educational program or activity. The technical college also prohibits stalking, or other behavior which objectively and unreasonably interferes with another's legal rights or creates an objectively 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.) Impermissible harassment may include verbal, non-verbal and/or physical conduct.

**Disruption:** prohibits activities not otherwise protected by law including the First Amendment to the Constitution of the United States of America, which intentionally obstructs or interrupts 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.

**Failure to Comply:** Failure to comply with lawful directions of technical college officials and/or failure

to identify oneself to these persons when requested to do so.

### Professionalism

#### Personal Appearance:

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 the 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.

#### 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: illegal occupation or seizure in any manner of technical college property, a technical college premises, or any portion thereof for a use inconsistent with prescribed, customary, or authorized use.
- c. Presence on 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 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 objectively threatens or causes injury to person or property or that interferes with free access to technical college facilities or that is unprotected by the First Amendment to the Constitution of the United States of America

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

#### 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 or of alcoholic beverages 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. **Smoking/Tobacco:** The technical college prohibits smoking, or using other forms of electronic, alternative smoking devices or 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.

#### 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 affiliated facilities on technical college premises. Such devices include, but are not limited to cell phones, beepers, walkie-talkies, cameras, gaming devices, and other electronic devices, which may cause unnecessary disruption to the teaching/learning process on campus. The technical college also prohibits attaching personal electronic devices to college computers under any circumstances.
- c. **Harassment:** The technical college prohibits the use of computer technology to objectively interfere with another's legal right to be free from

harassment based on that individual's race, color, creed, genetic information, national or ethnic origin, gender, religion, disability, age, political affirmation or belief, disabled veteran, veteran of the Vietnam Era or citizenship status.

- d. **Unacceptable use:** Use of computing facilities to interfere with the work of another student, faculty member, or technical college official. This includes the unauthorized use of another individual's identification and password. Southern Crescent Technical College prohibits any additional violation to the department's Acceptable Computer and Internet Use Policy.

#### 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

#### 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.

#### *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.

#### *Financial Irresponsibility*

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

#### *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, internships, externships, practicum, clinical sites, co-operatives, or any academic sponsored programs or activities, student organizations or students who reside in on-campus housing.

#### *Aiding and Abetting*

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

#### *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.

#### *Violation of Law*

If a Student is convicted or pleads Nolo Contendere to an on-campus or off-campus violation of federal, state, or local law, but not has not been charged with any other violation of the Student Code of Conduct, disciplinary action may nevertheless be taken and sanctions imposed if the violation of federal, state or local law is detrimental to the technical college's vital interests and stated mission and purpose.

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.

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.

*Abuse of the Student Judicial Process*, including 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 member of a hearing body, or Appellate Board prior to, and/or during the course of, the disciplinary proceeding.
- g. Harassment (verbal or physical) and/or intimidation of a member of a hearing body, or Appellate Board prior to, during, and/or after a disciplinary proceeding.
- h. Failure to comply with the sanction(s) imposed under the Student Code.

### Student Disciplinary Procedure

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 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.

#### *Related Authority*

TCSG Procedure: 6.7.2p2. Model Student Conduct Codes

#### *Definitions*

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

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

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

**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.

**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.

**Student:** all persons taking courses at the technical college full-time, part-time, Dual Enrollment, joint enrollment, non-credit and credit. Persons who are not officially enrolled for a particular term but who have a continuing relationship with the technical college are considered "students."

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

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

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

**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).

#### *Procedure*

##### *Filing a Student Disciplinary Complaint*

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.

Academic Misconduct may be handled using this procedure or a separate Academic Misconduct Procedure at the discretion of the technical college president.

### *Investigation and Decision*

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.

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.

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.

If the Vice President for Student Affairs or the technical college president's designee determines that the student has violated the Student Code of Conduct, he/she shall impose one or more disciplinary sanctions consistent with those described

below. If the 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.

### *Disciplinary Sanctions*

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

#### *Actions Taken Without Referral to the Hearing Body*

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, without referral to the Hearing Body, one or more of the following sanctions. Notification shall be sent to the student and the person(s) who initially filed the complaint.

**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.

**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.

**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.

**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.

**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.

#### *Actions Taken By the Hearing Body*

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, as well as those described in section VI.C.1 above, following a hearing. A copy of the written recommendation shall be provided to the student and the person filing the complaint.

**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.

**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.

**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.

#### *Violation of Federal, State, or Local Law*

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.

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.

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.

**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 his/her 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.

### *Conditions of Disciplinary Suspension and Expulsion*

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 Student Affairs or the technical college president's designee.

In addition, after vacating the technical college Premises, a suspended or expelled Student may not enter upon the technical college Premises at any time, for any purpose, in the absence of written permission from the Vice President for Student Affairs or the technical college president's designee. A suspended or expelled student must contact the 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.

If the student seeks to submit a signed Disciplinary Sanction Appeal Form, 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.

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.

### *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.

### *Hearing/Appeals Procedure*

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.

If the Vice President for Student Affairs or the 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.

The student will then have the right to appear in a hearing before a Hearing Body assigned by the technical college president or his/her designee within 10 business days to present evidence and/or testimony. If the student has been placed on an interim disciplinary suspension, the hearing must be held as soon as possible, preferably within five days. The student has the right to be assisted by any single advisor he/she chooses, at his/her own expense. The student is responsible for presenting his/her own case and, therefore, advisors are not permitted to speak or to participate directly in any hearing before a Hearing Body. The Hearing Body may consist of a single person or a group of people drawn from the technical college community. There shall be a single official record, such as a tape recording, of all hearings before the Hearing Body. The official record shall be the property of the technical college. The

standard of proof in all hearings shall be a preponderance of the evidence. The chairperson of the Hearing Body shall notify the technical college president 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.

If the student appeared before the Hearing Body to appeal the Vice President for Student Affairs or the 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.

If the student appeared before the Hearing Body after the Vice President for Student Affairs or the 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.

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.

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.

#### *Document Retention*

The Vice President for Student Affairs or the 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 the 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 the technical college president or his/her designee. A record of the final decision must also be retained. All records specified in this section shall be retained for a period of five years.

The form that follows this section is available in fillable format [online](#).

A digitally fillable, accessible version of the form is available at: [Student Code of Conduct Complaint Forms](#).



Date:

## STUDENT CODE OF CONDUCT COMPLAINT FORM

Any administrative official, faculty member, student, security officer or staff member may file a complaint with the Vice President for Student Affairs against any student for a violation of the Student Code of Conduct. The individual(s) initiating the action must complete a Student Code of Conduct Complaint Form and forward it directly to the Vice President for Student Affairs. (Reference: [SCTC Student Handbook](#) under the "Disciplinary Procedure and Student Conduct")

Student Name:  Student ID#:

Telephone:  Email:

Program:  Department:

Site Code Violation(s):

Explanation of Complaint:

Witness(es):

Have you in good faith attempted to resolve the issue?  Yes  No If yes, please describe the resolution:

Signature:  Date:

As set forth in III in the Student Handbook /Course Catalog, Southern Crescent Technical College is an Equal Opportunity Institution and does not discriminate on the basis of race, color, national origin, sex age or disability.

Revised: 10.24.2018





## Written Student Grievances/Complaints

Southern Crescent Technical College maintains a grievance/complaint 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 issues 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.

**Written Student Complaint:** Handwritten or typed complaint submitted by a student.

### *Procedure*

A. For all timelines established herein, if a student will need extra time, an extension may be granted at the Vice-President for Student Affairs' discretion.

## B. 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.

## C. 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.

**D. 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.
    - c. 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. The technical college president chooses the process; the decision of the grievance appeal is final.
- E. Retaliation against a student for filing a grievance is strictly prohibited.**

A fillable version of the two forms that follow this section are available [online](#).

A digitally fillable, accessible version of the form is available at: [Student Complaints](#).



**SOUTHERN CRESCENT TECHNICAL COLLEGE  
INFORMAL GRIEVANCE/COMPLAINT FORM**

Received by: _____
Date: _____
Referred to: _____

A student should use this form to file a grievance/complaint. Grievable issues relate to student advisement, improper disclosure of grades, unfair testing procedures, and poor treatment of students.

[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. Non-grievable issues are issues that have a separate process for resolution (i.e. disciplinary sanctions, FERPA, financial aid, academic grades, etc.) and student must take advantage of the process in place.]

Please ensure all necessary information/relevant information is included. All correspondence concerning this matter will be sent to the address or e-mail provided below.

Name of Student: \_\_\_\_\_ Student I.D. #: \_\_\_\_\_

Home Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Program of Study: \_\_\_\_\_ Campus: \_\_\_\_\_

Statement of Grievance/Complaint (Use additional sheets if needed.):

---

---

---

---

---

---

---

---

---

---

Remedy Requested:

---

---

---

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

College Representative Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Resolved Informally: Yes  No   
Move to Formal Grievance Process:

Within 15 business days, of the incident being grieved, student must file a formal grievance in the Office of Vice President for Student Affairs or the tech college president's designee.

As set forth in full in the Student Handbook/Course Catalog, Southern Crescent Technical College is an Equal Opportunity Institution and does not discriminate on the basis of race, color, national origin, sex, age or disability.

Revised: 10/23/2018

A digitally fillable, accessible version of the form is available at: [Student Complaints](#).



FORMAL GRIEVANCE/COMPLAINT FORM

Name of Student: \_\_\_\_\_ Student I.D.#: \_\_\_\_\_

Reason not satisfied with outcome of informal process:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Yes, I want to move to the Formal Grievance Process.

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**To be completed by VPSA.**

**Additional Information, Witnesses, etc.:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**New Outcome:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Decision Letter with Opportunity to Appeal Mailed: (Date)** \_\_\_\_\_

**Vice President for Student Affairs Signature:** \_\_\_\_\_

**Date Appeal Received:** \_\_\_\_\_

**Appeal Filed:** Yes  No

As set forth in full in the Student Handbook/Course Catalog, Southern Crescent Technical College is an Equal Opportunity Institution and does not discriminate on the basis of race, color, national origin, sex, age or disability.

Created: 10/23/2018

## Student Right to Know

The Student-Right-To-Know and Campus Security Act of 1990 requires all colleges and universities participating in the Federal Student Aid Program to disclose basic institution information, graduation rates, and information on students receiving athletically related student aid, campus security policies and campus crime statistics.

## Timely Warnings

The circumstances of any particular situation, coupled with the Campus Safety & Security's evaluation of the situation/threat potential and authorization from SCTC President or designee, will dictate the need and manner for the issuance of an alert bulletin. However, in general, whenever there has been a report of a violent crime or a major property crime on campus and the Campus Safety & Security is of the opinion that the safety of the campus community is at a continual risk, a timely warning will be issued.

How Timely Warnings will be issued:

- The warning process will at a minimum entail a combination of:
- All-campus electronic mail notifications
- Electronic posting on the Campus Safety & Security website at <https://www.sctech.edu/police>
- Physical postings of bulletins in designated campus buildings by Campus Safety & Security personnel, depending upon circumstances
- SchoolCast Emergency Alert Software
- The campus wide Voice over Internet Protocol (VoIP) announcement system

Examples include but are not limited to:

- Criminal Homicide Sex Offenses Robbery Aggravated
- Assault Burglaries (occupied rooms/offices/structures)
- Hate Crimes Persons with weapons with intent to use Threat of violent crime
- Situations where suspect is not known
- Assault (physical or sexual)

Additional procedures regarding Sexual Assault, Sexual Misconduct, Domestic Violence, Dating Violence and Stalking can be found on page 40 of the Student Handbook.

## Use of Food or Drink in Unauthorized Areas

In classrooms and laboratories, students may only possess water or other clear non-alcoholic beverages that have lids/closed tops. Open containers are prohibited. Food is not permitted in classrooms. Students must properly dispose of their trash and clean and report any messes immediately. Students may eat foods and have open non-alcoholic 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 at their discretion.

## 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 of Student Affairs 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. Courtesy phones for student use are available in designated locations. Students are requested not to give the school as their address since there is no mail service for students.

## 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 BLACKBOARD LMS (Learning Management System). Student e-mail can be accessed at <http://www.sctech.edu/currentstudents/> 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 BLACKBOARD and Student e-mail. The Helpdesk can be found at <http://www.sctech.edu/currentstudents/> under Quick Links.

## 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 Safety and Security. 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*

### 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. The first SCTC parking decal is free; however, any additional decal needed in the future due to it being illegible, lost, vehicle sold, multiple vehicles, etc., will cost \$5.00 per decal.

- Required vehicle registration information and location:
  - a. Name
    - Student I.D. #
    - Driver's License Number and State of issue
  - 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 may at Campus Safety & Security discretion be ticketed and the driver fined.

### 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 any posted secure gated area is strictly prohibited, unless otherwise specified. Any unauthorized vehicle parked inside these areas may be ticketed and/ or towed and the driver fined. At all times the driver is responsible for towing fees.
- Handicapped decals will permit any qualifying individual to park in Handicapped parking 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 and are subject to all; Local, State and Federal laws and regulations
- 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.

#### 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 Safety & Security.

#### 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 offense:**

- 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
- Obstructing the flow of vehicular or pedestrian traffic

#### **\$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.
- Vehicles illegally parked can be fined \$10.00 for the first offense.
- Vehicles illegally parked on a second offense may result in suspension of parking privileges and/or towing of the vehicle at violator's expense.
- Any unattended vehicles blocking roadways or otherwise hindering college operations may be towed without warning at violator's expense.
- Disabled vehicles must be reported to Campus Safety & Security immediately. Such vehicles must be attended to within 24 hours of the breakdown unless a Campus Safety & Security officer grants a time extension or risk being towed.

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

### Enforcement

Campus Safety & Security 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 safety and security 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 Economic Development team.

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

# Health and Safety

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.

## Statistical Reporting

- 1) The Southern Crescent Technical College Campus Safety & Security 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 Safety & Security 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. Personal identification information is not published to the public.

## Annual Security Report

On or before October 1 of each year, Southern Crescent Technical College publishes and distributes its Annual Campus Security Report to current and prospective students and employees through e-mail, campus web page and a paper copy can be requested through Campus Safety & Security. This report provides crime statistics for the prior three years, policy statements regarding safety and security measures, campus crime prevention programs, along with policy and procedures to be followed in the investigation and prosecution of alleged sex offenses.

## 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.

## 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.

### *Federal Definitions of Reportable Crimes*

- **Murder/Manslaughter:** the willful killing of one human being by another.
- **Negligent Manslaughter:** manslaughter by negligence-the killing of another person through gross negligence.
- **Sex Offenses:** any sexual act directed against another person, without the consent of the victim, including instances where the victim is incapable of giving consent.
- **Rape:** the penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without the consent of the

victim. This offense includes the rape of both males and females.

- **Fondling:** the touching of the private body parts of another person for the purpose of sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental incapacity.
- **Incest:** non-forcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.
- **Statutory Rape:** non-forcible sexual intercourse with a person who is under the statutory age of consent.
- **Robbery:** taking or attempting to take anything of value from the car, custody, or control of a person or persons by force or threat of force or violence and/or by putting the victim in fear.
- **Aggravated Assault:** an unlawful attack by one person upon another for the purpose of inflicting severe or aggravated bodily injury. This type of assault usually is accompanied by the use of a weapon or by means likely to produce death or great bodily harm.
- **Burglary:** the unlawful entry of a structure to commit a felony or a theft.
- **Motor Vehicle Theft:** the theft or attempted theft of a motor vehicle.
- **Arson:** any willful or malicious burning or attempt to burn, with or without intent to defraud, a dwelling house, public building, motor vehicle or aircraft, personal property of another, etc.
- **Larceny/Theft:** includes pocket picking, purse snatching, shoplifting, theft from building, theft from motor vehicle, theft of motor vehicle parts or accessories, and all other larceny.

- **Simple Assault:** an unlawful physical attack by one person upon another where neither the offender displays a weapon, nor the victim suffers obvious severe or aggravated bodily injury involving apparent broken bones, loss of teeth, possible internal injury, severe laceration or loss of consciousness.
- **Intimidation:** to unlawfully place another person in reasonable fear of bodily harm through the use of threatening words and/or other conduct but without displaying a weapon or subjecting the victim to actual physical attack.
- **Destruction/Damage/Vandalism or Property (except Arson):** to willfully or maliciously destroy, damage, deface or otherwise injure real or personal property without the consent of the owner or the person having custody or control of it.
- **Hate Crimes:** includes all of the crimes listed as reportable Clery crimes that manifest evidence that the victim was chosen based on one of the categories of prejudice listed below.

#### *Categories of Prejudice*

- **Race:** a preformed negative opinion or attitude toward a person or group of persons who possess common physical characteristics genetically transmitted by descent and heredity, which distinguish them as a distinct division of humankind.
- **Gender:** a preformed negative opinion or attitude toward a person or group of persons because those persons are male or female.
- **Religion:** a preformed negative opinion or attitude toward a person or group of persons who share the same religious beliefs regarding the origin and purpose of the universe and the existence or nonexistence of a supreme being.
- **Sexual Orientation:** a preformed negative opinion or attitude toward a person or group of persons based on their actual or perceived

sexual attraction toward, and responsiveness to, members of their own sex or members of the opposite sex.

- **Ethnicity:** a preformed negative opinion or attitude toward a person or group of persons of the same race who share common or similar traits, heritage, languages, customs or traditions often including a shared religion and/or ideology that stresses common ancestry.
- **National Origin:** a preformed negative opinion or attitude toward a person or group of persons based on their, or their ancestors', actual or perceived country of birth and who share common or similar traits, languages, customs, and traditions.
- **Disability:** a preformed negative opinion or attitude toward a person or group of persons based on their physical or mental impairments/challenges, whether such disability is temporary or permanent, congenital or acquired by heredity, accident, injury, advanced age, or illness.
- **Gender Identity:** a preformed negative opinion or attitude toward a person or group of persons based on their actual or perceived gender identity (e.g., bias against transgender or gender nonconforming individuals).

### *Dating Violence, Domestic Violence, and Stalking/Violence Against Women Act*

- **Dating Violence:** violence committed by a person who is or has been in a social relationship of romantic or intimate nature with the victim. The existence of such a relationship shall be determined based on the reporting party's statement and with consideration of the length of the relationship, the type of the relationship, and the frequency of interaction between the persons involved in the relationship. It is not limited to sexual or physical abuse or the threat of such abuse.

- **Domestic Violence:** a felony or misdemeanor crime of violence committed
  - by a current or former spouse or intimate partner of the victim;
  - by a person with whom the victim shares a child in common;
  - by a person who is cohabitating with, or has cohabitated with, the victim as a spouse or intimate partner;
  - by a person similarly situated to a spouse of the victim under domestic or family violence laws of the jurisdiction in which the crime of violence occurred;
  - by any other person against an adult or youth victim who is protected from that person's act under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred.
- **Stalking:** engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for the person's safety or the safety of others; or suffer substantial emotional distress.

Southern Crescent Technical College's Campus Safety & Security 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 Safety & 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

### 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.

### Procedures for Reporting All Crimes and Emergencies

For all **crimes-in-progress** or **emergencies**, E-911 should be called first, followed by dialing the Campus Safety & Security Dispatch at 770-467-4491. An officer will then be dispatched to the location, along with any other required emergency personnel. Campus Safety & Security will generate all criminal and emergency response reports as needed, and be the repository for such documents in these incidents.

### Daily Crime Log

A daily log of all criminal offenses reported on the campus is maintained by Campus Safety & Security and is available for public inspection between the hours of 8 a.m. and 5 p.m., Monday through Thursday, at 501 Varsity Road, Griffin, Georgia 30223, excluding holidays when the College is closed and online at <https://www.sctech.edu/police/daily-crime-log/>.

Campus Safety & Security may withhold information from the daily crime log if the release of such information would jeopardize an ongoing criminal investigation or the safety of an individual, cause a suspect to evade detection or flee, and/or result in the destruction of evidence.

Campus Safety & Security's crime log covers the most recent 60-day period and is open for public inspection during normal business hours. Crime log information dating back more than 60 days will be made available for inspection within two business days of a written request.

Campus Safety & Security maintains fire drill logs for each campus and center. Information requests should be directed to the Campus Safety & Security's office during normal business hours.

## Counseling Resources

### *Tiger Assistance Program (TAP)*

Espyr provides 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. (1-866-734-3890) <http://www.espyr.com>

### *Employee Assistance Program (EAP)*

Espyr provides 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.espyr.com>

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

## 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 <https://www.sctech.edu/currentstudents/student-services/health-and-wellness/> or contact the Student Affairs Office for available programs and services.

## Drug-Free Schools and Communities Act POLICY: 6.7.1. (V.E.)

This policy has been developed in concert with the federal Drug Free Schools and Communities Act, which was enacted to ensure that any institution of higher education that receives funds under any federal program has adopted and implemented a program to prevent the use of illicit drugs and abuse of alcohol by students. It also incorporates the

statutory mandates required under the state Drug-Free Postsecondary Education Act of 1990 (O.C.G.A. § 20-1-20 et seq.)

No student may engage in the unlawful manufacture, possession, use or distribution of illicit drugs and alcohol on the technical college's property or as part of any of its sponsored activities.

Such unlawful activity may be considered sufficient grounds for serious punitive action, including expulsion. Disciplinary sanctions for students convicted of a felony offense involving alcohol or the manufacture, distribution, sale, possession or use of marijuana, controlled substances or other illegal or dangerous drugs shall be immediate suspension and denial of further state and/or federal funds from the date of conviction. Specifically, in the case of a drug related offense, the student shall minimally be suspended for the remainder of the quarter and forfeit all academic credit for that period.

The technical college shall notify the appropriate state/federal funding agency within 10 days after receiving notice of the conviction from the student or otherwise after receiving the actual notice of conviction.

Within 30 days of notification of conviction, the Technical College shall with respect to any student so convicted:

- 1) Take additional appropriate action against such student up to and including expulsion as it deems necessary.
- 2) Provide such student with a description of any drug or alcohol counseling treatment, or rehabilitation or re-entry programs that are available for such purposes by a federal, state or local health, law enforcement or other appropriate agency.

The technical college is responsible for ensuring the development and implementation of a drug free awareness program to inform students of the following:

- 1) The dangers of drug and alcohol abuse on the campus and elsewhere.

- 2) Any available drug and alcohol counseling, rehabilitation and assistance programs.
- 3) Any penalties to be imposed upon students for drug and alcohol abuse violations occurring on the campus.

Each technical college shall conduct a biennial review of its program to determine its effectiveness and implement changes to the program if they are needed and to ensure that the sanctions required by the program are consistently enforced.

Each technical college shall maintain and make available to the U. S. Secretary of Education and to the public a copy of each item in the program as required by this policy and applicable law as well as results of the [biennial review](#).

**RELATED AUTHORITY:**

O.C.G.A. § 20-4-11 – Powers of the Board  
 O.C.G.A. § 20-4-14 – TCSG Powers and Duties  
 34 C.F.R. § 86  
 20 U.S.C. § 1101i  
 20 U.S.C. § 1091(r)  
 U.S. Department of Education's Higher Education Center for Alcohol and other Drug Prevention:  
 Attachment: 6.7.1a1. Compliance Checklist  
 Drug-Free Postsecondary Education Act of 1990 (O.C.G.A. § 20-1-20 et seq.)

For further information, see <https://www.sctech.edu/currentstudents/student-services/health-and-wellness/> or contact the Student Affairs Office for available programs and services.

**Emergency and Weather Alerts**

Confirming the Existence of a Significant Emergency or Dangerous Situation and Initiating the Emergency Notification System:

- Reports of emergency or dangerous situations can originate from various sources including:
  - Reports from first responders
  - Reports from established warning points
  - Reports from other campus departments

- Reports from citizens through 911
- Determining the Appropriate Segment or Segments of the Campus Community to Receive an Emergency Notification:
 

With the exception of emergencies that are contained to one campus facility/area, the College has decided not to provide segmented emergency notifications. This decision was made based on the analysis of identified risks to the campus and to prevent accidental exclusion of a segment of campus population for which the emergency notification was intended.

In a situation when a single facility/area is involved, facility alarms, public address systems, phone-trees, and other technologies of the facility may be utilized to provide warning. Campus personnel may also provide warning if needed and feasible. Should a segmented emergency notification be issued, on-going assessments of the situation will occur and a campus-wide notification will be sent as necessary.
- Determining the Contents of the Emergency Notification
 

The content of an emergency notification will depend on the situation and the notification method. However, the following information will be included in all initial emergency notifications regardless of the situation or method:

  - A description of the situation (flash flood warning, dangerous situation, etc.)
  - Relevant safety instructions (move to higher ground, shelter in place, etc.)
  - A third method of information distribution (i.e., College website) will be included in the initial notification, if feasible. Because of text character limits, or the immediate availability of information, the third method of

information distribution may not always be included in the initial emergency notification.

- Procedures for Disseminating Emergency Information to the Greater Community Southern Crescent Technical College Police Chief, in conjunction with the Office of the President, is responsible for initiating emergency notifications of criminal or emergency occurrences to the greater community.
- Enrolling in the Southern Crescent Technical College's Emergency Notification System When students are registered, their accounts are created for them. Within the first week of the semester, they should receive an email in their student email accounts with their Emergency Notification System login information. Once they receive that information, they need to login to the Emergency Notification System and review/update their contact information. Once they graduate or leave the College, their account will be disabled.

### 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 alert system.
- Flint River: A designated authority will notify the faculty and staff via e-mail, VOIP phone alert system, and SchoolCast alert system.
- Centers: Alerts will be issued via e-mail, SchoolCast alert and voice amplified bullhorn 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  
Campus Dispatch - (770) 467-4491  
Griffin on Duty Officer - (770) 883-6032  
Flint River on Duty Officer - (678) 603-5979  
Butts Center on Duty Officer - (678) 603-6918  
Fayette COI - (678) 603-9942  
Henry Center on Duty Officer - (770) -603-5609  
Jasper Center on Duty Officer - (678) 603-5948

### **Emergency Procedures**

When reporting all medical emergencies, E-911 shall be notified first, in order to have EMS / Rescue personnel dispatched to the incident. The Southern Crescent Technical College Campus Safety and Security Department shall also be notified at 770-746-4491, in order to respond and assist as well. (The Southern Crescent Technical College Campus Safety and Security shall also be notified in all non-emergency type medical incidents and accidents. The Southern Crescent Technical College Campus Safety and Security is the official repository for all incident reports generated on campus).

- Any injured person will be examined by EMS to determine if advance medical treatment is required.
- In emergency medical incidents, any subject refusing medical treatment must still be examined by EMS and sign a refusal of treatment with EMS.
- If the subject is conscious, alert, and able to make clear, critical decisions, they still maintain their right to refuse medical treatment and/or transport to a medical facility.
- If the subject is unconscious, unresponsive, etc., then First Responders on the scene will ensure that the subject receives the necessary medical treatment and transport to a medical facility.
- First aid kits are located throughout the buildings and are carried in all Campus Safety and Security cars.

Southern Crescent Technical College supports the concept of health and wellness. The technical college prohibits smoking, or using other forms of electronic, alternative smoking devices or other forms of tobacco products in classrooms, shops, and labs or other unauthorized areas on technical college premises. 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.

## Unlawful Harassment and Discrimination of Students Policy

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 (prohibited 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 from campus for such prohibited conduct. Allegations of discrimination, harassment or retaliation, occurring at clinical sites to which students are assigned shall be investigated in accordance with this procedure.

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

All students are encouraged to report any act of prohibited conduct. Reports will be treated in an expeditious and confidential manner. [Access form here.](#)

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.

Employee complaints of unlawful harassment or discrimination shall be conducted pursuant to the process outlined in procedure III.A.1, Unlawful Harassment, Discrimination and Retaliation in Employment.

***Related Authority:***

State Board Policy 2.1.1. Statement of Equal Opportunity

Title IX of the Educational Amendments of 1972

20 U.S.C. §§ 1681 et seq.

O.C.G.A § 19-7-5

Violence Against Women Reauthorization Act of 2013

Campus Sexual Violence Elimination Act (Campus SaVE)

Titles VI and VII of the Civil Rights Act of 1964

Age Discrimination Act of 1975

Rehabilitation Act of 1973, as amended

Section 504 of the Rehabilitation Act of 1973

Americans with Disabilities Act of 1990

Americans with Disabilities Amendments Act (ADAAA) of 2008

Genetic Information Nondiscrimination Act (GINA) of 2008

Procedure 6.5.3p. Student Grievances

**Unlawful Harassment and Discrimination of Students Procedure**

Revised: January 14, 2019; January 12, 2016; July 16, 2014; April 25, 2013; March 9, 2007

Last Reviewed: January 14, 2019

Adopted: April 25, 2013

***Purpose:***

It is the purpose of this procedure to ensure that all students within the Technical College System of Georgia (TCSG) shall be provided an environment free of unlawful harassment, discrimination, and retaliation. All students and employees are expressly prohibited from engaging in any form of unlawful harassing, discriminating, intimidating or retaliatory behavior or conduct (“prohibited conduct”) in all interactions with each other, whether or not the interaction occurs during class or on or off campus. Visitors to campuses also shall not engage in prohibited conduct and may be barred from campus for such prohibited conduct. Allegations of discrimination, harassment or retaliation, occurring at clinical sites to which students are assigned shall be investigated in accordance with this procedure. Student complaints regarding sexual harassment,

sexual assault, sexual violence, dating violence, domestic violence, sexual exploitation or stalking will be processed in accordance with the Sexual Harassment and Misconduct Procedure. Any student or employee who has engaged in prohibited conduct will be subject to disciplinary action up to and including expulsion or dismissal. Nothing in this procedure shall be interpreted to interfere with any person’s right to free speech as provided by the First Amendment to the Constitution of the United States of America.

All students are encouraged to report any prohibited conduct. Reports will be treated in an expeditious and confidential manner. TCSG 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.

Employee complaints of unlawful harassment or discrimination shall be conducted pursuant to the process outlined in the procedure governing Unlawful Harassment, Discrimination and Retaliation in Employment.

***Related Authority:***

State Board Policy 2.1.1. Statement of Equal Opportunity

Titles VI and VII of the Civil Rights Act of 1964

Age Discrimination Act of 1975

Rehabilitation Act of 1973, as amended

Americans with Disabilities Act of 1990

Americans with Disabilities Amendments Act (ADAAA) of 2008

Genetic Information Nondiscrimination Act (GINA) of 2008

Procedure: 6.5.3p Student Grievances

***Applicability:***

All work units and technical colleges associated with the Technical College System of Georgia.

**Definitions:**

- A. **Unlawful Harassment (other than Sexual Harassment):** Unlawful verbal or physical conduct that disparages or shows hostility or aversion toward an individual because of that person's race, color, religion, national origin, age, or disability and which:

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

Unlawful harassing conduct or behavior can include, but is not limited to, epithets, slurs, negative stereotyping, or threatening, intimidating, or hostile acts that relate to race, color, religion, national origin, genetic information, age or disability. Unlawful harassing conduct can include jokes or pranks that are hostile or demeaning with regard to race, color, religion, national origin, age, or disability. Unlawful harassing conduct may also include written or graphic material that disparages or shows hostility or aversion toward an individual or group because of race, color, religion, 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.

Conduct which threatens, coerces, harasses or intimidates another person or identifiable group of persons, in a manner that is considered unlawful under state and federal laws pertaining to stalking while on college premises or at college sponsored activities may also be considered unlawful harassment under this procedure.

- B. **Unlawful Discrimination:** the denial of benefits or admission to the college or to any of its programs or activities, either academic or nonacademic, curricular or extracurricular, because of race, color,

religion, age, gender, national origin, genetic information or disability.

- C. **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.
- D. **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.
- E. **Employees:** any individual employed in a full- or part-time capacity in any TCSG work unit or technical college.
- F. **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.
- G. **Clinical site:** any off-campus location to which students or faculty are assigned for completion of program requirements including labs, internships, or practicums.
- H. **President:** the chief executive officer responsible for the management and operation of the technical college where the accused violator is currently enrolled or employed.
- I. **Human Resources Director:** the highest-ranking employee responsible for the human resources functions at a technical college or TCSG work unit.
- J. **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.
- K. **Compliance Officer:** the individual designated by the Deputy 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 and educational access by disabled individuals.

- L. **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 (“prohibited conduct”) against themselves or others.
2. 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.
3. The College may weigh a request for anonymity or a request they not pursue a complaint considering the following factors: the seriousness of the alleged conduct, the complainant’s age, whether there have been other harassment complaints about the same individual, and the alleged harasser’s rights to receive information about the allegations if the information is maintained as an “education record” under FERPA. The college must inform the student if the request cannot be granted.
4. Reports concerning all prohibited conduct referenced in this procedure will be processed confidentially to the extent permitted by law; communications regarding complaints will be disseminated to others on a need-to-know basis to ensure that necessary steps are taken to protect the community as a whole and that appropriate disciplinary measures or corrective actions are considered and taken.
5. Allegations or suspicions of unlawful discrimination, harassment, or unlawful retaliation may be reported to the college’s Vice President for Student Affairs, Section

504 Coordinators, the President, or the Human Resources Director (should the complaint involve employees). Students may also e-mail any complaints to [unlawfulharassment@tcsug.edu](mailto:unlawfulharassment@tcsug.edu).

6. Complaints under this procedure can be expressed in writing, by telephone, or in person; individuals are, however, encouraged to express their complaints in writing to ensure all concerns are addressed.
7. If an allegation of unlawful harassment, discrimination or retaliation is made to an employee not designated to receive such reports, the employee receiving the complaint must report the allegation as provided in section 6 above.
8. Students or employees may be suspended, transferred, or reassigned in order to prevent possible further harassment, discrimination, or retaliation; to facilitate the investigation, or to implement preventive or corrective actions under this procedure.
9. 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 prohibited conduct under this procedure shall be investigated by local investigators thoroughly and expeditiously. A complaining party will be notified 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.
2. Individuals designated to investigate or recommend corrective actions in response to allegations will be trained to conduct investigations in a manner that protects the safety of victims and promotes accountability. Individuals assigned as the

investigator for a particular incident shall disclose to the president any relationship with the parties that could call into question their ability to be objective prior to taking any action with respect to the investigation. The president will reassign alternate individuals if necessary.

3. Investigations will be conducted by gathering relevant information and interviewing appropriate witnesses. Both the complaining party and the respondent (the parties) will be given equal opportunity to identify witnesses and offer evidence in person or in writing. Best efforts will be made to interview all witnesses identified by the parties. Both the complaining party and the respondent may be accompanied by an advisor of his or her choice. However, the advisor may not speak on behalf of the party.
4. The college will evaluate the information collected during the investigation and determine whether a preponderance of the evidence substantiates that unlawful discrimination, unlawful harassment, and/or unlawful retaliation has occurred.
5. Investigations and summary findings will be documented appropriately.

#### D. Corrective Actions

1. The College will take all reasonable steps to prevent unlawful retaliation against complainants and any other individuals participating in investigations under this procedure.
2. If prohibited conduct is determined to have occurred following the investigation, the college, through the appropriate officials, shall implement steps to prevent a recurrence and to correct the discriminatory effects on the complaining party and others as appropriate. Steps may include, but are not limited to, mandating training or evaluation, disciplinary sanctions, policy implementation, or reassignment of students or employees.
3. Should recommended disciplinary sanctions involve academic suspension or expulsion, the matter must be referred to the Vice President for Student Affairs, as provided by the college's Student Code of Conduct and Disciplinary Procedure.

4. Individuals who are responsible for conducting 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.

the investigative findings. The panel's decision is final and will conclude the processing of the complaint. Both parties will be notified in writing simultaneously of the results of the review and any changes in the results of the investigative findings under appeal.

Even in the absence of sufficient evidence to substantiate a finding that unlawful discrimination, unlawful 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. Any of the parties to a complaint under this procedure 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, including any change in the result of the findings. The notice will inform the parties they have a right to appeal the determination to the Technical College System of Georgia's Legal Services Office by submitting a written request within 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

#### *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. Any of the documents containing confidential information shall be held in a secure location under the custody and control of the Vice President of Student Affairs or the President's designee. Documents pertaining to employees that are maintained by the Office of Human Resources shall be maintained in a secure location and in accordance with the Georgia State Archives records retention schedule, but in no case fewer than 5 years.

#### *Sources of Counseling, Advocacy and Support*

The information below provides contact information for off-campus resources following incidents of sexual violence, dating/domestic violence or stalking:

1. Tiger Assistance Program (TAP)  
ESPYR Counseling Services 1-866-734-5890 or visit [www.espyr.com](http://www.espyr.com)
2. Promise Place 770-460-1604 or visit [www.promiseplace.org](http://www.promiseplace.org)
3. Rape Crisis Center  
<http://gnesa.org/page/rape-crisis-centers-georgia>
4. Southern Crescent Sexual Assault Center 770-477-2177 or visit <https://www.scsac.org>
5. National Sexual Assault Hotline at 1-800-656-HOPE
6. National Human Trafficking Hotline 1-888-373-7888 or <https://humantraffickinghotline.org>
7. <http://gcadv.org/general-resources/domestic-violence-centers/>

8. Protective Orders  
[http://www.womenslaw.org/gethelp\\_state\\_type.php?type\\_id=1277&state\\_code=GA](http://www.womenslaw.org/gethelp_state_type.php?type_id=1277&state_code=GA)
9. Legal Services  
[http://www.womenslaw.org/gethelp\\_state\\_type.php?type\\_id=1273&state\\_code=GA](http://www.womenslaw.org/gethelp_state_type.php?type_id=1273&state_code=GA)
10. National Teen Dating Abuse Helpline: 1-866-331-9474
11. National Domestic Violence Hotline: 1-800-799-SAFE (7233) | 1-800-787-3224 [TTY]
12. Wellstar Spalding Regional Hospital  
601 S. 8<sup>th</sup> Street, Griffin, GA 30224  
(770) 228-2721

Access a fillable version of the form that follows this section [online](#).



**Southern Crescent Technical College**  
**Student Harassment and Equity Complaint Form**

It is the policy of Southern Crescent Technical College that all students shall be provided an environment free of unlawful harassment, unlawful discrimination, and retaliation and to ensure that all students are provided access to a safe educational environment free from any discrimination on the basis of gender.

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). 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, Mobile Unit 6B, 501 Varsity Road, Griffin, GA 30223, (770)228-7382, [toni.doaty@sctech.edu](mailto:toni.doaty@sctech.edu); ADA/Section 504 Coordinator (Griffin Campus, Butts County Center, Henry County Center, and the Jasper County Center) Teresa Brooks, Griffin Campus, Mobile Unit 6B, 501 Varsity Road, Griffin, GA 30223, (770)228-7258, [teresa.brooks@sctech.edu](mailto:teresa.brooks@sctech.edu); Title IX/Equity and ADA/Section 504 Coordinator, (Flint River Campus) Mary Jackson, Flint River Campus, Room A252, 1533 Highway 19 South, Thomaston, GA 30286, (706)646-6224, [mary.jackson@sctech.edu](mailto:mary.jackson@sctech.edu). Any complaints filed against the Title IX/ Equity Coordinator or ADA/Section 504 Coordinator on any campus/center shall be handled by Dr. Xenia Johns, 501 Varsity Road, Griffin, GA 30223, (770)228-7348 [xenia.johns@sctech.edu](mailto:xenia.johns@sctech.edu).

(Reference: SCTC Student Handbook, *Statement of Equal Opportunity, Title IX, Unlawful Harassment and Unlawful Discrimination Procedures*)

A digitally fillable, accessible version of the form is available at: [Student Complaints](#).

Southern Crescent Technical College  
Student Harassment and Equity Complaint Form

STUDENT NAME: \_\_\_\_\_

STUDENT ID # \_\_\_\_\_

ADDRESS: \_\_\_\_\_

PHONE: \_\_\_\_\_

STUDENT EMAIL: \_\_\_\_\_

PROGRAM OF STUDY: \_\_\_\_\_

DATE OF INCIDENT(S): \_\_\_\_\_

LOCATION OF INCIDENT(S): \_\_\_\_\_

Brief Description of Incident:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

Attach additional sheet, if necessary

*A digitally fillable PDF version of this form is available at:*  
<https://www.sctech.edu/currentstudents/student-services/student-complaints/>

06/2019

## Sexual Harassment and Misconduct Procedure

### Purpose

It is the purpose of Southern Crescent Technical College (SCTC) to ensure that all students are provided access to a safe educational environment free from any discrimination on the basis of gender. To that end, this procedure prohibits sex discrimination of any kind, including sexual harassment and sexual misconduct (“prohibited conduct”). Sexual misconduct includes, but is not limited to, domestic violence, sexual violence, dating violence, sexual assault, sexual exploitation, and stalking.

All students and employees are expressly prohibited from engaging in any form of prohibited conduct in all interactions with each other, whether or not the interaction occurs during class or on or off campus. Visitors to campuses also shall not engage in prohibited conduct, and may be barred from campus.

Any student or employee who has engaged in prohibited conduct will be subject to disciplinary action up to and including expulsion or dismissal. Nothing in this procedure shall be interpreted to interfere with any person’s right to free speech as provided by the First Amendment to the Constitution of the United States of America.

SCTC strongly encourages all students and requires employees to report any instances of sexual harassment or sexual misconduct promptly and accurately. SCTC will not tolerate retaliation for having filed a good faith 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.

Employee complaints of unlawful harassment or discrimination shall be conducted pursuant to the process outlined in the procedure governing Unlawful Harassment, Discrimination, and Retaliation in Employment.

### *Related Authority:*

State Board Policy 2.1.1. Statement of Equal Opportunity  
Title IX of the Educational Amendments of 1972  
20 U.S.C. §§ 1681 et seq.  
Violence Against Women Reauthorization Act of 2013  
Campus Sexual Violence Elimination Act (Campus SaVE)  
O.C.G.A. § 19-7-5  
Titles VI and VII of the Civil Rights Act of 1964

### *Applicability:*

All work units and technical colleges associated with the Technical College System of Georgia.

### *Definitions:*

**Sexual Harassment (a form of sex discrimination):** 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 based on sex.

Sexually harassing conduct or behavior (regardless of the gender of the persons involved) can include 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.

**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, incest, sexual battery, fondling, and sexual coercion. All acts of sexual violence are considered unlawful sexual harassment, regardless of gender, for purposes of this procedure. Refer to Title 16 of the Official Code of Georgia Annotated for more detailed descriptions of conduct constituting sexual violence.

**Domestic Violence**: a felony or misdemeanor crime of violence committed by (1) a current or former spouse or intimate partner of the victim; (2) a person with whom the victim shares a child in common; (3) a person who is cohabiting with, or has cohabited with, the victim as a spouse or intimate partner; (4) a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred; or (5) any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction in which the crime of violence has occurred.

**Dating Violence**: violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the person subjected to such violence. Whether there was such a relationship will be determined based on, among other factors, the Complainant's and Respondent's statements, and with consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the parties involved in the relationship.

**Sexual Exploitation**: occurs when an individual takes non-consensual or abusive sexual advantage of another for one's own advantage or benefit, or to benefit or advantage anyone other than the one being exploited.

**Stalking**: occurs when a person engages in a course of conduct directed at a specific person that would cause a reasonable person to fear for their safety or the safety of others or suffer substantial emotional distress. A course of conduct consists of two or more

acts, including, but not limited to, acts in which a person directly, indirectly, or through third parties, by any action, method, device, or means follows, monitors, observes, surveils, threatens, or communicates to or about another person, or interferes with another person's property. Reasonable person means a reasonable person under similar circumstances and with similar identities to the Complainant. Substantial emotional distress means significant mental suffering or anguish that may, but does not necessarily, require medical or other professional treatment or counseling. Cyber-stalking is a particular form of stalking in which electronic media such as the internet, social networks, blogs, cell phones, texts, or other similar devices or forms of contact are used.

**Intimidation**: the use of implied threats to overcome an individual's freedom of will to choose whether or not to participate in sexual activity or provide consent. Consent obtained by intimidation is not valid.

**Consent**: explicit communication and mutual approval for the act in which the parties are/were involved. A sexual encounter is considered consensual when individuals willingly and knowingly engage in sexual activity. Consent cannot be procured by the use of physical force, compelling threats, intimidating behavior, or coercion. The use of coercion can involve the use of pressure, manipulation, substances, and/or force. Ignoring the objections of another person or pressuring them is a form of coercion. Knowingly engaging in sexual activity with someone who is incapacitated (by alcohol or drug use, unconsciousness or other forms of helplessness) does not constitute consent and is a violation of this procedure.

**Incapacitation**: a state where an individual cannot make an informed and rational decision to engage in sexual activity because of a lack of conscious understanding of the fact, nature, or extent of the act and/or is physically helpless. For example, an individual is incapacitated, and therefore unable to give consent, if the individual is asleep, unconscious, or otherwise unaware that sexual activity is occurring. An individual will also be considered incapacitated if the person cannot understand the nature of the activity or communicate due to a mental or physical

condition. Incapacitation may result from the use of alcohol, drugs, or other medication. Consumption of alcohol or other drugs alone is insufficient to establish incapacitation. The impact of alcohol and drugs varies from person to person, and evaluating incapacitation requires an assessment of how the consumption of alcohol and/or drugs impacts an individual's: (1) decision-making ability; (2) awareness of consequences; (3) ability to make informed judgments; or (4) capacity to appreciate the nature and quality of the act.

**Hostile Environment Sexual Harassment:** sexually harassing conduct by an employee, another student, or a third party that is sufficiently serious that it denies or limits a student's ability to participate in or benefit from the college's programs based on sex. In order to qualify as hostile environment sexual harassment, the conduct must be severe and pervasive, taking into consideration a number of factors including, but not limited to, the degree to which the conduct affected the student's education; the type, frequency, and duration of the conduct; and, the identity of and relationship between the alleged harasser and the subject or subjects of the harassment (looking at whether there is a power differential as between an instructor and a student).

**Retaliation:** unfavorable action taken, unfavorable condition created, or other action taken by a student or employee for the purpose of intimidation that is directed toward a student because the student initiated an allegation of sexual misconduct or participated in an investigation of an allegation.

**Preponderance of the Evidence:** means the fact in dispute is more likely than not to be true.

**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.

**Employee:** any individual employed in a full or part time capacity in any TCSG work unit or technical college.

**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.

**Clinical Site:** any off-campus location to which students or faculty are assigned for completion of program requirements including labs, internships, or practicums.

**President:** the chief executive officer responsible for the management and operation of the technical college where the complainant and/or accused violator are enrolled or employed.

**Human Resources Director:** the highest ranking employee responsible for the human resources function at a technical college or TCSG work unit.

**System-wide Investigator:** the individual(s) at TCSG who is responsible for the investigation of sexual harassment and sexual misconduct complaints for TCSG and the colleges.

**TCSG Compliance Officer:** the individual designated by the Deputy 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 and educational access by disabled individuals.

**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 U.S. Department of Education.

### *Procedure:*

#### A. Administration and Implementation

1. Each college president shall designate one or more officials to serve as the Title IX Coordinator and post contact information for the coordinator and the TCSG's Statement of Equal Opportunity in electronic or written college publications and academic materials as described in the TCSG Usage for

Statement of Equal Opportunity (e.g. bulletin boards, the college website, catalogs, student and employee handbooks, orientation materials, and flyers). The college president will ensure the designated officials have received appropriate training.

2. 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 sex discrimination or harassment.

3. The Compliance Officer will coordinate training programs and monitor the colleges to ensure the correct administration and implementation of this procedure, and will ensure that proactive or corrective measures have been taken to prevent sex discrimination and sexual misconduct.

4. Colleges are required to provide sexual harassment and sexual violence prevention training to students and employees and to provide programs of ongoing awareness training as required by VAWA and the Clery Act. As of the effective date of this procedure, colleges have been provided the Haven training modules for this purpose and are required to incorporate the training in new student and employee orientation activities.

5. Each technical college shall publish a list of local sources for counseling, support and advocacy in conjunction with the publishing of this procedure. (See attachment for sample format) Individuals who report sexual violence, sexual assault, stalking or dating/domestic violence will be provided with and/or referred to the list of resources.

#### B. Reporting and Management Action

1. All students are encouraged to report incidents of sex discrimination and sexual misconduct against themselves or others to the Title IX Coordinator at the technical college. Students may find contact information for the Title IX Coordinator on the technical college website, and in the student handbook and college catalog. Complaints may also be emailed to [unlawfulharassment@tcsgeu.edu](mailto:unlawfulharassment@tcsgeu.edu).

2. Complaints under this procedure can be expressed in writing, by telephone, or in person; individuals are

encouraged to express complaints in writing to ensure all concerns are addressed.

3. Any allegation of sex discrimination, sexual misconduct or retaliation against employees must be reported to the Human Resources Director and the Title IX Coordinator.

4. All allegations of sex discrimination and sexual misconduct on one of TCSG's college campuses or clinical locations must be reported to the Title IX Coordinator regardless of whether the allegations involve students or employees.

5. Students have the right to file (or not to file) a criminal complaint for sexual violence with the local law enforcement authorities before, during, or after filing a complaint with the college. The investigation under this procedure shall not be unreasonably delayed to await the outcome of any criminal investigation. Sexual violence reports made to the Title IX Coordinator will be investigated and adjudicated separately from any criminal complaints. A student may request that the Title IX Coordinator and/or the System-wide investigator assist the student with notifying local law enforcement authorities. If a technical college's campus law enforcement receives a complaint alleging sexual harassment and/or sexual misconduct as defined in this procedure, the Title IX Coordinator for the college shall be immediately notified so that appropriate action may be taken by the Title IX Coordinator regarding the complaint.

6. If a student filing a complaint alleging sexual misconduct requests confidentiality, anonymity or asks that the complaint not be pursued, the college must inform the complainant that its ability to respond may be limited, that retaliation for filing a complaint is prohibited, and that steps to prevent harassment and retaliation will be taken. Consistent with the request, all reasonable steps to investigate and respond to the complaint should be made and other steps to limit the effects or recurrence of the alleged misconduct will be taken.

Regardless of a student's request for confidentiality, anonymity of a complaint, or a request that a complaint not be pursued, if the complaint includes allegations of sexual assault, sexual violence,

domestic violence, dating violence, or stalking, the Title IX Coordinator must report the incident to campus law enforcement for inclusion in the college's Annual Security Report ("ASR"). The complainant should be informed that their name will not be disclosed to campus law enforcement if they have requested confidentiality during the processing of the complaint.

7. Colleges may weigh a request for confidentiality, anonymity or a request they not pursue a complaint considering the following factors: the seriousness of the alleged conduct, the complainant's age, whether there have been other complaints about the same individual, and the respondent's right to receive information about the allegations if the information is maintained as an "education record" under FERPA. The college must inform the complainant if the request cannot be granted and the reasons for the denial.

8. Reports concerning all prohibited conduct referenced in this procedure will be processed confidentially to the extent permitted by law; communications regarding complaints will be disseminated to others on a need-to-know basis to ensure that necessary steps are taken to protect the community as a whole and that appropriate corrective actions are considered and taken.

9. If an allegation of sex discrimination or sexual misconduct is made to an employee not designated to receive such reports, the employee receiving the complaint must report the allegation to the Title IX Coordinator. The College must take corrective actions to stop harassment to which it has notice, prevent recurrence of the harassment, and remedy the effects on the complainant promptly and effectively. The College will be deemed to have notice if a responsible employee knew, or in the exercise of reasonable care should have known, about the harassment. A responsible employee includes any employee who has the authority to take action to redress the harassment, who has a duty to report the harassment to the Title IX Coordinator, or who a student could reasonably believe has this authority or responsibility, including instructors and staff at the college.

10. Allegations of any sexual conduct involving individuals under the age of 18 must also be reported as an allegation of child abuse as outlined in O.C.G.A. § 19-7-5.

11. Interim protective measures may be imposed by the college president or the Title IX Coordinator or his/her designee before the final outcome of an investigation and until final resolution of the allegations if failure to take the interim measures would constitute an immediate threat to the safety and well-being of the complainant, the respondent, or other members of the college, or to ensure equal access to the college's programs and activities. Interim protective measures may include: adjustments to academic workload (including extending deadlines); adjustment to class or work schedules; no contact orders; and suspensions, transfers or reassignments in order to prevent further harassment, discrimination, sexual violence or retaliation, to facilitate the investigation, or to implement preventive or corrective actions under this procedure.

### C. Investigations

1. All complaints of prohibited conduct under this procedure will be reported immediately to the System-wide investigator who will be responsible for conducting the investigation in a fair, prompt, and impartial manner.

The System-wide investigator shall disclose to the TCSG Compliance Officer any relationship with the parties that could call into question his/her ability to be objective prior to taking any action with respect to the investigation. The TCSG Compliance Officer will reassign alternate individuals if necessary.

Either the complaining party or the respondent may challenge the System-wide investigator or designee to recommend corrective action on the grounds of personal bias by submitting a written statement to the TCSG Compliance Officer setting forth the basis for the challenge no later than 3 business days after the party reasonably should have known of the alleged bias. The TCSG Compliance Officer will determine whether to sustain or deny the challenge.

2. The investigation should be completed within 30 business days of the receipt of the complaint by the system-wide investigator. The investigator will notify the parties and the Title IX Coordinator in writing (typically by email) if extraordinary circumstances exist requiring additional time.
3. A complaining party will be notified within 5 business days of receipt of the complaint by the System-wide investigator if the complaint does not specify facts sufficient to allege sex discrimination, harassment, sexual violence or retaliation and that a formal investigation will not be conducted pursuant to this procedure. The complaining party may appeal the decision in writing to the president within 5 business days of receiving the notice. The president's decision will be final.
4. Individuals designated to investigate or recommend corrective actions in response to allegations of sexual misconduct will be trained annually to conduct investigations in a manner that protects the safety of complainants, promotes fairness of the process and accountability.
5. Investigations will be conducted by gathering relevant information and interviewing appropriate witnesses. It is important that all parties preserve any documents or other evidence which may pertain to the investigation. Any medically related evidence is best preserved by trained medical personnel. Students are encouraged to seek medical services both for treatment and preservation of any medical evidence.
6. 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. If a witness identified by either party is not interviewed during the investigation, an explanation for the decision not to interview the witness should be documented in the investigatory report. Both parties will be given timely notice of meetings at which one or the other or both parties may be present. Both the complaining party and the respondent may be accompanied by an advisor of his or her choice during any meetings involved in the investigatory process in which the

advisee is also eligible to be present. However, the advisor may not speak on behalf of the party.

7. The System-wide investigator will evaluate the information collected during the investigation and determine whether a preponderance of the evidence substantiates the allegations. Investigations and summary findings will be documented appropriately.

8. Any evidence collected during the investigation should be maintained in accordance with the record retention requirements below. Personally-identifiable information, including, but not limited to home address, telephone number, student ID or social security number should not be maintained in investigative records.

9. A report of investigation will be provided to the college's Title IX Coordinator within five (5) days of completion of the investigation. The Title IX Coordinator will provide both parties simultaneously with a copy of the report. Any information prohibited from disclosure by law or policy will be redacted from any documents prior to distribution. With regard to complaints of sexual misconduct, disclosures made to comply with the Violence Against Women Reauthorization Act ("VAWA") do not constitute a violation of FERPA.

10. If the System-wide investigator determines that all or some of the allegations made in the complaint are substantiated and that the conduct at issue constitutes a violation of this or other applicable procedure, the Title IX Coordinator shall forward the report to the appropriate officials at the college for further action in accordance with the provisions below and the college's Student Code of Conduct and Disciplinary Procedure or the Positive Discipline Procedure for employees.

#### D. Corrective Actions

1. Colleges will take all reasonable steps to prevent unlawful retaliation against complainants and any other individuals participating in investigations under this procedure.

2. If prohibited conduct is determined to have occurred following the investigation, steps shall be taken 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, issuing no-contact orders, or reassignment of students or employees. Disciplinary sanctions for students are defined in TCSG Procedure governing Student Discipline and may include: reprimand, restriction, disciplinary probation, disciplinary suspension, and disciplinary expulsion. Disciplinary sanctions for employees are defined in TCSG's Positive Discipline Procedure and may include: formal reminders, decision making leave, or dismissal.

3. The severity of sanctions or corrective actions may depend on the severity, frequency and/or nature of the offense, history of past discriminatory, harassing, or retaliatory conduct, the respondent's willingness to accept responsibility, previous college response to similar conduct, and the college's interests in performing its education mission. Should recommended disciplinary sanctions involve academic suspension or expulsion, the matter must be referred to the Vice President for Student Affairs, as provided by the college's Student Code of Conduct and Disciplinary Procedure.

4. Even in the absence of sufficient evidence to substantiate a finding that sex discrimination, sexual misconduct or retaliation has occurred, colleges are expected to address any inappropriate conduct and take all reasonable steps to prevent any future sex discrimination, harassment, sexual violence or retaliation.

5. Individuals who are responsible for conducting investigations or proposing sanctions under this procedure may not also serve as reviewing officials or hearing officers in the appeal of sanctions arising from an investigation.

#### E. Reviews and Dispositions

1. Any of the parties to a complaint under this procedure may request a review of the investigative findings within 5 business days of receiving notice of the investigative results by submitting a written request to the president.

2. Within 10 business days of receiving a request for a review of the investigative findings, the president of the college will notify the parties in writing, which may be sent via email, of his/her final determination, including any change in the result of the findings.

#### VII. RECORD RETENTION:

Documents relating to formal complaints including investigations, the investigatory report, witness statements, evidence, dispositions and the complaint itself shall be held for 7 years after the graduation of the student or the date of the student's last attendance. Any of the documents containing confidential information shall be held in a secure location under the custody and control of the System-wide Investigator, Vice President of Student Affairs or the President's designee. Documents pertaining to employees that are maintained by the Office of Human Resources shall be maintained in a secure location and in accordance with the Georgia Archives records retention schedule, but in no case fewer than 7 years.

#### Sources of Counseling, Advocacy and Support

The information below provides contact information for off-campus resources following incidents of sexual violence, dating/domestic violence or stalking:

1. Tiger Assistance Program (TAP) ESPYR Counseling Services 1-866-734-5890 or visit [www.espyr.com](http://www.espyr.com)

2. Promise Place 770-460-1604 or visit [www.promiseplace.org](http://www.promiseplace.org)

3. Rape Crisis Center <http://gnesa.org/page/rape-crisis-centers-georgia>

4. Southern Crescent Sexual Assault Center 770-477-2177 or visit <https://www.scsac.org>

5. National Sexual Assault Hotline at 1-800-656-HOPE

6. National Human Trafficking Hotline 1-888-373-7888 or <https://humantraffickinghotline.org>

7. <http://gcadv.org/general-resources/domestic-violence-centers/>

## 8. Protective Orders

[http://www.womenslaw.org/gethelp\\_state\\_type.php?type\\_id=1277&state\\_code=GA](http://www.womenslaw.org/gethelp_state_type.php?type_id=1277&state_code=GA)

## 9. Legal Services

[http://www.womenslaw.org/gethelp\\_state\\_type.php?type\\_id=1273&state\\_code=GA](http://www.womenslaw.org/gethelp_state_type.php?type_id=1273&state_code=GA)

10. National Teen Dating Abuse Helpline: 1-866-331-9474

11. National Domestic Violence Hotline: 1-800-799-SAFE (7233) | 1-800-787-3224 [TTY]

12. Wellstar Spalding Regional Hospital 601 S. 8<sup>th</sup> Street, Griffin, GA 30224 (770) 228-2721

## Sexual Assault Procedures

Procedures on 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 file promptly a report with Southern Crescent Technical College Campus Safety & Security 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.

### *Definition*

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.

### *Rights of 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: [www.gnesa.org/content/southern-crescent-sexual-assault-center](http://www.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 Campus Safety & Security
  - 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 Campus Safety and Security
  - 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

- 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.
- 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, and 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.

### *Student Organizations*

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.

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 Campus Safety & Security 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. Campus Safety & Security can assist with orders of protection.

### Smoking

All SCTC locations are designated as no smoking areas. The technical college prohibits smoking, or using other forms of electronic, alternative smoking devices or other forms of tobacco products in classrooms, shops, and labs or other unauthorized areas on technical college premises. Smoking is only allowed in designated areas. 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

### 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.

### 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, Campus Safety & Security, 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.

# 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, 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*

- Straight truck
- Tractor trailer

### *CDL and Heavy Equipment*

- Commercial driving refresher course
- Commercial driving prep course
- Heavy equipment training

### *Computers*

- Intro to Windows
- Microsoft Access
- Microsoft Excel
- Microsoft PowerPoint
- Microsoft Word

### *CPR/First Aid/AED/Bloodborne Pathogens*

- Certification
- Re-certification

### *Drivers' Education*

- 36 hour Joshua's Law

### *Forklift*

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

### *Leadership*

- Team building
- Peer Yesterday Leader Today
- Leadership Overview
- Communication Skills
- Coaching in Action
- Effective Delegation
- Problem Solving



### *Customer Service*

- Positive Image
- Face to Face
- Work Ethic
- Working Together

### *Sig Sigma*

- Lean/5S
- Green Belt
- Black Belt

### *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 for Community Education**

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, to pass the General Educational Development test (GED®), to increase their skills prior to enrolling in a 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

Morning, afternoon, and evening classes are offered in the following subject areas: Reading, writing, math, science, and social studies to prepare students to take the GED exam.

Classes are held in Spalding, Upson, Butts, Fayette, Henry, Jasper, Lamar, and Pike, 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 Flint River Campus 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 all Adult Education locations:

[www.sctech.edu/adulteducation](http://www.sctech.edu/adulteducation)

To Schedule a Test:

Registration: [www.ged.com](http://www.ged.com)

Call Center: 877-EXAM-GED or 877-392-6433

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.

## 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
- 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.

# Index

## 1

10 Year Scholarship Expiration  
Date, 46

## A

ACADEMIC MISCONDUCT, 70  
Academic Misconduct, 70  
Academic Plans, 50  
**Academic Standing**, 16  
Acceptable Computer and Internet  
Use, 62  
**Accepted**, 16  
Activities, 62  
**Admission**, 16  
Admissions Appeal, 28  
Admissions Process, 20  
Admissions Steps, 25  
Adult Education, 122  
**Advised**, 16  
**Advisor**, 16  
Aiding and Abetting, 74  
All Clear Signal, 96  
Americans with Disabilities Act, 56  
Annual Security Report, 90  
Appeal of Financial Aid Suspension,  
50  
**Applied**, 16  
Articulated Credit, 29  
Athletics, 59  
Athletics and Student Activities, 59  
**Attendance Policy**, 16

## B

**BannerWeb**, 16  
Basic Education, 122  
Behavior, 70  
Board of Directors, 12  
Bookstore, 55  
Business and Industry, 120  
**Business days**, 82

## C

**Campus**, 16  
Campus Security, 90  
**Catalog**, 16

Categories of Admission, 23  
Categories of Prejudice, 91  
**Certificate**, 16  
Certified Literate Community  
Project (CLCP), 122  
Cheating, 70  
Child Care Center, 55  
Circle K, 60  
Class Load, 34  
**Class Schedule**, 16  
College Closing, 97  
College-Level Examination  
Placement (CLEP) Credit, 33  
Community Education, 120  
Complaints, 56  
**Complete**, 16  
Completion Rate, 49  
Computer Crimes, 62  
Computer Labs, 55  
Conduct Code, 68  
Copyright, 64  
Core Values, 14  
Counseling Resources, 94  
Course Audit, 33  
**Course Load**, 16  
Courses Offered through Economic  
Development, 120  
**Credit**, 16  
Credit through Experience, 32, 34  
Crime Prevention Tips, 93  
Crime Statistics, 90  
**CRN (Course Reference Number)**,  
17  
Current Student Registration, 34

## D

Daily Crime Log, 93  
Dating Violence, Domestic Violence,  
and Stalking/Violence Against  
Women Act, 92  
Definitions of Reportable Crimes,  
90  
**Degree**, 17  
**Diploma**, 17  
Directory information, 67  
Disability Services, 55  
Disciplinary Procedures, 116  
Disciplinary Sanctions, 76

**Distance Education**, 17, 34  
**Drop**, 17  
Drug Abuse Prevention, 94  
Drug Conviction and Financial Aid  
Eligibility, 40  
Drug-Free Schools and  
Communities Act, 94  
Drugs, Alcohol and Other  
Substances, 72  
Dual Enrollment, 29  
Dual Enrollment (Formerly Move  
On When Ready), 48  
Dual Majors, 51

## E

**Early Alert System**, 17  
Economic Development, 120  
Electives, 35  
Eligible Applicants, 20  
**Email (Electronic Mail)**, 17  
Emergency Alert (Tornado Drill), 96  
Emergency and Weather Alerts, 95  
Emergency Evacuation Signal, 96  
Emergency Numbers, 97  
Emergency Procedures, 97  
Employee Assistance Program  
(EAP), 94  
Enforcement, 89  
English Language Programs (ELP),  
122  
**Enroll**, 17  
Enrollment and Degree Verification,  
64  
Equal Opportunity Statement, 11  
Exemption Exam, 33  
Exemption Exam Procedures, 33

## F

F (Failing) Grade, 51  
Fabrication, 70  
**FAFSA**, 17  
**Family Educational Rights and  
Privacy Act**, 17  
Family Educational Rights and  
Privacy Act Notification, 64  
Federal Direct Stafford Loan  
Programs, 42

Federal Pell Grant, 41, 42  
 Federal Pell Grant Recalculation Policy, 41  
**Federal Supplemental Educational Opportunity Grant**, 17  
 Federal Supplemental Educational Opportunity Grant (FSEOG), 42  
 Federal Work Study Program (FWS), 43  
 Fee Categories, 37  
 Felony Convictions, 25  
**FERPA**, 17  
 Filing a Complaint, 75  
**Final**, 17  
**Financial Aid**, 17, 40  
 Financial Aid Always Affected by Class Withdrawal, 53  
 Financial Aid Probation, 50  
 Financial Aid: To Apply, 40  
 Financial Irresponsibility, 74  
 Fire Alarm, 96  
 Formal Grievance Procedure, 82  
 Former Student Admission, 25  
 Foundation Scholarships, 53  
**Free Application for Federal Student Aid**, 17  
**FSEOG**, 17  
 Full-time status, 33  
**Full-Time Student**, 17  
 Fund Raising Activities, 68  
**FWS (Federal Work Study)**, 17

## G

Gainful Employment, 42  
**GALILEO**, 17  
 Gambling, 73  
**GCIS**, 17  
 General Educational Development Services (GED®), 122  
 General Information, 12  
 Georgia Retraining Tax Credits, 121  
 Getting Registered For Classes, 33  
**GOAL**, 18, 60  
**Grade**, 18  
 Grade Point Average Requirement, 49  
**Grade-Point Average**, 18  
 Grades, 49  
**Grievable issues**, 82  
**Grievant**, 82

## H

Handbills and Leaflets, 68  
 Harassment, Sexual Harassment, Discrimination of Students, 98  
 Health and Safety, 90  
 Hearing/Appeals Procedure, 78  
 History of the College, 12  
**HOPE**, 18  
 Hope Career Grant, 46  
 HOPE GED Voucher, 45  
 HOPE Grant, 43  
 HOPE Scholarship, 44  
 Hybrid (K1) courses, 34  
 Hybrid (K2) courses, 35  
**Hybrid Class**, 18

## I

Inclement Weather, 97  
**Incomplete**, 18  
 In-State Tuition and Fees, 37  
 Insurance, 39  
 Intellectual Property, 68  
**Interim Disciplinary Suspension**, 77  
 International Student Admission, 24  
 International Student Tuition, 37

## L

Legal Options, 117  
 Library, 56

## M

**Major**, 18  
 Maximum Time Frame, 49  
 Mediation, 78  
**Midterm**, 18  
 Miscellaneous Program Expenses, 38  
 Mission Statement, 14  
 Move on When Ready, 48

## N

National Technical Honors Society, 60  
 Nelnet Student Payment Plan Option, 38  
**No Show**, 18  
 NON-ACADEMIC MISCONDUCT, 70  
**Non-grievable issues**, 82  
**Nontraditional Career**, 18

## O

Online (O) courses, 34  
 Open Record Requests, 15  
**Orientation**, 18  
 Other Fees, 37  
 Out-of-State Tuition, 37

## P

Parking, 74, 87  
 PARKING AREAS, 87  
 Parking Procedures, 87  
 Parking Ticket Appeal Process, 89  
 Part-time status, 33  
 Payment of Fines, 89  
 Pell Lifetime Eligibility Used (LEU), 42  
 Performing and Literary Arts Student Association (PALASA), 60  
 Phi Beta Lambda (PBL), 60  
 Plagiarism, 70  
**Practicum**, 18  
 Prejudice, 91  
**Prerequisite**, 18  
 Priority Deadlines  
   Financial Aid, 40  
 Procedures for Reporting All Crimes and Emergencies, 93  
 Professionalism, 71  
 Provisional Admission, 23

## Q

Qualified Individual, 56  
 Quick Start, 121

## R

Reciprocity Agreements, 15  
**Refund**, 18  
 Refund Options, 38  
 Refund Policy, 38  
 Refund Policy for Community Education, 121  
**Registered**, 18  
**Registration**, 18  
 Regular Admission, 23  
 Repeated Courses, 49  
 Reportable Crimes, 90  
**Resident**, 19  
**Retaliation**, 82  
 Return of Title IV Funds (R2T4), 51

Rotaract, 60

## S

**SAP**, 19

**Satisfactory Academic Progress**, 19

Satisfactory Academic Progress  
(SAP), 48

Senior Citizen (Georgia Amendment  
23) Admission, 25

Senior Citizens, 38

Seven Year Limit, 46

Sexual Assault Procedures, 114

Sexual Harassment and Misconduct  
Procedure, 107

SkillsUSA, 61

Soliciting Advertisements Off-  
Campus, 86

Soliciting and Selling on Campus, 68

**Sources of Counseling, Advocacy  
And Support**, 113

Sources, Financial Aid, 40

Special Admit, 23

Special Populations Services, 57

State Resident Policy, 21

Statistical Reporting, 90

Strategic Industries Workforce  
Development Grant Award  
(SIWOG), 46

Student Access Loan (SAL), 47

Student Assemblies, 86

Student Change of Address/Name,  
29

Student Conduct Code, 68

Student Disciplinary Procedure, 75

**Student Email**, 19

Student E-mail, 86

Student Government Association,  
61

Student Grievances, 82

**Student ID**, 19

Student ID Card, 30

Student Judicial Process, 74

Student Number, 29

Student Organizations, 60

Student Photo and Video Policy, 68

Student Right to Know, 86

Student Veterans of America SCTC  
Chapter, 61

Subsidized Loans, 43

Survivor Confidentiality, 90

**Syllabus**, 19

## T

TEAMS, 57

Technical Education Warranty, 14

Telephones and Mail for Students,  
86

Testing Guidelines, 28

Textbook Expenses, 39

The Georgia HOPE GED Voucher, 45

Tiger Assistance Program (TAP), 58,  
94

TigerCARE (Campus Assessment  
Response Evaluation) Team  
Program and Concerning  
Behaviors, 58

Timely Warnings, 86

Tornado Alert, 96

Tornado Drill, 96

Towing, 89

TRAFFIC, 88

TRAFFIC REGULATIONS, 88

**Transcript**, 19

Transcripts, 39

Transfer Student Admission, 24

Transfer Students, 50

Transient Admission, 24

Tuition and Fee Schedule, 37

Tuition and Fees, 37

Tutoring and Mentoring Center, 58

## U

Unlawful Harassment and  
Discrimination of Students  
Procedure, 99

Unofficial Withdrawals, 51

Unsubsidized Loans, 43

Use of Food or Drink in

Unauthorized Areas, 86

Use of Technical College Property,  
72

Use of Technology, 73

## V

VEHICLE REGISTRATION, 87

Venatus, 61

Veterans Benefits, 53

Violation of Technical College  
Policy, 74

Vision Statement, 14

Visitors on Campus, 118

Vocational Rehabilitation, 54

Voter Registration, 62

## W

Warning/Suspension, 50

Weapons, 73

Weapons Policy, 118

Web-enhanced (V) courses, 35

**Web-Enhanced Class**, 19

**WIA**, 19

**Withdraw**, 19

Withdrawal of Application, 28

Withdrawal Policy, 51

Withdrawals and Financial Aid, 51

Workforce Innovation and  
Opportunity Act, 54

**Workforce Investment Act**, 19

WorkKeys, 121

**Written Student Complaint**, 82

## Z

Zell Miller Grant, 45, 46

Zell Miller Scholarship, 45