



Careers
Begin Here

Academic Handbook

Academic Year 2021-2022

www.OFTC.edu



Oconee Fall Line Technical College (OFTC) serves Bleckley, Dodge, Glascock, Hancock, Jefferson, Laurens, Telfair, Warren, Washington, Wheeler, and Wilkinson Counties of Georgia, and is a unit of the Technical College System of Georgia (TCSG) and an Equal Opportunity Institution.

A Message from the President

We have prepared this handbook with your educational and career goals in mind. Here you will find the courses, academic programs, and career pathways that can help you define and plan your future.

Our highly qualified and caring faculty and staff members are excited to serve you. Whether you are entering college directly from high school, returning to college to finish your degree or preparing yourself for a career change, it is crucial to your success to follow a plan and make informed decisions. Get started today by contacting one of our many professionals who are dedicated to helping you achieve your academic and career goals.

We are confident that you will be pleased with your decision to enroll at Oconee Fall Line Technical College. We believe in a student-centered culture that focuses on caring for the individual. Our first-rate faculty; small class sizes; and hands-on instruction prepare our students to meet the many demands on today's workforce. OFTC graduates excel in a variety of fields, such as health care, trade and industrial technologies, computer and business fields, and many more areas of study in our service region and beyond.

So, on behalf of everyone at the college, thank you choosing to complete your goals at OFTC. We look forward to helping you achieve your dreams at OFTC.



Sincerely,

A handwritten signature in dark ink, reading "Erica G. Harden". The signature is fluid and cursive, with a long, sweeping underline.

Erica G. Harden

President

Oconee Fall Line Technical College

Academic Year 2022

Student Handbook

CAMPUSES:

North Campus

1189 Deepstep Road
Sandersville, GA 31082
Phone: 478-553-2050
Toll Free: 1 (877) 399-8324

South Campus

560 Pinehill Road
Dublin, GA 31021
Phone: 478-275-6589
Toll Free: 1 (800) 200-4484

OTHER CAMPUSES:

Jefferson County Center

1257 Warrior Trail
Louisville, GA 30434
Phone: 478-625-1901

Transportation Center

1678 Kaolin Road
Sandersville, GA 31082
Phone: 478-553-2408

Little Ocmulgee Instructional Center

140 N. Third Avenue
Helena, GA 31037
Phone: 229-868-7834

A UNIT OF THE TECHNICAL COLLEGE SYSTEM OF GEORGIA.
EQUAL OPPORTUNITY INSTITUTION.

www.OFTC.edu

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, we reserve the right to change any provision listed in the handbook, including, but not limited to, entrance requirements and admissions 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/addenda to the catalog/student handbook can be found at the Oconee Fall Line Tech web site <http://www.OFTC.edu>. The web version supersedes all other forms of publications in terms of revisions.

Table of Contents

Non-Discrimination Statement

Non-Discrimination Statement	6
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General Information

Mission	6
Guarantee/Warranty	6
A Brief History	6
Handbook/Catalog	6
Academic Year	6
Class Schedules	7
Course Numbers	7
Prerequisites	7
Corequisites	7
Course Completion	7
Types of Delivery	7
Student Responsibility	7
Social Media	7
Accreditation	8
State Board of the Technical College System of Georgia	8
Board of Directors	8
Program Advisory Committees	8

OFTC 2021-2022 Calendar

Fall Semester 2021	9
Spring Semester 2022	10
Summer Semester 2022	11

Admissions

General Admissions Policy	12
Assessment	14
Re-Admission	15
Admission Categories	15
GVTC and Admissions Procedures	16
Academic Support Courses	16
Criminal Background Checks	16
Health Screenings and Vaccinations	17
Special Admissions Programs	17
Transportation Department	24
Admissions Residency Requirements	30
International Students	31
Program Transfers	31
Types of Students	31

Financial Information

Tuition and Fees	36
Policies	38
Financial Aid Information	39
How to Apply for Financial Aid	39
Types of Financial Aid	40
Other Financial Aid	45

Satisfactory Academic Progress Requirements

Qualitative Academic Progress Requirements	46
Quantitative Academic Progress Requirements ..	46
Maximum Time Frame	46
Notice For Students Enrolled Prior To Fall Semester 2011	46
Withdrawals	46
Remedial Work	46
Transfer Students	46
Termination of Financial Aid	46
Appeals Process	47
Reinstatement of Aid	47
Withdrawal from School	47
Notification	47
Student Loan Status	47
Unusual Enrollment History	47
Satisfactory Academic Progress (HOPE)	47
Drug Convictions	47
Commercial Truck Driving Program and Financial Aid	47

Student Records and Information

Records and Registration	48
Student Records	52
Release of Information	53
Student Rights and Responsibilities	55
Student Right to Know	58
Veteran's Education Services	61

Safety, Security, and Wellness

Safety and Security Measures	62
Campus Security Act	62
Parking and Traffic Information	62

Table of Contents

Sexual Offender Information	62
Firearms, Weapons, and Explosives Policy	63
Bloodborne/Airborne Pathogens Exposure Plan	63
Hazardous Communication Program Plan	63
Emergency Procedures	63
Behavior Intervention Team	64
Inclement Weather-Emergency Closing	64
Accident Insurance	64
Campus Sexual Violence Elimination Act - Campus SaVE	65

Student Resources

Assessment Center	66
Career Services	66
College Publications	66
Disability Services	66
Student Navigator and Retention Services	67
Library	67
Lending Library	68
New Student Orientation	68
OFTC Bookstore	68
Registrar	69
Special Populations	69
Tutoring Services	69
Student ID Badges	69
Student Life	69
Prior Learning Assessment (PLA)	69
Technology	69

Student Conduct and Discipline

Student Code of Conduct	71
Student Disciplinary Procedure	76
Unlawful Harassment and Discrimination of Students Procedure	79
Sexual Harassment and Misconduct Procedure	83
Acceptable Computer and Internet Use Procedure	93
Drug-Free Campus	95
Tobacco-Free Campus	95
COVID-19 and Public Health-Informed Campus Policies	96

Academic Policies and Procedures

Grades	98
Proctoring	99
Practicum/Clinical Courses	99
Work Ethics	99
Academic Recognition	100
Academic Progress	100
Grade Reports	101
Repeated Courses	101
Independent Study	101
General Education Core Competencies	101
Attendance Procedure	101
Auditing Courses	102
Advanced Placement	102
Articulation and Transfer Credit	102
Change of Address/Name	106

Adult Education

Classes	107
Eligibility for Enrollment	107
Enrollment Procedure	107
GED® Testing	108
OFTC Adult Education Locations	108
Certified Literate Community Programs	109

Non-Discrimination 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 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. The following person has been designated to handle inquiries regarding the nondiscrimination policies:

TITLE IX Coordinator

Janet Smith
Office: South Campus WRS 112
478-274-7836
jrsmith@oftc.edu

ADA/504 Coordinator

Saketta Brown
Office: South Campus WRS 112
478-274-7643 or 478-553-2124
sdbrown@oftc.edu

EEOC Officer

Rosemary Selby
Office: North Campus 205
478-553-2055
rselby@oftc.edu

General Information

Mission

The mission of Oconee Fall Line Technical College, a unit of the Technical College System of Georgia, is to contribute to the economic and workforce development of east central Georgia through quality technical and continuing education, adult education, and business and industry services. The college offers associate degrees, diplomas, technical certificates of credit, and non-credit certificates in a student-centered learning environment through traditional and distance education modes of delivery.

Guarantee/Warranty

Curriculum standards have been developed with direct involvement of business and industry. These standards serve as the industry-validated specifications for each occupational program. The TCSG guarantee to every one of our students is this:

If one of our graduates educated under a standard program and his/her employer finds that the graduate is deficient in one or more competencies as defined in the standards, the technical college will retrain the employee at no instructional cost to the employee or the employer.

This guarantee is in effect for a period of two (2) years after graduation. To inquire or file a claim under this warranty, instructors or employers may contact the vice president of academic affairs at 478-553-2097.

A Brief History

On September 4, 2010, the State Board of Technical and Adult Education (SBTAE) approved the merger of Heart of Georgia Technical College and Sandersville Technical College to be effective July 1, 2011.

Oconee Fall Line Technical College has five campuses – North Campus (Sandersville), South Campus (Dublin), Jefferson County Center (Louisville), Little Ocmulgee Instructional Center (Helena), and Transportation Center (Sandersville). The college provides Adult Education services in each of the eleven counties served by the college that include Bleckley, Dodge, Glascock, Hancock, Jefferson, Laurens, Telfair, Warren, Washington, Wheeler, and Wilkinson counties.

Handbook/Catalog

The Handbook and Catalog are available online at the OFTC website www.OFTC.edu.

All policies and procedures listed within the OFTC Student Handbook and Catalog are applicable to all students and faculty regardless of location or format of instructional delivery.

Academic Year

The semester system divides the year into fall and spring semesters, each with about 15 weeks of instruction in addition to a summer session with 10 weeks of instruction. Shorter mini-terms are offered within the terms. Fall semesters typically begin in late August and end in mid-December. Spring semesters typically begin in early January and end in late April. Summer session will begin in May and end in late July or early August.

Class Schedules

A listing of the classes to be taught each semester, including the days and times, is published prior to the beginning of each semester. Not all of the courses in the catalog are taught each semester. Courses offered are subject to change. Oconee Fall Line Technical College reserves the right to cancel any course for which there is insufficient enrollment.

Class schedules are available online at www.OFTC.edu.

Course Numbers

Course designations consist of a four-letter prefix, a number, and the title of the course. The four-letter prefix indicates the subject. Courses numbered 1000 and above carry credit toward graduation. General education courses carrying a course number 1100 and above are degree-level courses.

Prerequisites

Prerequisites are required before enrolling in a course; they will be identified immediately preceding the course description in the catalog.

Corequisites

Corequisites are courses that must/may be taken at the same time and will be identified immediately preceding the course description.

Course Completion

A grade of "C" or higher is required for successful completion of all courses in the Oconee Fall Line Technical College Catalog.

Types of Delivery

Traditional / Web-Enhanced

These are courses assigned to an instructor and to a classroom for every contact hour. These courses also use the Internet as an important component of the course.

Concurrent Courses

Typically, the courses in the Cosmetology program and Trade and Industrial programs are assigned to an instructor and to a classroom/lab for every contact hour. However, students may work at their own pace through guidance from their instructor.

Online

These courses are taught using the Internet with all of the course content, activities and interactions occurring online. Students are required to complete proctored events to complete the course.

Hybrid

These courses are taught partially via the Internet and partially via the classroom. Hybrid courses differ from web-enhanced courses in that hybrid courses are not assigned to a classroom for every contact hour described in the course catalog.

Synchronous Technology

OFTC also utilizes synchronous technology to offer courses via distance education means. The course is taught on one campus and then broadcast simultaneously to a classroom on a different campus that is monitored by a class proctor.

Student Responsibility

It is especially important that each student note that it is his or her responsibility to be aware of the calendar and of any changes in the calendar that may occur from time to time during the year.

Social Media

Social media sites are communication tools that help support the college's mission, goals, programs, and sanctioned efforts and have the potential to create a significant impact on organizational and professional reputations. Therefore, OFTC has developed a procedure to properly portray, promote and protect the institution and to ensure that any and all interactions on behalf of OFTC represent the college's best interests:

- Prior to engaging in any form of social media involving OFTC, you must receive permission from the supervisor as appointed by your department head and notify the Office of Marketing.
- OFTC logos and/or visual identity cannot be used for personal social media without permission. Please contact the Office of Marketing for approval.
- The OFTC Social Media Policy only applies to social media accounts created to represent OFTC groups, departments, programs, entities, etc. and does not apply to personal accounts. The college does not take responsibility for pages developed by others.
- Best practices for social media accounts should be followed.

Best Practices

- When using an officially recognized social media channel, assume at all times that you are representing OFTC.
- Use good judgment about content and respect privacy laws. Do not include confidential information about the college, its staff, or its students.
- You may post any content that is not threatening, obscene, a violation of intellectual property rights or privacy laws, or otherwise injurious or illegal. OFTC has the right to remove any content for any reason that violates this rule.
- Representation of your personal opinions as being endorsed by the college or any of its organizations is strictly prohibited.

You may not use the OFTC name to promote any opinion, product, cause, or political candidate.

- By posting content to any social media site, you agree that you own or otherwise control all of the rights to that content, that your use of the content is protected fair use, that you will not knowingly provide misleading or false information, and that you hold the college harmless for any claims resulting from the content.

For more information on creating and using official OFTC social media accounts, contact the Office of Marketing as follows:

Emily Raley
Director of Marketing & Public Relations
478-240-5143
eraley@oftc.edu

Accreditation

Southern Association of Colleges and Schools Commission on Colleges

Oconee Fall Line Technical College is accredited by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) to award Associate Degrees, Diplomas, and Technical Certificates of Credit. Questions about the accreditation of Oconee Fall Line Technical College may be directed in writing to the Southern Association of Colleges and Schools Commission on Colleges at 1866 Southern Lane, Decatur, GA 30033-4097, by calling 404-679-4500, or by using information available on SACSCOC's website, at www.sacscoc.org.

Program Level Accreditation

ASSOCIATE DEGREE IN NURSING BRIDGE

Georgia Board of Nursing
<http://sos.ga.gov/index.php/licensing/>

AUTOMOTIVE TECHNOLOGY

Automotive Service Excellence/National Automotive Technicians Education Foundation (ASE/NATEF Certification)
<http://www.natef.org/>

COSMETOLOGY

Georgia Board of Cosmetology
<http://sos.ga.gov/index.php/licensing/>

MEDICAL ASSISTING

Commission on Accreditation of Allied Health Education Programs (www.caahep.org) upon the recommendation of the Medical Assisting Education Review Board (MAERB)

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

NURSE AIDE FUNDAMENTALS (NAST 1100)

Georgia Medical Care Foundation
<http://www.gmcf.org/>

PHARMACY TECHNOLOGY

American Society of Health-System Pharmacists
<http://www.ashp.org>

PRACTICAL NURSING

Georgia Board of Nursing
<http://sos.ga.gov/index.php/licensing>

RADIOLOGIC TECHNOLOGY

Joint Review Committee on Education in Radiologic Technology (JRCERT), <http://www.jrcert.org/>

RESPIRATORY CARE TECHNOLOGY

Commission on Accreditation for Respiratory Care (CoARC)
<http://www.coarc.com/>

State Board of the Technical College System of Georgia

Oconee Fall Line Technical College is a unit of the Technical College System of Georgia (TCSG). The governing board for the college is the Georgia State Board of the Technical College System of Georgia (TCSG).

Visit <http://www.tcsg.edu> for a complete list of current State Board Members.

Board of Directors

While the Georgia State Board of the Technical College System of Georgia (TCSG) is the governing board of Oconee Fall Line Technical College, a local board of directors operates in concert with the State Board to accomplish the mission of the college.

Visit www.oftc.edu for a complete list of current OFTC Board Members.

Program Advisory Committees

Oconee Fall line Technical College utilizes program advisory committees consisting of representatives of local industry to ensure that the college maintains programs that are meeting the current training needs in each field of specialization. This enables programs to adapt to changes that occur in the field. These advisory committees, composed of members of business, industry, and education from the eleven-county service area, meet twice each year, usually in the fall and spring terms.

OFTC 2021-2022 Calendar

Fall Semester 2021

Jul 26	Monday	NelNet Payment Plan Opens – Fall (AY22)
Jul 26-Aug 9		Advanced Registration – Fall (AY22)
Aug 6	Friday	Graduation Fee Deadline – Summer
Aug 6	Friday	Financial Aid Priority Date – Terms A & B – Fall 2021
Aug 9	Monday	Graduation Application Deadline – Fall 2021
Aug 9	Monday	Transient/Transfer Student Priority – Fall 2021
Aug 10	Tuesday	New Student Registration – Fall 2021
Aug 17	Tuesday	Tech on Tuesday
Aug 24	Tuesday	Final Student Registration – Fall 2021
Aug 26	Thursday	New Student Orientation – Fall 2021
Aug 26	Thursday	Bookstore Day – Fall 2021 – All Campuses – 8:00a – 7:30p
Aug 30	Monday	Late Registration Fee Begins – Terms A & B – Fall 2021
Aug 30	Monday	Classes Begin for Terms A & B – Fall 2021
Sep 1	Wednesday	Last Day for Drop/Add, Refund, Pay for Class (5:00p), Financial Aid in the Bookstore (5:00p) – Terms A & B – Fall 2021
Sep 1	Wednesday	NelNet Payment Plan Closes – Fall (AY22)
Sep 2	Thursday	Students Purged for Non-Payment – Terms A & B – Fall 2021
Sep 6	Monday	Student & Staff Holiday: Labor Day 2021
Sep 7	Tuesday	No Show Deadline – Terms A & B – Fall 2021
Sep 13	Monday	Pell Funds Disbursed – Terms A & B – Fall 2021
Sep 14	Tuesday	Financial Aid Priority Date – Term C – Fall 2021
Sep 16	Thursday	Pell Funds Reimbursed – Terms A & B – Fall 2021
Sep 21	Tuesday	Tech on Tuesday
Sep 23	Thursday	Commencement – North – 7:00p
Sep 29	Wednesday	Mid-Term – Term B – Fall 2021
Oct 7	Thursday	Student Registration Begins – Term C – Fall 2021
Oct 19	Tuesday	Tech on Tuesday
Oct 20	Wednesday	Classes End – Term B – Fall 2021
Oct 20	Wednesday	Bookstore Day, Term C – Fall 2021 – 8:00a – 6:00p
Oct 21	Thursday	Late Registration Fee Begins – Term C – Fall 2021
Oct 21	Thursday	Classes Begin – Term C – Fall 2021
Oct 25	Monday	Last Day for Drop/Add, Refund, Pay for Class (5:00p) – Financial Aid in the Bookstore for Term C (5:00p) – Fall 2021
Oct 26	Tuesday	Students Purged for Non-Payment – Term C – Fall 2021
Oct 29	Friday	Mid-Term – Term A – Fall 2021
Oct 29	Friday	No Show Deadline – Term C – Fall 2021
Nov 1	Monday	Pell Funds Disbursed – Term C – Fall 2021
Nov 4	Thursday	Pell Funds Reimbursed – Term C – Fall 2021
Nov 15-Dec 13		Advanced Registration for Spring (AY22)
Nov 16	Tuesday	Tech on Tuesday
Nov 19	Friday	Mid-Term – Term C – Fall 2021
Nov 24	Wednesday	Student Holiday: Thanksgiving 2021
Nov 25-26		Student & Staff Holiday: Thanksgiving 2021
Nov 29	Monday	NelNet Payment Plan Opens – Spring (AY22)
Nov 29	Monday	New Student Registration Begins
Dec 1	Wednesday	Financial Aid Priority Date – Terms A & B – Spring 2022
Dec 13	Monday	Graduation Application Due - Spring 2022
Dec 13	Monday	Transient/Transfer Student Priority – Spring 2022
Dec 13	Monday	Classes End – Terms A & C – Fall 2021
Dec 14	Tuesday	New Student Registration - 2:00 pm – 7:00 pm
Dec 23, 24, 27, 28, 29		Faculty & Staff State Holidays: (Dec 23 – Washington's Birthday Observed; Dec 24 – Christmas Day Observed; Dec 27 – State Holiday; Dec 28 – Columbus Day Observed; Dec 29 – Veteran's Day Observed)
Dec 31	Friday	Student & Staff Holiday: New Year's Day Observed 2021

Spring Semester 2022

Jan 4	Tuesday	Final Student Registration – Spring 2022
Jan 6	Thursday	New Student Orientation – Spring 2022
Jan 6	Thursday	Bookstore Day – Terms A & B – All Campuses – 8:00a – 7:30p
Jan 10	Monday	Classes Begin – Terms A & B – Spring 2022
Jan 10	Monday	Late Registration Fee Begins – Terms A & B – Spring 2022
Jan 12	Wednesday	Last Day for Drop/Add, Refund, Pay for Class (5:00p), Financial Aid in the Bookstore – Terms A & B (5:00p) – Spring 2022
Jan 12	Wednesday	NelNet Payment Plan Closes – Spring (AY22)
Jan 13	Thursday	Students Purged for Non-Payment – Terms A & B – Spring 2022
Jan 17	Monday	Student & Staff Holiday: Martin Luther King, Jr., 2022
Jan 18	Tuesday	No Show Deadline – Terms A & B – Spring 2022
Jan 18	Tuesday	Tech on Tuesday
Jan 24	Monday	Pell Funds Disbursed – Terms A & B – Spring 2022
Jan 25	Tuesday	Financial Aid Priority Date – Term C – Spring 2022
Jan 27	Thursday	Pell Funds Reimbursed – Terms A & B – Spring 2022
Feb 9	Wednesday	Mid-Term – Term B – Spring 2022
Feb 15	Tuesday	Tech on Tuesday
Feb 17	Thursday	Student Registration Begins – Term C – Spring 2022
Mar 2	Wednesday	Classes End – Term B – Spring 2022
Mar 2	Wednesday	Bookstore Day – Term C – 8:00a – 6:00p
Mar 3	Thursday	Classes Begin – Term C – Spring 2022
Mar 3	Thursday	Late Registration Fee Begins – Term C – Spring 2022
Mar 7	Monday	Last Day for Drop/Add, Refund, Pay for Class (5:00p), Financial Aid in the Bookstore for Term C (5:00p) – Spring 2022
Mar 8	Tuesday	Students Purged for Non-Payment – Term C – Spring 2022
Mar 11	Friday	No Show Deadline – Term C – Spring 2022
Mar 14	Monday	Mid-Term – Term A – Spring 2022
Mar 14	Monday	Pell Funds Disbursed – Term C
Mar 15	Tuesday	Tech on Tuesday
Mar 17	Thursday	Pell Funds Reimbursed – Term C – Spring 2022
Mar 28-May 2		Advanced Registration – Summer (AY22) and Fall (AY23)
Apr 1	Friday	Graduation Fee Deadline – Fall/Spring
Apr 4-8		Student Holidays: Spring Break 2022
Apr 12	Tuesday	Mid-Term – Term C – Spring 2022
Apr 18	Monday	NelNet Payment Plan Opens – Summer (AY22)
Apr 18	Monday	New Student Registration Begins for Summer (AY22)
Apr 19	Tuesday	Tech on Tuesday
May 2	Monday	Classes End – Terms A & C – Spring 2022
May 2	Monday	Transient/Transfer Student Priority Date – Summer 2022
May 2	Monday	Graduation Application Due – Summer 2022
May 3	Tuesday	Grades Due – Terms A & C – 12 Noon – Spring 2022
May 3	Tuesday	New Student Registration Day
May 10	Tuesday	Financial Aid Priority Date – Summer 2022

Summer Semester 2022

May 17	Tuesday	Final Student Registration – Summer 2022
May 17	Tuesday	Tech on Tuesday
May 19	Thursday	New Student Orientation – Summer 2022
May 19	Thursday	Bookstore Day – All Campuses – 8:00a – 7:30p
May 23	Monday	Classes Begin – Summer 2022
May 23	Monday	Late Registration Fee Begins – Summer 2022
May 25	Wednesday	Last Day for Drop/Add, Refund, Pay for Class (5:00p), Financial Aid in the Bookstore (5:00p) – Summer 2022
May 25	Wednesday	NelNet Payment Plan Closes – Summer (AY22)
May 26	Thursday	Students Purged for Non-Payment – Summer 2022
May 30	Monday	Student & Staff Holiday: Memorial Day 2022
May 31	Tuesday	No Show Deadline – Summer 2022
Jun 2	Thursday	Commencement – South – Fall/Spring
Jun 6	Monday	Pell Funds Disbursed – Summer 2022
Jun 9	Thursday	Pell Funds Reimbursed – Summer 2022
Jun 21	Tuesday	Tech on Tuesday
Jul 4	Monday	Student & Staff Holiday: Independence Day 2022
Jul 4-8		Student Holidays: Summer Break 2022
Jul 11	Monday	Mid-Term – Summer 2022
July 11-Aug 8		Advanced Registration – Fall (AY23)
Jul 19	Tuesday	Tech on Tuesday
Jul 25		New Student Registration Begins for Fall 2022
Jul 25	Monday	NelNet Payment Plans Opens – Fall 2022
Aug 8	Monday	Classes End – Summer 2022
Aug 8	Monday	Transient/Transfer Student Priority Date – Fall 2022
Aug 8	Monday	Graduation Application Due – Fall 2022
Aug 9	Tuesday	New Student Registration Day – Fall 2022
Aug 16	Tuesday	Tech on Tuesday

Admissions

General Admissions Policy

The admissions policy and procedures of the State Board of the Technical College System of Georgia and Oconee Fall Line Technical College assure the citizens of Georgia equal access to the opportunity to develop the knowledge, skills, and attitudes necessary for them to secure personally satisfying and socially productive employment.

In accordance with the Statement of Equal Opportunity, Oconee Fall Line Technical College (OFTC) 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, or citizenship status (except in those special circumstances permitted or mandated by law).

OFTC is committed to an "open door" admissions policy. The "open door" policy means that any qualified applicant able to benefit from our curriculum will be served by the college on a first-applied, first-qualified basis.

Entrance requirements are flexible enough to allow a student opportunity for admission into a specific program. This can be accomplished when the student demonstrates aptitude and ability for these programs as determined by satisfactory academic performance, placement tests, and other appropriate evaluations, when deemed necessary, to determine general fitness for admission.

Admissions Requirements

Admission to OFTC is not a guarantee of admission to a specific degree, diploma, or certificate program. The admission process encourages students to enter programs in which they have a reasonable expectation of success.

Students applying for admission to the college must be at least 16 years of age or older; the age requirement is higher for most allied health programs, early childhood care and education programs, cosmetology, and commercial truck driving.

ADMISSIONS PROCESS

Admission to OFTC is a multi-step process which consists of evaluation of prior academic experience and assessment for postsecondary readiness of eligible applicants.

The ability of a student to succeed in a program at a technical college is greatly determined by the math and language skills possessed by that student. OFTC is committed to assisting each student to achieve at his/her maximum potential. All students applying for diploma, degree, and certificate programs must be assessed prior to acceptance to a program of study at a technical college. Students will then be admitted in accordance with the academic standards applicable to that program

Applicants are processed, and the names of applicants are placed on a list of programs on a first-come, first-served priority, except in competitive admission programs. Because of the increasing demand for technical training, the chances of being accepted in the desired program are better if a student applies early.

ADMISSIONS STEPS:

1. Prospective students can apply to OFTC:
 - Online at www.oftc.edu (click "APPLY ONLINE" on the homepage); or
 - By completing a paper application (available at any OFTC campus or center or by emailing admissions@oftc.edu); or
 - Via the Georgia Virtual Technical Connection website at gvtc.tcsge.edu
2. Submit the \$25.00 application fee.
3. Submit an official copy of student's high school transcript or high school equivalency transcript to the Admissions Office. (Transcript request forms are available in the Admissions Office and on the OFTC website.)
4. Submit an official copy of all postsecondary transcripts to the Admissions Office. (Transcript request forms are available in the Admissions Office and on the OFTC website.)
5. Veterans must submit a copy of their DD214, military transcript and VA application and/or Certificate of Eligibility.
6. OFTC must evaluate students' readiness for degree, diploma, and certificate programs. OFTC may accept a student's official entrance score on the following validated assessment instruments if the scores meet the required minimums:
 - a. SAT
 - b. ACT/Pre-ACT
 - c. PSAT
 - d. TABE 9/10 scores of 461 or higher in reading and 442 or higher in math for placement into entry level workforce certificate programs
 - e. TABE 11/12 scores of 501 in reading for Levels M and D and 496 for math for Levels M and D. A score of 536 for reading if using Level A and 537 for math if using Level A
 - f. Georgia Milestones Literature & Composition or Georgia Milestones American Literature & Composition (English admission requirement only)
 - f. HOPE GPA after completion of 10th grade of 2.6 or higher
 - g. High school GPA of 2.0 for approved entry level workforce certificates
 - h. GED® Math or Reading must meet the minimum passing

score if used for placement into any certificate, diploma, or degree program

- i. HiSET® Math, Reading, or Language Arts must meet the minimum passing score if used for placement into any certificate, diploma, or degree program
- j. Completed TCSG form documenting two years of work/career-related experience for approved entry level workforce certificates
- k. Accuplacer/Companion
- l. Compass/Asset

**A student possessing an associate's degree or higher from a regionally accredited institution shall be exempted from placement requirements.*

Assessment results are transferable to any TCSG college.

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.

Credentials submitted become and remain the property of OFTC and will not be returned to the applicant, duplicated, or transferred to another institution.

NOTE: Certain programs do not require a high school diploma, high school equivalency diploma, or placement test scores. Placement tests are not required for special admit (non-diploma/non-credit) students unless recommended by the Admissions Office. Contact the Admissions Office for details.

The president of OFTC has the authority to waive the admissions requirement of a high school diploma or a high school equivalency (HSE) for those secondary students or those pursuing a high school equivalency who are otherwise eligible to enroll in a specific program of study. To be eligible for graduation from OFTC, however, students enrolled in diploma, degree, and specified programs must have received a high school diploma or high school equivalency. The only exception to this requirement is for those students graduating with a basic level workforce certificate.

All students must meet regular admission status in their program of study in order to graduate.

Payment of fees for the processing of an admissions application shall entitle applicants to have their application form reviewed according to normal admissions procedures at the college. The payment of an application fee does not guarantee admission to the college or to any program.

Admissions Appeal

Applicants who feel that they were unjustly denied admission have the right to appeal any decision regarding acceptance to OFTC. Appeals should be made in writing to the dean of student affairs within three (3) business days of receiving notification

of their admission status. The written document must include specific details supporting the appeal. A further appeal may be made to the vice president of student affairs. This appeal also must be made in writing to the vice president within three (3) business days of receiving notification of the dean of student affairs' decision. The decision of the vice president is final.

Eligible Applicants

Any individual 16 years of age or older who seeks access to quality instruction designed to develop or improve occupational competencies is eligible for admission. Certain academic programs may have different minimum age requirements. The president of the college may waive the "16 years of age" requirement for secondary students who are participating in an articulated program of study.

Required Academic Criteria

To be admitted by a Technical College, applicants must satisfy one of the academic readiness paths below:

1. HIGH SCHOOL GRADUATES

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.

2. HIGH SCHOOL EQUIVALENCY

Submission of an official transcript reflecting the student has passed an examination or completed a program the state recognizes as the equivalent of a high school diploma (e.g. GED, HiSET, Career Plus HSE).

3. EXCEPTION FOR BASIC WORKFORCE CERTIFICATE

The only exception to requirements number 1 or 2 is for those students seeking enrollment into an approved basic workforce certificate that does not require a high school diploma or high school equivalency for admission.

Basic level workforce certificates for OFTC are:

- a. Commercial Truck Driving

- b. Shampoo Tech (required for graduation)
- c. Basic Shielded Metal Arc Welder

4. POSTSECONDARY TRANSFER

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.

5. HOME SCHOOLED STUDENT (IN GEORGIA)

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; and
- 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).

6. HOME SCHOOLED STUDENT (NOT IN GEORGIA)

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:
 - a. PSAT, SAT, or ACT scores that meet or exceed the TCSG system and college minimum requirements for program readiness; or
 - b. ACCUPLACER placement scores that meet or exceed the TCSG system and college minimum score requirements for program readiness.

7. MILITARY VETERANS OR ACTIVE DUTY

Service members of the U.S. Air Force, Army, Coast Guard, Marines, or Navy may submit an official copy of the DD Form 214 or other official documentation of military service indicating high school graduate or equivalent.

Note: The president of OFTC may waive the admissions requirement that applicants have either a high school diploma or high school equivalency for those secondary students or those pursuing a high school equivalency who are otherwise eligible to enroll in a specific program of study. To be eligible for graduation from OFTC, however, students enrolled in diploma, degree, and

specified programs must have received a high school diploma or high school equivalency. The only exception is for those students receiving a basic level workforce certificate.

Program Readiness

All applicants must demonstrate program readiness by submitting test scores from a TCSG-approved placement test, transferring college credits from an accredited post-secondary institution, or by meeting the minimum requirements of at least one of the multiple measures for admission and placement.

MULTIPLE MEASURES

TCSG policy now allows greater access by allowing students to qualify for acceptance into certain programs based on high school GPA, prior workforce experience, and other standardized testing measures. For more information on placement and acceptance based on Multiple Measures, please contact the Admissions Office.

TRANSFER CREDITS

Official transcripts must document successful completion of program-level English and math coursework (grade of C or better) and be issued from a regionally- or nationally accredited post-secondary institution recognized by the United States Department of Education. If the transfer credits do not meet the minimum program requirements for entry, the applicant must meet one of the multiple measures.

Assessment

The ability of a student to succeed in a program at OFTC is greatly determined by the math and language skills possessed by that student. The Technical College System of Georgia is committed to assisting each student achieve his/her maximum potential. All students applying for degree, diploma, and certificate programs must be assessed prior to acceptance to a program of study at a technical college. Students will then be admitted in accordance with the academic standards applicable to that program.

A list of placement tests and other requirements that OFTC may accept in assessing a student's readiness for a program of study is included within the previously listed Admissions Steps.

Assessment results are transferable to any TCSG college. 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. A student possessing an associate's degree or higher from a regionally accredited institution shall be exempted from placement requirements.

NOTE: Certain programs do not require a high school diploma, high school equivalency diploma, or placement test scores. Placement tests are not required for special admit (non-diploma/

non-credit) students unless recommended by the Admissions Office. Contact the Admissions Office for details.

Re-Admission

Students who were previously enrolled at OFTC who have not attended the College for three semesters or more must submit an Application for Re-Admission as a returning student.

- A. Returning students who have already paid an application fee once are not required to pay it again.
- B. Students re-entering after meeting conditions of suspension will re-enter on Academic Probation.
- C. Students are not eligible for readmission until the conditions of their suspension have been met. The suspension period is for one full semester. Students who are readmitted to the college with a cumulative grade point average less than 2.0 or have a satisfactory completion rate of less than 67% of course work attempted will reenter on Academic Probation.
- D. Students returning after more than three semesters must complete all entrance and curriculum requirements posted in the most current catalog.
- E. Students must provide official transcripts documenting courses completed to be considered for credit for any coursework completed at another institution while not enrolled at OFTC.
- F. Students who have been suspended for a disciplinary reason may be considered for readmission at the end of the suspension by making an appointment with the vice president of student affairs.
- G. Readmission to a program will be granted on a space-available basis with the appropriate course sequence. A student will be required to complete the curriculum requirements in place at the time of re-enrollment.
- H. If 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 may 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.

Admission Categories

Minimum admissions requirements shall be established for each program. Students shall be admitted to a technical college in one of the following categories: Regular, Provisional, Special, Pending, or Transient.

1. Regular Status

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.

2. Provisional Status

Students who do not meet all requirements for regular admission into a selected program are granted provisional admission status. Provisionally-admitted students may take learning support classes, and certain specified occupational courses as long as class pre- and co-requisites are satisfied.

All certificate, diploma, and associate degree program students initially admitted on a provisional basis must have satisfactorily completed the necessary prerequisite and learning support course work in order to progress through the State Standard Curriculum.

Note: Dually/Jointly-enrolled students are not eligible for Provisional Admission status.

3. Special Admit Status (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 this status:

- a. May apply up to a maximum of 25 quarter or 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.
- b. May enroll in classes only on a space-available basis.
- c. Must adhere to the specific institutional prerequisite requirements when selecting courses.
- d. Will not be eligible for any financial aid.

4. Pending Admit Status (High School Seniors only)

Applicants who are in their final year of high school and are applying for a college term immediately after they graduate are granted Pending Admit Status. The following specifics define the parameters of this status:

- a. Applicants must submit a transcript showing the applicant is on track for completing all required high school courses before the semester they wish to enroll.
 - A letter from the high school confirming the pending completion is encouraged to be sent with the transcript.
- b. Will be allowed to register for courses after course placement requirements have been met.
- c. These applicants are not eligible for federal financial aid until a final high school transcript has been received.

5. Transient Status

Students who submit a Transient Agreement Letter from their home institution are granted Transient admission status. The

Transient Agreement Letter must verify that the student is in good standing and must list the courses the student is eligible to take. A current Transient Agreement Letter is required for each term of enrollment.

GVTC and Admissions Procedures

The Georgia Virtual Technical Connection's (GVTC) mission is to provide students with a central point of reference for programs offered electronically through the Technical College System of Georgia (TCSG). GVTC provides the central point of contact for the student applying online by providing an online course catalog, an online orientation, answers to questions concerning the online process and facilitation of the online application to the requested college. GVTC acts as a facilitator rather than a full functioning admissions department; application files, assessment testing, advisement and registration, financial aid, textbook orders, and awarding credentials are managed at the local colleges. GVTC's function is to assist the student in locating the course(s) needed and to direct the application to the requested college.

The same policies and procedures that apply to the traditional student affairs process apply to the Georgia Virtual Technical Connection (GVTC) process. Each application is processed in a nondiscriminatory way for admission to any technical college within the TCSG. GVTC acts as facilitator in assisting the college's student affairs division in processing the online student. OFTC requests that students take transient courses at only one institution per semester.

Admissions Process

The procedures for admissions are:

- Complete and submit the online application form to GVTC — <https://gvtc.tcsge.edu>
- Print the application, sign it, and mail to college of choice with a non-refundable \$25 application fee.
- Submit high school transcript or high school equivalency diploma.
- Submit all post-secondary transcripts.
- Submit acceptable assessment test scores or other valid assessment instrument documentation – See Assessment Section.
- For transient students only, present the appropriate transient correspondence to the host school.
- Students must be sixteen (16) years of age or older.

Student Responsibilities

- If the student is a transient, it is the student's responsibility to contact his/her advisor for permission to be a transient student before applying to GVTC.
- It is the student's responsibility to ensure that he/she has access to a computer that meets the minimum hardware/

software requirements to participate in an online course. Those requirements are listed on the GVTC website at: <https://gvtc.tcsge.edu/Technology-Requirements>

- It is the student's responsibility to purchase his/her textbooks or needed supplies. The course instructor may assist the student.
- Transient OFTC students not taking online courses must complete a Transient Request Form in the Registrar's Office.

Academic Support Courses

Students placed in English, reading, and math academic support courses at the 0095 and 0096 levels will be required to complete individualized non-credit Academic Support sessions offered through the Adult Education department at all OFTC Adult Education facilities in the service area. Students must score 10 or higher on the TABE Level D Test 9/10 (Test for Adult Basic Education) or at sixth-grade level on TABE 11/12 to progress to diploma-level math and English credit courses. A grade of "EXE" will be placed on the student's transcript to indicate successful completion of the academic support courses at the 0096 level.

Criminal Background Checks

Applicants to most programs at Oconee Fall Line Technical College are admitted to the program on a first-applied, first-qualified basis. However, before entering certain internship, practicum, or clinical settings, students must obtain a criminal background check. Class instructors will inform students when they should begin the criminal background check process. If the background check is not satisfactory, students will be required to withdraw from the class.

All students enrolled in Early Childhood Care and Education programs that require students to be placed in practicum/lab courses or be placed in any internship or practicum setting in a paid or unpaid capacity that involves personal contact with any child being cared for by a public or private child care learning center, pre-K facility, group day care home, or family day care home may be required to undergo a fingerprint-based criminal records check. With respect to participation in a practicum/lab or internship, there may be additional standards established by individual site operators that students must meet. A student's placement at a particular site for a practicum/lab or internship is contingent upon acceptance by the individual operator. Students who receive an unsatisfactory fingerprint records check determination from the Georgia Department of Early Care and Learning will be provided an opportunity to show that the record is in error and/or to appeal the determination by requesting a hearing before an Administrative Law Judge at the Office of Administrative Hearings.

If an unsatisfactory determination from the Georgia Department of Early Care and Learning is not reversed; if students are unable to

meet other practicum/lab or internship requirements established by an individual site operator; or if students are removed from and cannot return to complete a practicum/lab or internship placement in response to an arrest, conviction, or other change(s) in criminal history status involving a covered crime; or, if they fail to meet other established academic requirements associated with the ECCE program, they will be unable to graduate from OFTC with an Early Childhood Care and Education Degree or Diploma.

Students are responsible for all costs associated with the above referenced fingerprint records check. The Georgia Department of Early Care and Learning reserves the right to require students to undergo an additional fingerprint records check if the agency has reason to believe that students possess a criminal record that renders them ineligible to have contact with children in an internship or practicum/lab site. Students are responsible for all costs associated with any additional fingerprint record check(s) that may be required.

Students must sign the Acknowledgement of Criminal History Records Check Requirements Form and the Early Childhood Care and Education Program Disclosure of Arrest/Conviction Form. If a student is arrested, convicted of any crime, or subject to any other criminal history status change for a covered crime while performing an internship or practicum/lab in a child enrichment center or group day care home, he/she must verbally notify and provide the site with a completed Disclosure of Arrest/Conviction Form no later than three (3) calendar days following the arrest, conviction, or change regarding his/her criminal history status.

Health Screenings and Vaccinations

All students must have a physical examination by a healthcare provider prior to participation in clinical activities for their chosen specialization in the allied health department. Also, a visual and hearing screening performed by a health department is required. Separate documentation will be required for Hepatitis B vaccination series, or proof of seroconversion after the Hepatitis B vaccination series, and TB testing or chest x-ray. TDaP or other additional immunizations may be required at certain clinical sites. Proof of immunity to varicella and MMR is also required. A student who refuses the Hepatitis B vaccination series must sign a declination form. Students who refuse the Hepatitis B immunizations should also be aware of the risk of Hepatitis B in the health care field and understand that they practice at their own risk. The student will incur the cost of these procedures. The physical exam form and proof of vaccinations are submitted to the program instructor.

Special Admissions Programs

Several programs at Oconee Fall Line Technical College have additional program admissions requirements prior to acceptance into the program or prior to continuation in the program of study.

Allied Health Programs

To meet the ever-expanding demand for qualified allied health professionals, OFTC offers a wide array of degree, diploma, and technical certificates of credit programs in allied health. These programs provide classroom instruction, laboratory experience, and clinical practice to assure that students obtain the most current and the highest-level skills in their chosen health profession.

Students interested in allied health programs may obtain admission requirements information from the Admissions Office. Information about the sequence of course offerings and program costs is also available on the OFTC website.

General Information

Prior to beginning clinical training or enrolling in courses requiring personal protective equipment, students must have completed a current physical exam. Medical professional liability insurance is also required. Students must satisfactorily pass a criminal background investigation, have a negative drug test, and provide evidence of all items listed in the previous Health Screenings and Vaccinations Section prior to beginning their laboratory practice or clinical training. The drug screen is arranged by the Academic Affairs Office. Students will be provided with information about ordering their criminal background investigations. The criminal background investigation must be provided through the OFTC-recommended provider.

In allied health programs, students are required to purchase approved uniforms, and in some programs, purchase of laboratory supplies and materials is also required.

Students will be assigned to off-campus clinical sites and must have reliable transportation and be able to complete clinical during non-traditional hours. Clinical sites may vary depending on the number of students and availability of sites. Clinical rotation may involve travel to distant sites to meet necessary requirements. Students must comply with all standards and policies set forth by the clinical sites throughout their clinical rotation.

Regardless of the student's grade point average, the student will be academically dismissed from allied health programs if the grade for any required program course is "D" or lower.

Special Note: Conviction of a felony or misdemeanor could make a student ineligible to complete program clinical requirements or take the licensing exam(s) required by the profession upon graduation.

Drug Screening and Criminal Background Investigations

OVERVIEW

Admission into Oconee Fall Line Technical College's programs does not guarantee acceptance or placement into practicum/lab courses or into any clinical, internship, or practicum setting (aka site), which is required for graduation.

Affiliate sites supporting allied health programs require that students have satisfactory criminal background investigation and negative drug testing results utilizing OFTC appointed procedures and vendors prior to acceptance or placement in clinical rotations. Random and discretionary background investigations and drug screens may also be conducted at the request of the clinical/internship/practicum/externship site.

Allied health students participating in clinical rotations are required to complete a standard criminal background investigation and a 9-panel drug test through OFTC-assigned providers. Students are charged fees for these items when registering for applicable classes. However, some healthcare facilities require an additional drug screening, a more extensive background check, or have additional requirements based on the facility regulations. Students assigned to clinical rotations at sites with requirements in addition to those covered by OFTC fees will be personally responsible for the charges associated with clinical placement.

PARTICIPATION AS A REQUIREMENT OF BEING PLACED AT A CLINICAL/ INTERNSHIP/PRACTICUM SITE

No student will be placed into practicum/lab courses or into any clinical, internship, externship, or practicum site in a program or continue in the program without having the required satisfactory criminal background investigation and a negative drug test.

DRUG TESTING

Prohibited Behavior

It is a violation of the OFTC Drug Testing procedure for any student to:

- (1) report to OFTC or to any practicum/lab courses or any off-site instructional activity under the influence of or while possessing on or in his or her body, blood, or urine, illegal drugs in any detectable amount;
- (2) report to OFTC or to any practicum/lab courses or any off-site instructional activity while under the influence of or impaired by alcohol;
- (3) use prescribed drugs illegally, i.e., to use prescription drugs that have not been legally obtained or in a manner other than for the purpose prescribed). However, nothing in the OFTC Drug Testing procedure precludes the appropriate use of legally prescribed medications.

Additional information concerning OFTC drug testing can be found in official OFTC procedures.

Testing Requirement Compliance

Any student who refuses to comply with a request for drug testing shall be dismissed from the program for one semester. Refusal can include an inability to provide a sufficient urine specimen, saliva sample, or a breath sample without a valid medical explanation, as well as a verbal declaration, obstructive behavior, or physical absence resulting in the inability to conduct the test. Failure to submit to a required substance abuse test within the required timeframe or submitting a verified adulterated or substitute drug test constitutes a refusal and will be viewed as a positive result. A second violation of this procedure will result in permanent dismissal from all allied health programs.

Circumstances for Testing

PRE-CLINICAL TESTING

All students enrolled in programs that require students to be placed in practicum/lab courses or be placed in any clinical or practicum setting will undergo testing for the presence of drugs as a condition of being placed in any practicum/lab course or in any clinical, internship, externship, or practicum site. Any student with a confirmed positive drug test will not be placed in any practicum/lab courses or in any clinical, internship, externship, or practicum site and will be dismissed from classes and the program for at least one full semester due to the fact that the clinical courses are required for the program of study. Students may continue to take general education or allied health core classes, or classes that are not prerequisite or corequisite classes during the term in which they are tested. A student who is dismissed from his/her program due to a failed drug test will not receive a refund for any fees paid.

Students will be required to submit voluntarily to a urinalysis at a laboratory chosen by Oconee Fall Line Technical College, and by signing the consent agreement will release OFTC from liability. The cost for this test will be paid by the student, financial aid, or third party. Fees made payable for drug screens are nonrefundable and must be paid by student when testing is arranged. Drug tests are valid for one year from the test date if the student maintains continuous enrollment at OFTC unless a request to retest is made due to reasonable suspicion or if the clinical site requests a retest. Student must show an OFTC student photo ID at time of drug testing. Additional fees may apply for certain situations and fees are subject to change.

CONTINUOUS ENROLLMENT

If a student is not continuously enrolled following the term(s) in which he/she was tested, then the student will be required to retest once he/she re-enrolls following the pre-clinical testing procedures.

REASONABLE SUSPICION

Reasonable suspicion is based on the judgment of the clinical

site. Reasonable suspicion is a belief that a student is using or has used drugs or alcohol in violation of this procedure drawn from specific objective and articulable facts and reasonable inferences drawn from those facts in light of experience. The clinical site will notify the instructional coordinator if a student has to be tested due to reasonable suspicion.

A refusal to test upon notification will be deemed a positive result.

RANDOM TESTING

Students are subject to random drug testing during the clinical/practicum rotation schedule as required by the clinical site. The affiliate clinical/practicum institution and OFTC shall have the right to terminate a student who fails a random drug test from the clinical/internship/practicum/externship site and from the program. The clinical site will notify the instructional coordinator if a student has to be tested due to random testing.

RETURN-TO-DUTY, FOLLOW-UP-TESTING

Students who violate or fail to follow any of the provisions of this procedure will be removed from their program for one full semester before being allowed to reapply to the program following the competitive selection process. The affiliate clinical/practicum institution, however, is not required to re-admit a student to a clinical/practicum site once a student has been released from its site. Some clinical sites are mandatory for certain Allied Health programs. Any student rejected by a mandatory clinical site will not be allowed to complete required clinical hours and, therefore, will be withdrawn from the program.

A student who has tested positive for drugs must attend drug/alcohol rehabilitation prior to reapplying to the program. Documentation (signed by a substance abuse professional) of this rehabilitation training must be submitted at the time of reapplication to the dean of student affairs. A second violation of this procedure will result in permanent dismissal from the program.

Testing Procedures

All drug and alcohol tests will be performed by a college-approved testing company. Controlled substance test will be a 9-panel rapid. If the student is under the prescriptive care of a physician and tests positive, the student will be contacted by the Medical Review Officer (MRO) from the testing company and documentation must be presented within a specified deadline. Failure to submit requested documentation by the specified deadline will result in a positive ruling by the MRO.

Notification

The privacy of individuals taking these tests will be maintained consistent with the policies of Oconee Fall Line Technical College. Those students who pass drug testing will be included

on the roster for the clinical course. Those students who fail the drug test will be dismissed from the program. A positive result is the sole determination of the MRO. There is no OFTC appeal process for a result deemed positive by the MRO.

Consequences of Use of Controlled Substances and Misuse of Alcohol

Students with unsatisfactory results will not be accepted at the affiliate clinical/internship/practicum/externship site and will not be allowed to continue in the course or program at Oconee Fall Line Technical College. Failure to follow the OFTC Drug Testing and Criminal Background Check Procedure will result in dismissal from the affiliate clinical/practicum site and dismissal from the program for one semester. It is the procedure of Oconee Fall Line Technical College that any student who is currently registered in an allied health clinical course and who violates any of the provisions set forth in this procedure will be administratively withdrawn from current occupational courses with a grade of "W." However, the student may continue to be enrolled in a general education or core allied health course during the term that he/she is tested.

Consumer Information

Community resources are available to assist students who are experiencing problems with alcohol and/or other drugs. Information concerning the effects of alcohol and controlled substances use on an individual's health, work, and personal life and the signs and symptoms of an alcohol or controlled substances problem is available from the Student Affairs Offices at Oconee Fall Line Technical College.

School Contact

Should you have any questions regarding this procedure, please contact the following:

Ann Morton, Instructional Coordinator
Oconee Fall Line Technical College
560 Pinehill Road
Dublin, GA 31021
478-274-7840
amorton@oftc.edu

CRIMINAL BACKGROUND INVESTIGATION

Pre-Enrollment

The clinical/internship/practicum/externship sites associated with the college's allied health programs require background investigations on incoming students to ensure the safety of the patients treated by students in the program. Therefore, all students enrolled in programs that require students to be placed in practicum/lab courses or be placed in any clinical, internship, externship, or practicum setting will be required to have a criminal background investigation conducted by a college-approved firm specializing in background investigations

for healthcare workers. Criminal background checks are valid for one year if the student maintains continuous OFTC enrollment unless the clinical/internship/practicum/externship site requests a new check. The student will be assessed a non-refundable fee for the cost of the background investigation as part of his/her semester matriculation fees by OFTC. Additional costs may be incurred for criminal background investigations processed outside of the state of Georgia. Students must place their order online through the approved vendor when their instructor gives notice. By signing the consent agreement, the student releases Oconee Fall Line Technical College from liability. Any students submitting a premature or duplicate request will be charged the fee for all requests processed.

Students should not submit results of criminal background investigations to any Oconee Fall Line Technical College faculty or staff member.

Students who are advised by the clinical/internship/practicum/externship site that they have been denied acceptance at the site should contact the vendor to discuss Adverse Action steps. Adverse Action is the procedure established by the Fair Credit Reporting Act that allows students to see the report and to dispute anything reported.

Notification

Students must agree that criminal history record information can be provided to those persons with a need to know at the affiliate clinical/internship/practicum/externship institutions. The privacy of individuals having criminal background investigations conducted will be maintained consistent with the policies of Oconee Fall Line Technical College. The program instructor will be responsible for providing the roster of students to the clinical/internship/practicum/externship institution for consideration. The affiliate clinical/internship/practicum/externship institution will review the results to determine whether the students meet requirements of the affiliate clinical/internship/practicum/externship site. Students with unsatisfactory results will not be accepted at the affiliate clinical/internship/practicum/externship site and will not be allowed to complete the course or program at Oconee Fall Line Technical College. Failure to follow the policies contained herein will result in dismissal from the affiliate clinical/practicum site and dismissal from the program for one semester. It is the procedure of Oconee Fall Line Technical College that any student who is currently registered in an allied health clinical course who violates any of the provisions set forth in this procedure will be administratively withdrawn from current occupational courses with a "W." However, the student may continue to be enrolled in a general education or core allied health course during the term that he/she is tested.

A clinical/internship/practicum/externship facility has the right to exclude any student if, in the opinion of the site, the student could pose or potentially pose a danger to patients. **The clinical/internship/practicum/externship institution makes the sole decision whether students are accepted at its clinical/internship/practicum/externship site. There is no OFTC appeal process for an unsatisfactory criminal background investigation.**

Behavior That Constitutes A Refusal To A Criminal Background Investigation

Failure to submit to have a criminal background investigation conducted within the required time frame constitutes a refusal and will be viewed as an unsatisfactory result. Students with a refusal will be administratively withdrawn from current occupational courses with a "W." Students may continue to be enrolled in their general education courses for the remainder of the term.

Fees

Fees made payable for drug screens and criminal background investigations are nonrefundable. Students are assessed fees for the drug screen and criminal background investigation, and **fees must be paid by the deadline established by the instructor. Failure to pay fees by the required date will cause the student to be dropped from the registered course(s).**

Other

Students who **withdraw or are dismissed** from a program that requires drug screens and who wish to reapply must follow the competitive selection process and must have another drug screen (at the student's expense) prior to being placed in a clinical/internship/practicum/externship setting. This requirement also applies to students who transfer to a program that requires a drug screen.

Students who **withdraw or are dismissed** from a program that requires criminal background investigations and who wish to reapply must follow the competitive selection process and must have another criminal background investigation if the student's break in service from OFTC is greater than one semester or if the clinical site requests an up-to-date background check. This requirement also applies to students who transfer to a program and whose criminal background investigations are older than one year.

School Contact

Should you have any questions regarding this procedure, please contact the following:

Ann Morton, Instructional Coordinator
Oconee Fall Line Technical College
560 Pinehill Road
Dublin, GA 31021
478-274-7840
amorton@oftc.edu

Allied Health Programs Admissions Requirements

COMPETITIVE ALLIED HEALTH PROGRAMS

Applications to compete must be submitted no later than the specified deadline. Students without an application on file in the Admissions Office will NOT be considered for competition. Applications signify that the student:

- (1) has completed or will complete the designated courses,
- (2) has registered for and will complete TEAS (nursing, radiologic technology, and diagnostic medical sonography programs) test prior to the published deadline,
- (3) understands the competitive process including deadlines for work experience forms and official college transcripts.

If designated core courses and additional curriculum/other requirements listed are not completed by the published deadline and/or if the student is not in satisfactory academic standing at OFTC, then the application will not be considered. The student is responsible for the payment of the drug screen fee and criminal background check fee that will be assessed when students register for classes with such requirements. All newly accepted students will be required to attend an orientation session prior to the beginning of the program. No new students will be accepted after program orientation occurs. The updated Guidelines for Entry into Allied Health Programs can be found on the OFTC website under Admissions.

Competitive Applications For:

ASSOCIATE DEGREE IN NURSING BRIDGE

Students must complete the following designated courses that will be used toward the GPA ranking: BIOL 2113, BIOL 2113L, BIOL 2114, BIOL 2114L, BIOL 2117, BIOL 2117L, ENGL 1101, ENGL 1102, ENGL 2130, MATH 1111 or MATH 1103, and PSYC 1101. In addition, a state-approved general education course such as HIST 2111, HIST 2112, POLS 1101, or SOCI 1101 will also be used toward the GPA ranking.

Applicants are required to have either an unrestricted LPN license or an unrestricted paramedic license, as well as at least one year of documented working experience as either an LPN or a licensed paramedic. Students selected must have a current CPR card by the first day of class. Students may compete for program seats for each fall semester cohort. Three (3) bonus points will be awarded in ADN Bridge competition for applicants who completed the Practical Nursing or Paramedicine program at OFTC.

DIAGNOSTIC MEDICAL SONOGRAPHY ASSOCIATE DEGREE OF APPLIED SCIENCE

Students must complete the following designated courses that will be used toward the GPA ranking: BIOL 2113, BIOL

2113L, BIOL 2114, BIOL 2114L, ENGL 1101, ENGL 2130, MATH 1111, MATH 1127, PHYS 1110, PHYS 1110L, and PSYC 1101. Students may compete for program seats for each fall semester cohort.

PRACTICAL NURSING DIPLOMA

The following designated courses will be used toward the GPA ranking: ALHS 1040, ALHS 1060, ALHS 1090, ALHS 1011, COLL 1060, ENGL 1010, MATH 1012, PSYC 1010, and NAST 1100. Students are required to complete the courses in the Health Care Assistant Technical Certificate of Credit prior to competition.

RADIOLOGIC TECHNOLOGY ASSOCIATE DEGREE OF APPLIED SCIENCE

Students will be required to take the following designated core classes that will be used toward the GPA ranking: ALHS 1090, BIOL 2113, BIOL 2113L, BIOL 2114, BIOL 2114L, COLL 1060, ENGL 1101, ENGL 2130, IMSA 1100, MATH 1111 or MATH 1103, PSYC 1101, and RADT 1010. These students may compete for program course slots each spring semester. Students are required to complete the Imaging Science Technical Certificate of Credit prior to competition.

OTHER ALLIED HEALTH PROGRAMS

Students must complete an application to compete for their name to be placed on the list of potential program students. Students without an application on file will NOT be considered for program competition. Applications signify that the student has completed or will complete the designated courses by the designated deadline and understands the deadlines for official college transcripts. If more students apply to compete than there are seats available, the competitive process is followed with the exception of TEAS testing.

Applications For:

COMPUTED TOMOGRAPHY TECHNICAL CERTIFICATE OF CREDIT

Students competing for the Computed Tomography technical certificate of credit program must hold a current certification in good standing with: (1) ARRT as either a registered Radiologic Technologist or Radiation Therapist, or (2) NMTCB as a registered nuclear medicine technologist. OFTC Radiologic Technology graduates will receive first option for available seats. However, if additional seats remain after OFTC graduates/students are accommodated, other credentialed professionals in good standing with ARRT or NMTCB will be placed on a first-come, first-served basis.

MAGNETIC RESONANCE IMAGING TECHNICAL CERTIFICATE OF CREDIT

Students competing for the Magnetic Resonance Imaging

(MRI) technical certificate of credit program must hold a current certification in good standing with: (1) ARRT as either a registered Radiologic Technologist or Radiation Therapist, (2) ARDMS as a registered diagnostic medical sonographer, or (3) NMTCB as a registered nuclear medicine technologist. OFTC Radiologic Technology graduates will receive first option for available seats. However, if additional seats remain after OFTC graduates are accommodated, other credentialed professionals in good standing with ARRT, ARDMS, or NMTCB will be placed on a first-come, first-served basis.

MEDICAL ASSISTING DIPLOMA

Students must successfully complete the following designated courses (ALHS 1011, ALHS 1090, COLL 1060, ENGL 1010, MATH 1012, and PSYC 1010) prior to taking medical assisting occupational classes.

PHARMACY TECHNOLOGY ASSOCIATE DEGREE OF APPLIED SCIENCE

Students must successfully complete the following designated courses (ENGL 1101, ENGL 2130, MATH 1111 or MATH 1103, PSYC 1101, COLL 1060, ALHS 1040, ALHS 1090, BIOL 2113/2113L, and BIOL 2114/2114L) prior to taking pharmacy technology occupational classes. In addition, a state-approved general education course must be completed.

PHARMACY TECHNOLOGY DIPLOMA

Students must successfully complete the following designated courses (ALHS 1011, ALHS 1040, ALHS 1090, COLL 1060, ENGL 1010, MATH 1012, and PSYC 1010) prior to taking pharmacy technology occupational classes.

RESPIRATORY CARE ASSOCIATE DEGREE OF APPLIED SCIENCE

Students must successfully complete the following designated courses (BIOL 2113/2113L, BIOL 2114/2114L, BIOL 2117/2117L, CHEM 1211/1211L or CHEM 1151/1151L, COLL 1060, ENGL 1101, ENGL 2130, PSYC 1101, and MATH 1111) prior to taking respiratory occupational classes.

COMPETITIVE SELECTION PROCESS

Following the successful completion (a grade of "C" or better) of all designated courses and additional curriculum/other requirements, students will enter into a competitive process for determining eligibility to progress into occupational program courses. The formula used for the competitive process is:

$$\text{Total score} = (\text{GPA}/4.0 \times 50\%) + (\text{TEAS}/100 \times 50\%) + \text{possible bonus points}$$

The GPA is calculated using grades earned in the designated courses and additional curriculum. ALHS, biology, and chemistry

courses must have been completed within the past five (5) years and if courses have been repeated, the last two grades within the previous five (5) years will be used in the GPA calculation. If the student has been continuously enrolled at OFTC, the five-year period will not apply. The highest attempt of other designated classes will be used in the GPA calculation. The registrar will calculate GPAs for all students. The GPA must be 3.0 or higher to be considered for the program.

The Test of Essential Academic Skills (TEAS) is a requirement for competition into the Practical Nursing, Radiologic Technology, Diagnostic Medical Sonography, and Associate Degree of Nursing Bridge Programs. These tests may be taken only three times per academic year (the academic year begins each fall semester). Candidates for TEAS testing must show a valid photo ID (driver's license or other government-issued ID) immediately prior to testing. The highest overall score will be used in the competitive process. The TEAS must be taken within the two-year period prior to the competitive application deadline for the scores to be considered for admission purposes. A minimum required score of 59.5 (for practical nursing) or 65 (or ADN Bridge, Radiologic Technology, and Diagnostic Medical Sonography) must be attained for a student to be eligible to compete.

Bonus Points - With the exception of the ADN Bridge competition, bonus points may be earned through documented, program-specific, paid work experience. One (1) bonus point for every year of experience will be awarded with a maximum of three (3) bonus points for consecutive work experience. Only work experience from the past five years will be considered for bonus points.

Three (3) bonus points will be awarded in Practical Nursing competition for applicants who completed the Health Care Assistant Technical Certificate of Credit at OFTC.

Three (3) bonus points will be awarded in ADN Bridge competition for applicants who completed the Practical Nursing or Paramedicine program at OFTC.

All students' total scores will be ranked from the highest to the lowest. Students with the highest total scores, a GPA of at least 3.0 and the minimum required testing score on TEAS will be accepted. The total number of students accepted is based on the number of available openings. If all seats are not filled through competitive requirements, consideration may be given to students who did not make the required GPA or testing cut scores based on the number of available seats.

Re-entry or Transfer Students - Students who have been unsuccessful or have withdrawn from an allied health program at HGTC, STC or OFTC or another TCSG college and desire to re-enroll must compete for re-entry. Transfer students must submit all transcripts by the specified application deadline to compete for admission.

Re-entry to first semester - Students who wish to re-enroll in the first semester of a program must follow the same guidelines listed above. TEAS exam scores already on file in the Admissions Office will be used in calculating the total score using the formula

above as long as the former TEAS test was taken within the two-year period prior to the competitive application deadline. Students will have to resubmit work verification forms. Students in programs that previously did not require TEAS scores must take the exam to be considered for re-entry into a program.

Re-entry to other semesters - All students applying for re-entry into other semesters must first meet OFTC's first-term entry requirements. If ALHS, biology, and chemistry courses have been repeated, the last two grades within the previous five (5) years will be used in the GPA calculation. The highest attempt of other designated classes will be used in the GPA calculation. Students' GPAs will be ranked from the highest to the lowest based on the competitive process. Students with the highest ranking will be accepted, up to the maximum of available openings. This option is only available if vacant slots exist in the advanced program cohort for the semester student needs to re-enter.

Students transferring into the Practical Nursing program will be required to successfully complete the applicable ATI (Assessment Technologies Institute) exam(s) as well as a skills checkoff with OFTC faculty prior to being allowed to compete for an advanced slot. Only one attempt will be allowed for skills checkoff and STI exam. The fee for the ATI exam must be paid with a credit card by the student at the time of testing. All skills validation testing must be successfully completed by the competitive application deadline for chosen term of entry.

Applicants who feel that they were unjustly denied admission have the right to appeal any decision regarding acceptance to the dean of student affairs within three (3) business days of receiving notification of their admission status. The written document must include specific details supporting the appeal. A further appeal may be made to the vice president of student affairs. This appeal also must be made via the admissions appeal process.

If a student has been extended two offers of acceptance into a specific allied health program at the former HGTC, the former STC, or OFTC and did not complete the program, the student will be denied admittance into the program. Students who have extenuating circumstances may appeal the decision in writing via the admissions appeal process.

All newly accepted Practical Nursing students will be required to attend an orientation session and a pharmacology tutorial session (Math Boot Camp) prior to the beginning of the Practical Nursing classes. Attendance to both events is mandatory. Any student not attending both required events will forfeit his/her slot.

NOTE: If a student elects to take an exemption test and passes the test for one of the required core classes for an allied health competitive program, then the exempted course will not be used for calculating the GPA for a competitive allied health program acceptance. Students may only exempt two courses in competitive allied health programs.

TEAS Testing Procedures:

Assessment Center staff will establish sufficient TEAS administration dates and at varying times to be available and

convenient to all candidates needing testing and/or retesting.

Communication of TEAS dates to allied health candidates will be accomplished through the OFTC website Admissions page, an email to all OFTC student accounts at the first of each semester, and an email to Student Affairs and affiliated instructional faculty/staff/administration.

Candidates for TEAS testing must register online to take the TEAS exam. Tests within a given semester will not be scheduled earlier than the first day of classes for that semester. Test appointments will be scheduled on a first-come, first-serve basis until capacity is reached.

Following TEAS testing, each first-time candidate is required to personally meet with Assessment Center staff for counseling and interpretation of his/her scores. Test scores for re-testers will be mailed.

ALLIED HEALTH TECHNICAL STANDARDS AND CLINICAL REQUIREMENTS

Oconee Fall Line Technical College has a moral and ethical responsibility to select, educate, and graduate competent and safe students/practitioners. The college has identified technical standards critical to the success of students in allied health programs. These standards are designed not to be exclusionary, but to establish performance expectations that will enable students to provide safe professional practice with or without reasonable accommodations. All students enrolled in an allied health program are asked to review the provided technical standards and clinical requirements. The allied health programs are prepared to provide reasonable accommodations to accepted students who have documented disabilities. Students with disabilities who wish to request accommodations under the Americans with Disabilities Act must follow the college's procedures outlined in the Student Affairs section of the catalog prior to enrollment in program courses.

- Ability to work in a clinical setting eight to twelve hours a day performing physical tasks requiring physical energy without jeopardizing patient, self, or colleague safety.*
- Possess fine and gross motor function necessary to perform patient care activities with the ability to frequently reach, lift, and use manual dexterity in the manipulation and operation of equipment, accessories, as well as for the use/creation of immobilization devices.*
- Ability to assist in the transporting, moving, lifting and transferring of patients weighing up to 450 pounds from a wheelchair or stretcher, to and from beds, treatment tables, chairs, etc.*
- Ability to lift up to 50 pounds.
- Ability to communicate clearly (verbal, written, nonverbal, and technically), with all members of the health care team and patients. (Documented by satisfactory completion of general education requirements).
- Possess sufficient visual and hearing acuity to observe lectures, demonstrations and clinical situations in the practice

of health care professions. This is necessary to report visual observations of patients and equipment operations as well as to read patient's medical records and medical information. Aural acuity must be adequate enough to hear the patient during all phases of care as well as to perceive and interpret equipment signals. Tactile and somatic senses must be intact to provide appropriate responses and intervention.*

- Possess the emotional health required for full use of the intellectual abilities, demonstration of good judgment, prompt and safe completion of all responsibilities, and development of mature and effective relationships with faculty, classmates, preceptors, and patients. Must be able to work cooperatively with others, adapt to rapidly changing environments, think clearly and tolerate physically and mentally challenging workloads under stressful situations. Additionally, students must demonstrate moral reasoning and ethical behaviors.*
- Have sufficient problem-solving skills to include measuring, calculating, reasoning, analyzing, evaluating, and synthesizing with the ability to perform these skills in a timely fashion. Periodic examinations, both written and practical, are an essential component of the health sciences curriculum. In order to progress through the curriculum, students must successfully fulfill examination requirements. (Documented by meeting program admission status.)
- Must demonstrate clinical competency. The process of evaluation of the clinical performance is an essential component of the curriculum and participation in clinical experiences and evaluation are required.

* Documented by physical exam.

Transportation Department

Oconee Fall Line Technical College's transportation division, which for the purposes of this procedure will be referred to as Commercial Truck Driving (CTD), has established requirements for admission as indicated below. The CTD program is prepared to provide reasonable accommodations to students who have documented disabilities. Students with disabilities who wish to request accommodations under the Americans with Disabilities Act must follow the college's procedures outlined in the Student Affairs section of the catalog prior to enrollment in program courses.

Commercial Truck Driving Admission Requirements

OFTC prefers to accept students 21 years of age or older for the Commercial Truck Driving program. Students aged 18 - 20 years old may operate a commercial truck only in the state of Georgia and, therefore, may have limited employment opportunities. All students are admitted to the program on a first-applied, first-qualified basis. Registration is open thirty (30) days prior to class start date.

In order to be officially accepted into the CTD Program at Oconee

Fall Line Technical College, students must complete the following steps:

- Complete all Oconee Fall Line Technical College admissions procedures.
- Students under 21 must complete an acknowledgment form stating that they understand the restrictions on employment and training opportunities in the trucking industry.
- After obtaining acceptable scores on the placement test, students must obtain a seven-year Motor Vehicle Report (MVR) from the Georgia Department of Driver Services. The date of the MVR must be within thirty (30) days of the class start date.
- Applicants must have a valid Georgia driver's license and have no more than eight points (or five points in one year) or four moving violations on the Georgia Violator Scale. Furthermore, applicants can have no more than one DUI, Controlled Substance Conviction, or Open Container, and none in the past five years. After the MVR is approved, the following conditions must be met:
- After obtaining CDL permit, students must successfully pass a Federal DOT Drug Screen.
- Applicants must pass the Department of Transportation (DOT) physical examination

TRANSPORTATION DIVISION DRUG AND ALCOHOL TESTING PROCEDURE

Overview

Oconee Fall Line Technical College's Transportation programs are committed to providing a safe environment and fostering the well-being and health of its students and employees. For purposes of this procedure, the programs will be referred to as Commercial Truck Driving (CTD). That commitment is jeopardized when any student of the college illegally uses drugs, comes to school under the influence, possesses, manufactures, distributes or sells drugs or abuses alcohol while enrolled at Oconee Fall Line Technical College, hereinafter referred to OFTC. In accordance with Federal Motor Carrier Safety Regulation Part 382, the following procedure has been established.

It is our procedure to (1) assure that students are not impaired in their ability to perform assigned duties in a safe, productive, and healthy manner; (2) create a learning environment free from the adverse effects of drug abuse and alcohol misuse; (3) prohibit the unlawful manufacture, distribution, dispensing, possession, or use of controlled substances; and (4) to encourage students to seek professional assistance at any time with personal problems, including alcohol or drug dependency, that adversely affect their ability to perform their assigned duties.

Students who fail to follow or violate any of the provisions of this procedure will be dismissed from the CTD program for **one full semester** before being eligible to reapply to the program. A student who violates this procedure a second time will result in permanent dismissal from the program. **Any student who**

violates any of the provisions set forth in this procedure will also receive a course grade of "F" for the course(s) currently enrolled and of which a grade has not already been earned/recorded and a grade of "0" for work ethics.

Purpose

The purpose of this procedure is to assure student fitness for school and to protect our students, employees, and the public from the risks posed by the misuse of alcohol and use of prohibited drugs. This procedure is also intended to comply with all applicable Federal regulations governing workplace drug and alcohol programs in the transportation industry. The Federal Motor Carrier Safety Administration (FMCSA) of the U.S. Department of Transportation has published 49 CFR Part 40, as amended, that sets standards for the collection and testing of urine and breath specimens. In addition, the Federal government published 49 CFR Part 29, "The Drug-Free Workplace Act of 1988," which requires the establishment of drug-free workplace policies and the reporting of certain drug-related offenses. This procedure incorporates those requirements for safety sensitive students and others when so noted.

Applicability

This procedure applies to all OFTC CTD students when they are on OFTC property or when performing **ANY** OFTC-related business including off-site instructional activities. This procedure also applies to off-site lunch periods or breaks when a student is scheduled to return to class.

Participation as a Requirement of Enrollment

Students will not be allowed to perform safety-sensitive functions in the CTD program or continue in the program without participating in mandatory drug testing and/or random drug/alcohol testing. Students must show a photo I.D. before testing.

Compliance with Testing Requirements

All CTD students will be subject to urine drug testing as a condition of program enrollment. Any CTD student who refuses to comply with a request for testing shall be dismissed. Any CTD student who is suspected of providing false information in connection with a test, or who is suspected of falsifying test results through tampering, contamination, adulteration, or substitution will be required to undergo an observed collection at the student's expense. Verification of a positive test will result in the student being dismissed from the CTD program for one full semester before being eligible to reapply. Refusal can include an inability to provide a sufficient urine specimen, saliva sample, or a breath sample without a valid medical explanation, as well as a verbal declaration, obstructive behavior, or physical absence resulting in the inability to conduct the test.

Behavior that Constitutes a Refusal to a Test

Failure to submit to a required substance abuse test within the required time frame or submitting a verified adulterated or substitute drug test constitutes a refusal and will be viewed as

a positive result: "Such behavior includes refusal to take the test (382.211); inability to provide sufficient quantities of breath, saliva, or urine to be tested without a valid medical explanation; tampering with or attempting to adulterate the specimen; interfering with the collection procedure; not immediately reporting to the collection site; failing to remain at the collection site until the collection process is complete; having a test result reported by an MRO as adulterated or substituted; or leaving the scene of an accident without a valid reason before the tests have been conducted."

Prohibited Substances

Prohibited substances addressed by this procedure include the following:

ILLEGALLY USED CONTROLLED SUBSTANCES OR DRUGS

The use of any illegal drug or any substance identified in Schedules I through V of Section 202 of the Controlled Substance Act (21 U.S.C. 812), as further defined by 21 CFR 1300, 11 through 1300.15 is prohibited at all times unless a legal prescription has been written for the substance. This includes, but is not limited to: marijuana, amphetamines, opiates, phencyclidine (PCP), and cocaine, as well as any drug not approved for medical use by the U.S. Drug Enforcement Administration or the U.S. Food and Drug Administration. Illegal use includes use of any illegal drug, misuse of legally prescribed drugs (reviewed by a medical review officer), and use of illegally obtained prescription drugs.

LEGAL DRUGS

The appropriate use of legally prescribed drugs and non-prescription medications is not prohibited. However, the use of any substance that carries a warning label that indicates that mental functioning, motor skills, or judgment may be adversely affected must be reported to the drug and alcohol testing center. In addition, the student must obtain a written release from the attending physician releasing the person to perform his/her school duties any time he/she obtains a performance altering prescription.

A legally prescribed drug means that an individual has a prescription or other written approval from a physician for the use of a drug in the course of medical treatment. It must include the patient's name, the name of the substance, quantity/amount to be taken, and the period of authorization. The misuse or abuse of legal drugs while performing college business is prohibited. **According to FMCSA (DOT) regulation Part 382.213 (a), "No driver shall report for duty or remain on duty requiring the performance of safety-sensitive functions when the driver uses any controlled substance, except when the use is pursuant to the instructions of a licensed medical practitioner, as defined in §382.107, who has advised the driver that the substance will not adversely affect the driver's ability to safely operate a commercial motor vehicle."**

ALCOHOL

The use of beverages containing alcohol or substances including any medication, mouthwash, food, candy, or any other substance such that alcohol is present in the body while performing classroom activities is prohibited. The concentration of alcohol is expressed in terms of alcohol per 210 liters of breath as measured by an evidential breath testing device.

Prohibited Behavior:

MANUFACTURE, TRAFFICKING, POSSESSION AND USE

CTD students are prohibited from engaging in the unlawful manufacture, distribution, dispensing, possession, or use of prohibited substances on college premises, in OFTC owned/leased vehicles, or at an off-site instructional activity. Students who violate this provision will be dismissed from the CTD Program for one full semester before being eligible to reapply. Law enforcement may be notified, as appropriate, where criminal activity is suspected.

INTOXICATION/UNDER THE INFLUENCE

Any CTD student who is reasonably suspected of being intoxicated, impaired, under the influence of a prohibited substance, or not fit for school shall be suspended from school duties pending an investigation and verification of condition. Students found to be under the influence of a prohibited substance or who fail to pass a drug or alcohol test shall be dismissed from the CTD Program for one full semester before being eligible to reapply. A drug or alcohol test is considered positive if the individual is found to have a quantifiable presence of a prohibited substance in the body above the minimum thresholds defined in 49 CRF Part 40, as amended.

ALCOHOL USE

No CTD student shall report to OFTC or any off-site instructional activity when his/her ability to perform assigned safety sensitive functions is adversely affected by alcohol or when his/her breath alcohol concentration is 0.01 or greater. No CTD student shall use alcohol while at OFTC or any off-site instructional activity. CTD students shall not use alcohol within eight (8) hours of reporting for class or during the hours that they are in class. Violation of these provisions is prohibited and punishable by dismissal from the CTD program for one full semester before being eligible to reapply.

Proper Application of the Policy

OFTC is dedicated to assuring fair and equitable application of this substance abuse procedure. Therefore, supervisors/instructors are required to use and apply all aspects of this procedure in an unbiased and impartial manner. Any supervisor/instructor who knowingly disregards the requirements of this procedure, or who is found to deliberately misuse the procedure

in regard to students, shall be subject to disciplinary action, up to and including termination.

Testing Procedures:

Students are required to pay a fee to have a DOT drug/alcohol screening test, which is scheduled by OFTC. All drug and alcohol tests for the Commercial Truck Driving program of OFTC will be performed by a college-approved drug and alcohol testing company, which is an approved DOT-certified collection site.

Additional fees will apply for the following situations. (Fees are subject to change.)

- Students who test positive on a reasonable suspicion, post-accident, and/or random drug test will be charged an additional fee.
- Students who refuse to have a drug test will be charged an additional fee.
- Students who are mandated or requested to have an observed specimen will have an additional charge.
- Students who report for testing not within normal operating hours will be charged an additional per hour charge on the quarter hour.
- Students who notify the Medical Review Officer (MRO) of their desire to request a split sample test and subsequently change their mind are responsible for the retesting cost, if they do not contact the MRO within the specified time frame of their intent to cancel the request.

Analytical urine drug testing and breath-testing for alcohol may be conducted when circumstances warrant or as required by Federal regulations. While enrolled in the CTD program, all students shall be subject to drug testing for reasonable suspicion and following an accident as defined in the Post-Accident Testing section of this procedure. CTD students shall also be subject to drug and alcohol testing on a random, unannounced basis. Testing shall be conducted in a manner to assure a high degree of accuracy and reliability and using techniques, equipment, and laboratory facilities which have been approved by the U.S. Department of Health and Human Service (DHHS). All testing will be conducted consistent with the procedures put forth in 49 CFR Part 40 as amended.

A controlled substance test will be a Federal DOT Drug Screen. The drugs that will be tested for include marijuana, cocaine, opiates, amphetamines, and phencyclidine. An initial drug screen will be conducted on each urine specimen. For those specimens that are positive, a confirmatory Gas Chromatography/Mass Spectrometry (GC/MS) test will be performed. The test will be considered positive if the amounts present are above the minimum thresholds established in 49 CFR Part 40, as amended. In instances where there is a reason to believe a student is abusing a substance other than the five drugs listed above, OFTC reserves the right to test for additional drugs under its own authority using standard laboratory testing protocols.

Tests for breath alcohol concentration will be conducted utilizing a National Highway Traffic Safety Administration (NHTSA) approved

testing device operated by a trained technician. If the initial test indicates an alcohol concentration of 0.02 or greater, a second test will be performed to confirm the results of the initial test. The confirmatory test will be performed using a NHTSA approved evidential breathtesting device (EBT) operated by a trained breath alcohol technician.

Any CTD student that has a confirmed positive drug or alcohol test will be dismissed from the CTD program and informed of educational and rehabilitation programs available. OFTC affirms the need to protect individual dignity, privacy, and confidentiality throughout the testing process. The privacy of individuals taking these tests will be maintained consistent with policies of OFTC, and records will be maintained by the Office of Academic Affairs.

Students who test positive will be contacted by the medical review officer (MRO) from the DOT-approved lab. If the student is unavailable and an answering machine is available, a message will be left with a telephone number for the student to return the call. If no contact is made, the MRO will attempt to call the student several times. If unsuccessful, the MRO will contact the OFTC Office of Academic Affairs with the results. The student's request for a split sample test must be made to the medical review officer within 72 hours of notice of the original sample verified test result. The request may be verbal or in writing. Requests after 72 hours will only be accepted if the delay was due to documentable facts that were beyond the control of the student. Failure to respond to a medical review officer regarding drug/alcohol test results will result in a positive reading which will result in dismissal from the program.

Circumstances for Testing

PRE-ENROLLMENT DRUG TESTING

All CTD students will undergo testing for the presence of drugs. After acceptance into the program, students will be notified when to report for drug/alcohol testing.

Students will be required to submit voluntarily to a urinalysis test, and by signing a consent agreement will release OFTC from liability. The cost for this test will be paid by the student.

REASONABLE SUSPICION TESTING

All CTD students may be subject to a "fitness for school" evaluation, and urine and/or breath testing when there are reasons to believe that drug or alcohol use is adversely affecting class performance. A reasonable suspicion referral for testing will be made on the basis of documented objective facts and circumstances which are consistent with the short-term effects of substance abuse or alcohol misuse. Examples of reasonable suspicion include, but are not limited to, the following:

- Physical signs and symptoms consistent with prohibited substance use or alcohol misuse, i.e., Slurred speech, unusual behavior, smell of alcohol, inability to maintain dexterity.

- Evidence of the manufacture, distribution, dispensing, possession, or use of controlled substances, drugs, alcohol, or other prohibited substances.
- Occurrence of a serious or potentially serious accident that may have been caused by prohibited substance abuse or alcohol misuse.
- Fighting/physical altercations, assaults, and flagrant disregard or violations of established safety, security, or other operating procedures.

Reasonable suspicion referrals must be made by an OFTC administrator and/or instructor who is trained to detect the signs and symptoms of drug and alcohol use and who reasonably concludes that a student may be adversely affected or impaired in his/her classroom performance due to possible prohibited substance abuse or alcohol misuse. If the test is positive, the student is responsible for the cost of the test and the student will be dismissed from the CTD program. If the test is negative, OFTC will assume the cost.

POST-ACCIDENT TESTING

All CTD students will be required to undergo drug and alcohol testing if they are involved in an accident with an OFTC owned/leased vehicle which results in a fatality or involved in a non-fatal accident resulting in bodily injury of a person and they receive medical treatment away from the scene, or one or more motor vehicles incur disabling damage and has to be towed and the driver receives a citation under state or local law for a moving traffic violation arising from the accident. This includes all surviving CTD students that are operating in the vehicle and any others whose performance could have contributed to the accident. If the test is positive, the student is responsible for the cost of the test and the student will be dismissed from the CTD program. If the test is negative, OFTC will assume the cost.

Following an accident, the CTD student will be tested at the nearest approved location as soon as possible, but not to exceed eight hours for alcohol testing and 32 hours for drug testing. Any CTD student involved in an accident must refrain from alcohol use for eight hours following the accident or until he/she undergoes a post-accident alcohol test. Any CTD student who leaves the scene of the accident without justifiable explanation prior to submission to drug and alcohol testing will be considered to have refused the test and their enrollment in CTD is terminated. Students tested under this provision will also include any other covered student whose performance could have contributed to the accident.

RANDOM TESTING

Students in CTD will be subject to unannounced drug and alcohol testing. The selection of students for random drug and alcohol testing will be made using a scientifically valid method that ensures each covered student that he/she will have an equal chance of being selected each time selections are made. The random tests will be unannounced and

performed while the student is enrolled in CTD classes.

If the test is positive, the student is responsible for the cost of the test and the student will be dismissed from the CTD program. If the test is negative, OFTC will assume the cost with the exception of a split sample drug test that the student requests. Students will be directed to a specified site and must report for random testing within one hour from time of notification unless the student is on the road and is to be notified after coming off the road.

Students who are selected in a random pool but subsequently are withdrawn for an attendance violation must be tested if the student appeals and is reinstated into the program. Students will be notified of the date/time of testing.

RETURN-TO-SCHOOL, FOLLOW-UP TESTING

Students who fail to follow or violate any of the provisions of this procedure will be dismissed from the CTD program for one full semester before being able to reapply to the program. All CTD students who previously tested positive on a drug or alcohol test must attend drug/alcohol rehabilitation prior to reapplying to the CTD program. Students must test negative (below 0.02 for alcohol) on a return-to-school test and be evaluated and released by the Substance abuse professional before returning to school. Documentation (signed by a substance abuse professional) of rehabilitation training must be submitted at the time of student reapplying to school. A student who violates this procedure a second time will result in permanent dismissal from the program.

STUDENT REQUESTED TESTING

Any CTD student who questions the results of a required drug test may request that the split sample be tested. The student has to request the split specimen be sent to another DHHS-certified laboratory for analysis. The test must be conducted on the split sample that was provided by the student at the same time as the original sample. All costs for such testing are paid by the student. The method of collecting, storing, and testing the split sample will be consistent with the procedures set forth in 49 CFR Part 40, as amended.

Student Admission of Alcohol and Controlled Substances Use

Any student who notifies Oconee Fall Line Technical College (OFTC) of any prohibited behavior prior to enrollment will be allowed to return to class provided that all conditions of FMCSR 382.121 have been satisfied:

1. The student does not self-identify to avoid testing under this part.
2. The student makes the admission of alcohol misuse or controlled substances use prior to performing a safety sensitive function.

3. The student does not perform a safety sensitive function until the College is satisfied that the student has been evaluated and has successfully completed the education or treatment requirements in accordance with the self-identification program guidelines.
4. Prior to participating in a safety sensitive function, the student shall undergo a return to duty test with a result indicating an alcohol concentration of 0.02 and/or a return to duty controlled substance test with a verified negative test result for controlled substances use; and the process may include student monitoring and include non-DOT testing.

Negative with Safety Concerns

If a student receives a report of "Negative with Safety Concerns" from the MRO, the student will remain in class, but will not participate in safety sensitive activities until such time as the concern is resolved. There are two recommended ways to do this.

1. Obtain a statement from the student's prescribing physician stating that the medicines of concern have been discontinued, the student is no longer medically authorized to use them, the prescribing physician has changed the prescription to a medication that does not adversely impact safety or, in the physician's medical judgement, the employee can safely perform safety-sensitive duties while taking the medication as prescribed.
2. Have the student evaluated by an occupational medicine physician, familiar with the student's duties, to determine if the student can safely perform safety sensitive duties.
3. All associated costs will be the responsibility of the student.

Substance Abuse Assessment and Treatment

Any CTD student who tests positive for the presence of illegal drugs or alcohol above the minimum thresholds set forth in 49 CFR Part 40, as amended, is dismissed from OFTC, and referred for evaluation by a DOT-approved substance abuse professional (SAP). A SAP is a licensed or certified physician, psychologist, social worker, employee assistance professional, or addiction counselor with knowledge of and clinical experience in the diagnosis and treatment of alcohol-related disorders or drug abuse. The SAP will evaluate each student to determine what assistance, if any, the student needs in resolving problems associated with prohibited drug use or alcohol misuse. This will be at the student's expense.

Assessment by a SAP or participation in a substance abuse treatment program does not shield a student from disciplinary action or guarantee reinstatement to the CTD program at OFTC.

If a CTD student is allowed to return to the CTD program, he/she must properly follow the rehabilitation program prescribed by the SAP. The student must have negative return-to-school drug tests and be subject to unannounced follow-up testing as required by the SAP. The cost of the drug tests and

any treatment or rehabilitation services will be paid directly by the student.

SUBSTANCE ABUSE PROFESSIONAL (SAP) CONTACT INFORMATION

National Substance Abuse Professional (SAP) Network

1-800-879-6428

Consequences For Drivers With An Alcohol Concentration of 0.02 or Greater

The consumption or possession of alcoholic beverages on OFTC premises, in OFTC owned/leased vehicles, or while engaging in any off-site instructional activity is prohibited. A student whose normal faculties are impaired due to the consumption of alcoholic beverages, or whose blood alcohol level tests 0.02 or greater shall be guilty of violating procedure and will be dismissed from the CTD program. The student will be able to reapply to the program after one full semester. A student whose blood alcohol level tests 0.04 or greater must attend alcohol rehabilitation through a DOT-approved substance abuse professional (SAP) prior to reapplying to the program. The student is responsible for the cost of the rehabilitation. Documentation (signed by a substance abuse professional) must be submitted at the time of reapplication. A second violation of this procedure will result in permanent dismissal from the program.

Consequences Of Use Of Controlled Substances and Misuse Of Alcohol

Failure to follow the procedures contained herein will result in dismissal from the program, program failure, and possible legal action. It is the procedure of Oconee Fall Line Technical College that any student who violates any of the provisions set forth in this procedure will also receive a course grade of "F" for the course(s) currently enrolled and of which a grade has not already been earned/recorded and a grade of "0" for work ethics.

Students/Drivers who do not pass a required DOT drug or alcohol test at any time will be entered into the TCSG database available to all TCSG colleges. The student/driver will remain in the database until such time as the SAP process has been completed. Starting January 6, 2020, all drug and alcohol violations will be entered into the US DOT Drug and Alcohol Clearinghouse. Information can be found at <https://clearinghouse.fmcsa.dot.gov>.

Re-Entry Contracts

Students who re-enter the Commercial Truck Driving program must agree to the following and be responsible for ensuring that all stipulations are met. That contract may include (but is not limited to):

- A release-to-work statement from the substance abuse professional (SAP),
- A negative test for alcohol/drugs.

- Unannounced frequent follow-up testing as required by the SAP
- Follow specified after care requirements with the understanding that violation of the re-entry contract is grounds for dismissal.

Information Disclosure

OFTC shall release information regarding a covered student's record as directed by specific, written consent from the student authorizing release of the information to an identified person.

A covered student is entitled, upon written request, to obtain copies of any record pertaining to his/her use of prohibited substances, including any records pertaining to his/her test results.

OFTC may disclose information that is required to be maintained to the decision maker in a lawsuit, grievance, or other proceeding initiated by or on behalf of the student tested without the student's written permission.

When requested by the National Transportation Safety Board as part of an accident investigation, OFTC shall disclose information related to its administration of drug and alcohol tests following the accident investigation.

Records shall be made available to subsequent employers upon receipt of written request from the student.

OFTC shall disclose data for its drug and alcohol testing program and any other information pertaining to its anti-drug program, when requested by the Secretary of Transportation or any DOT agency with regulatory authority over OFTC.

Effects of Alcohol and Controlled Substances

Community resources are available to assist students who are experiencing problems with alcohol and/or other drugs. Information concerning the effects of alcohol and controlled substances use on an individual's health, work, and personal life and the signs and symptoms of an alcohol or controlled substances problem is available from the Student Life Offices on either North or South Campuses at Oconee Fall Line Technical College.

Appeal Rights and Process

The DOT lab results are final. There is no student appeals process for positive drug testing results at OFTC. However, the student may request a split specimen test from the drug testing agency. The student is responsible for the cost.

School Contact

Should you have any questions regarding this procedure, please contact the following:

Ann Morton, Instructional Coordinator
Oconee Fall Line Technical College
560 Pinehill Road

Dublin, GA 31021
478-274-7840
amorton@oftc.edu

Admissions Residency Requirements

TCSG Residency Procedure

A. Each technical 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. § 50-36-1.

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:
 - o 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.
 - o 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.

- o 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.

C. 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 in-state tuition, provided that the appointment was not made to avoid payment of Out-of-State Tuition.

2. Independent Students:

- An Independent Student meets the Georgia Residency requirements, for purposes of this procedure and the related policies, if he or she has established and maintained Domicile in the State of Georgia for at least 12 consecutive months immediately preceding the first day of classes of the school term for which the student is seeking In-State Tuition.
- It is presumed that no Independent Student shall have gained or acquired Georgia Residency, for purposes of this procedure and the related policies, while attending a TCSG college without clear evidence of having established a Domicile in the State of Georgia for purposes other than attending a TCSG college.

D. 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.

E. Eligibility for Out-of-State Tuition Exemption:

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 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 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 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 they remain 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.

Notwithstanding any provision in this procedure, no person who is unlawfully present in the United States shall be eligible for any exemption of the tuition differential.

International Students

Oconee Fall Line Technical College is not authorized to issue I-20Ms for student visas.

Program Transfers

Students have the option of transferring from one program to another while enrolled at the college, provided the student has the necessary qualifications for transfer and a vacancy is available in the program. Students interested in transferring to a different program should first contact the Admissions Office to initiate a program transfer and obtain information about the intended program. Next, a student may meet with the Financial Aid Office to obtain information about how the change may affect financial aid. Finally, students still interested in transferring to a different program should return to the Admissions Office for completion of the program transfer. In the event a student declares a change of programs, the student's previously earned credits will be evaluated in terms of the new program. Program transfer priority dates are the same as the Financial Aid priority dates which are listed on the OFTC calendar. Students must complete a change of program request form available in the Admissions Office.

Types of Students

Beginning

Students who have completed high school, or an equivalency, and are attending any college for the first time (i.e., have never attended any college previously) are classified as beginning students.

Returning Students

Students who previously attended OFTC (Heart of Georgia or

Sandersville Technical College) and have not attended another college since attending OFTC (HGTC or STC) are classified as returning students. Students who wish to re-enter OFTC after three semesters of nonenrollment must be readmitted through the Office of Admissions. Students applying to return must complete a Re-Admission form. Students dismissed or suspended from OFTC may apply to re-enter at the beginning of any term following the conclusion of the dismissal or suspension period. Reapplication does not guarantee acceptance. Students reapplying for admission after their program curriculum has changed will be required to meet the requirements of the new curriculum.

Transfer Students

Applicants to OFTC who have been previously enrolled at a postsecondary institution will be considered for admission according to the following procedures:

- Applicants who are in good standing at their previous institution may be accepted in good standing.
- Applicants who are on academic probation or have a cumulative GPA under 2.0 at their previous institution may be accepted on transfer probation. Applicants who are on academic suspension or academic dismissal at their previous institution must wait a minimum of one semester to enter OFTC. Applicants in this status will be accepted on academic probation after one semester.
- Applicants who wish to transfer to OFTC must meet the entrance requirements and follow the admissions procedures listed in the above sections.
- Applicants must have official college transcripts sent to the Admissions Office before registration.
- The director of admissions will make a determination of placement based on college math and English credits. A grade of "C" or higher must be earned for the course and the course must have the same number of credit hours or greater as the OFTC math or English course. NOTE: The director of admissions can use an unofficial college transcript for placement purposes only. However, an official transcript must be on file for the registrar to post the credit to the OFTC transcript. Exemption credit will not transfer.
- A student who has attended a previous institution and is eligible to transfer credit for English and math is not required to take the Accuplacer placement exam.
- Criminal background checks and drug screenings are not transferable. A student transferring into a program at OFTC which requires these items must obtain new ones following OFTC guidelines.
- Priority dates for transfer applications are listed on the OFTC calendar.

Transient Students

If an OFTC student wishes to attend another technical college as a transient student to take online courses, the student must apply at <https://gvtc.tcsd.edu/> and pay the application fee for the host

school. Students should follow the instructions on the website to complete the application and view a list of courses offered at other technical colleges. Students should select "Transient" as the student type. OFTC will be the home school, and the school the student will attend will be the host school. The Registrar's Office will be notified by GVTC of students requesting transient status and will verify the student is eligible for transient status. The paperwork will then be forwarded to the Financial Aid Office for verification of any financial aid to the student. After this process is complete, the Registrar's Office will forward a Transient Agreement to the college the student wishes to attend.

Students who wish to attend another technical college as a transient student but will not be taking online courses must complete a Transient Request Form at OFTC. The Registrar's Office will verify the student is eligible for transient status. The paperwork will then be forwarded to the Financial Aid Office for verification of any financial aid to the student. After this process is complete, the Registrar's Office will forward a Transient Agreement to the college the student wishes to attend.

For students who are taking a transient class during the semester prior to term of entry into a competitive program, students must have all transient grades reported by the host school by the day after OFTC's term ends to be considered for competition.

If the student qualifies for transient status, a Transient Student Agreement Form will be approved and sent to the host school before the current semester ends. However, grades will be reviewed at the end of the current semester. If the student is not in good standing or does not meet qualifications for transient, an updated Transient Student Agreement will be sent to the host school rescinding the approval.

Students must request an official transcript from the host school at the end of the semester. Transient grades will not be posted until the official transcript is received.

Students applying to OFTC as a transient student must apply at <https://gvtc.tcsd.edu/> and pay the application fee. The student's home school must provide OFTC with a Transient Student Agreement.

This procedure applies for currently enrolled OFTC students seeking transient status at another post-secondary institution. Students are authorized to be in transient status for only one semester and cannot be full-time students at OFTC during the term in which they are taking transient classes.

TRANSIENT PROCEDURES

To qualify for transient status, students must meet the following criteria:

- Be in good standing and have at least a 2.00 GPA.
- Be a currently enrolled student.
- Have completed all required prerequisite courses.

Students will be approved to take classes via transient status as long as OFTC does not offer the course online that term.

Students taking classes at OFTC and at another school will only be required to pay the Instructional Technology Fee at OFTC. Students not taking classes at OFTC will be required to pay the Instructional Technology Fee at each institution they attend.

Diploma and Certificate students: Grades earned in transient coursework will appear on the student's OFTC transcript as transfer credit and will not be calculated in the student's grade point average.

Degree students: Grades earned in transient coursework will appear on the student's OFTC transcript as transfer credit and will be calculated in the student's attempted hours and HOPE GPA for HOPE Scholarship.

The procedure for disbursing financial aid for transient work at another TCSG college is as follows:

The OFTC Financial Aid Office (home school) authorizes HOPE and Pell eligibility prior to the beginning of the semester and forwards to the college the student plans to attend (host school). If the student is eligible for HOPE, the host school will use HOPE Grant/Scholarship at the beginning of the semester to cover tuition and fees. If the student is eligible for Title IV funding and those funds are not available at the beginning of the semester, they will be disbursed by OFTC once the Financial Aid Office receives enrollment verification from the host school. If the student is not eligible for HOPE, he/she must pay tuition and fees at the host school. Students should contact the Financial Aid Office at 478-274-7833 with any questions regarding the disbursement of funds.

eCampus Students

eCampus provides students the ability to enroll in digital online courses utilizing faculty from TCSG colleges, allowing students access to programs that would not have been available at their home technical college.

For a student, taking a course offered through eCampus is no different than other courses. A student enrolls in an eCampus course through their home college. The course is 100% online and is taught by a TCSG college instructor. Students should receive credit for the course the same they way they would if they completed the course at their home college.

Students wishing to take courses via eCampus should contact the Admissions Office or their program advisor.

International Students

Oconee Fall Line Technical College is not authorized to issue I-20s for student visas.

High School Students

DUAL ENROLLMENT

The dual enrollment program at OFTC provides an opportunity

for high school students to receive both high school and postsecondary credit while taking college courses. Students may choose to enroll fully into a degree, diploma, or technical certificate of credit program, or they may choose to take a few academic core courses. Coursework taken through dual enrollment is fully covered, up to 30 credit hours. Students incur no out-of-pocket expenses for tuition, college fees, or textbooks, unless they exceed the dual enrollment funding cap of 30 credit hours. Until that cap is met, the only fees students may be required to pay are course-specific fees determined by the college and fees for lost or damaged textbooks. Course hours covered by dual enrollment funding do not count towards a student's HOPE Grant or Scholarship caps, providing a further incentive for students in 10th through 12th grades to get a head start on their college coursework.

Dual Enrollment Application Procedure

To participate in dual enrollment, all high school students attending a public, private, or home study program must:

- Contact their high school counselor/home school administrator and parent/guardian to discuss the courses required for high school graduation and completion of OFTC programs.
- Provide proof of eligibility to participate in the dual enrollment program to OFTC using one or a combination of multiple measures described by TCSG.
- Complete the OFTC enrollment application for the dual enrollment program.
- Complete all other enrollment steps listed online at <https://www.oftc.edu/programs/high-school-programs/dual-enrollment-application/>.
- Complete the dual enrollment Online Funding Application at www.gafutures.org, and parents must submit their approval of their child's participation in the dual enrollment program through GAFutures.
- Secure other funding source(s) or self-pay for payment of tuition, fees, and books if the dual enrollment 30-hour funding cap has been reached.

Dual Enrollment Participant Eligibility & Requirements

All dual enrollment programs are operated in partnership with local school systems. Students must first meet the requirements of the local school system to establish eligibility to participate in any dual enrollment program with OFTC.

- The student must attend a public or private high school in Georgia or home study program operated in accordance with O.C.G.A.20-2690(c).
- The student must have met all admission requirements for the postsecondary program of study.
- The student must not have already received a high school diploma or equivalent (such as GED).

- The student must not have a criminal history.
- The student must meet and maintain satisfactory academic progress.
- Students must provide proof of eligibility to participate in the dual enrollment program through one or a combination of multiple measures described by TCSG: eligible SAT, PSAT, ACT, or ACCUPLACER test scores, or HOPE GPA of 2.6 (or 2.0 for Workforce Entry Level programs) after completion of the 10th grade.
- Eligible students may enroll in approved dual enrollment courses, which are listed on GAFutures.org.
- Students in the 9th grade are not eligible to participate in the dual enrollment funding program. High school students are considered as promoted from their previous grade to the following grade upon the start of OFTC's fall semester.

Dual Enrollment Academic Information

Dual enrollment students will receive a letter grade from OFTC for academic coursework. The student will also receive a numerical grade for his/her high school which will count towards high school graduation.

OFTC high school initiatives coordinators will notify the high school of grades earned for each grading period for students participating in dual enrollment.

The student must meet and maintain satisfactory progress with no less than a 2.0 GPA and a 67% or higher pass rate for all attempted courses each semester of enrollment. Students placed on academic probation are not eligible to continue participating in the dual enrollment program at OFTC.

Failure of a technical college course can result from grades, behavior, or attendance issues. Failure of a dual enrollment course due to grades, behavior, or attendance may prevent attainment of necessary units for graduation (1-2 semester hour credits = 0.5 high school unit credit; 3-5 semester hour credits = 1 high school unit credit) and result in the student being withdrawn from the dual enrollment class and/or program.

A student's high school graduation may be delayed if a course needed for graduation is failed or if the student withdraws or is withdrawn from a course needed for graduation.

Many high school/college courses are offered on a rotational basis. Therefore, not every course is offered every semester. The student who begins attending postsecondary classes and then decides to withdraw must wait until the next program intake to resume his/her high school program.

Students placed on academic suspension must sit out one semester and may be enrolled the following semester on academic probation, pending course offerings.

Dual Enrollment Financial Aid Information

Each student will be responsible for applying for dual enrollment funding online at GAFutures.org and their parents/guardians will

be responsible for submitting approval for their child to participate in the dual enrollment program through GAFutures.org.

Some costs (equipment, tools, supplies, etc.) associated with some courses may not be covered by OFTC or dual enrollment funding. These costs are the responsibility of the student.

Each student will enter into a Textbook Agreement.

Dual enrollment students are not eligible for additional forms of financial aid while using dual enrollment funding.

After a student reaches the dual enrollment 30-hour funding cap, he or she may choose to self-pay for additional credit hours/courses and will be responsible for any charges such as tuition, fees and books. Students who self-pay are not required to complete the dual enrollment funding application. Self-pay students must complete the college Admissions Application, meet Admissions and OFTC program requirements, and meet college payment deadlines for tuition and fees. Students should check with their high school advisor and the OFTC high school initiatives coordinator for any other forms or requirements.

Students who have reached the dual enrollment funding cap and are pursuing a technical diploma or certificate program of study in one of the HOPE Career Grant approved high-demand industry areas may qualify for the HOPE Grant and HOPE Career Grant as part of the HOPE Grant Bridge funding.

Public high school students pursuing a high school diploma through High School Graduation Option B, may qualify for the HOPE Grant and HOPE Career Grant based on the two certificates or diploma programs they are pursuing as their High School Graduation Option B requirements.

The course credit hours paid by HOPE Grant funding are applied to the 63 semester Paid Hours Grant limit. Also, those Paid Hours count against the HOPE Scholarship Paid Hours in the Combined Paid-Hours Limit. The courses do not count in the college-level HOPE Scholarship or Zell Miller Scholarship GPA calculation.

OFTC's financial aid staff can assist in determining a student's eligibility for HOPE funding.

High school students who continue their OFTC coursework after exhausting dual enrollment funding are responsible for any charges not covered by the Grant programs such as tuition, fees and books.

Effective Summer term 2020 (FY2021), a student may not receive dual enrollment funding for the same course twice. Courses taken Summer term 2020 or later cannot be retaken and receive dual enrollment funding. Courses taken prior to Summer 2020 are not included.

- A student who withdrew from or wishes to retake/repeat a dual enrollment course may submit a written Extenuating Circumstance Exception Request form with supporting documentation.
- The student must have experienced an extenuating circumstance of serious illness, serious injury, or a death of

an immediate family member.

- Exceptions do not allow for additional hours of dual enrollment program funding eligibility. The exception solely allows for continued participation in the dual enrollment program, up to the 30 semester hours program funding cap.

Effective Summer term 2020 (FY2021), students become ineligible to continue to receive dual enrollment funding for future terms after their second (2nd) course withdrawal. Course withdrawals prior to Summer term 2020 are not included.

Dual Enrollment Eligibility and Competitive/ Extracurricular Activities

Students enrolled in a dual enrollment program must continue to meet the Georgia High School Association eligibility requirements for participation in high school competitive interscholastic activities and must abide by all rules of the high school when participating in dual enrollment.

Dual Enrollment Special Permissions

The student agrees to allow parental/guardian access to all college records pertaining to the student through signatures on the FERPA agreement located on the OFTC Acknowledgement Form.

The student agrees to allow his/her parents/guardians to discuss grades and attendance with the OFTC instructor.

The student and parents/guardians agree to allow the high school access to all college records pertaining to the student.

The student and parents/guardians agree to allow the high school initiatives coordinator to review the student's grades and course information both at the secondary and postsecondary level with the purpose of evaluating credit and providing information to the high school and technical college.

Dual Enrollment Student Responsibilities

- Follow the admission procedures of the technical college.
- Follow the rules and regulations of the technical college and the high school.
- Maintain at least a 2.0 cumulative grade point average at OFTC in order to complete an OFTC program of study. Student must earn at least a 2.0 ("C") average in a prerequisite class in order to register for the next course.
- Notify the secondary counselor of change in technical college courses.
- Fulfill all requirements for high school graduation.
- Complete only the courses prescribed by the high school initiatives coordinator.
- Pass the state assessment requirements.
- Make arrangements with local schools to take the state assessment tests.

- Pay for items not covered by dual enrollment funding (course-related fees such as lab fees, materials, supplies, tools, lost or damaged books, and equipment).

JOINT ENROLLMENT

Joint enrollment is an arrangement whereby a high school student is enrolled in postsecondary coursework with OFTC while continuing to pursue his or her high school diploma. Joint enrollment coursework earns postsecondary credit only.

Private High School Students

Students attending an accredited private school are eligible for dual enrollment if OFTC's admissions requirements are met. The private school's accreditation must be approved by the Technical College System of Georgia. If the private school is not a participating school in the Dual Enrollment program, private school students would not be eligible for dual enrollment funds; however, these students can apply as Joint Enrollment students.

Homeschool Students

Homeschool students are eligible for joint or dual enrollment if they meet OFTC's admissions requirements. If the home study program is not accredited by an agency specified in the approved list, the parent must furnish proof of compliance with B.C. 20-2-690.

Homeschool students are required to submit an annual Declaration of Intent to Homeschool and a completed Participation Agreement for Homeschool Students to their OFTC high school initiatives coordinator. Recognizing the uniqueness of each individual student, we encourage homeschool students and parents to contact the high school initiatives coordinators for more information.

Senior Citizens

Georgia residents 62 years of age or older may request a waiver of tuition charges for regular and institutional credit courses through the Office of Admissions. Mandatory and course-related fees are not eligible for this waiver. This policy does not apply to continuing education courses, noncredit courses, or seminars. Tuition is adjusted after the student has registered for classes. Senior citizens must meet all other admission requirements as required in the college catalog and pay all fees other than tuition.

Financial Information

Tuition and Fees

All students are responsible for paying their tuition and fees or satisfying financial aid requirements by the first day of the semester or mini-semester. Tuition and fees may be paid with cash, check, credit/debit card, financial aid, third party (employer, public agency or support program), or by any combination listed. Payments can be made in person at the cashier window on the North and South campus, by mail, or online in BannerWeb with a credit card, debit card, or check. All charges remain the responsibility of the student. Students should check their account status regularly in BannerWeb.

Students who have not paid tuition and fees are subject to being purged (removed) from classes. Students who are not purged from class are responsible for paying all tuition and fees. No transcripts, grades, applications, or attendance reports will be released for any student who has an outstanding obligation to the College including tuition, fees, fines, institutional charges, returned checks, or academic obligations. Failure to pay tuition and fees can result in a student's account being turned over to a collections agency. If this occurs, students are required to pay any associated fees related to the collections process. Tuition/fees are subject to change at the beginning of any semester.

Tuition/fees are subject to change at the beginning of any semester.

Credit Hour Tuition

Credit Hour	In-State Resident	Out-of-State Resident	International/ Foreign Resident
1	\$100.00	\$200.00	\$400.00
2	\$200.00	\$400.00	\$800.00
3	\$300.00	\$600.00	\$1,200.00
4	\$400.00	\$800.00	\$1,600.00
5	\$500.00	\$1,000.00	\$2,000.00
6	\$600.00	\$1,200.00	\$2,400.00
7	\$700.00	\$1,400.00	\$2,800.00
8	\$800.00	\$1,600.00	\$3,200.00
9	\$900.00	\$1,800.00	\$3,600.00
10	\$1,000.00	\$2,000.00	\$4,000.00
11	\$1,100.00	\$2,200.00	\$4,400.00
12	\$1,200.00	\$2,400.00	\$4,800.00
13	\$1,300.00	\$2,600.00	\$5,200.00
14	\$1,400.00	\$2,800.00	\$5,600.00
15	\$1,500.00	\$3,000.00	\$6,000.00

COMMERCIAL TRUCK DRIVING PROGRAM TUITION AND FEES

Tuition amounts for transportation programs are as follows at \$132 per credit hour:

• Commercial Truck Driving Tuition	\$1,188.00
• Fuel Surcharge	\$185.00
• Registration	\$50.00
• Accident Insurance	\$6.00
• Technology	\$105.00
• Instructional	\$55.00
• Facilities	\$50.00
• Activity	\$45.00
• Drug Screen	\$59.50
• Security Fee	\$25.00
• Total	\$1,768.50

Students will be responsible for fees associated with obtaining the motor vehicle report, physical/drug screening, and licensure. Books are required, but not included in this total.

A student's first admission application for any credit course must be accompanied by an application fee of \$25.00. The Application Fee is waived for joint enrollment and dual enrollment students.

VERIFICATION OF LAWFUL PRESENCE IN THE UNITED STATES

Non-Citizen Eligibility for In-State Tuition

Any non-citizen student requesting to pay at the in-state tuition rate will be required to provide verification of their lawful presence in the United States in order to be classified as an in-state student or awarded an out-of-state tuition waiver.

TCSG Procedure 6.2.2p

<https://www.tcsge.edu/tcsgpolicy/files/6.2.2p.pdf>

"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."

HOW CAN A STUDENT VERIFY LAWFUL PRESENCE?

- Students should submit one of the following documents, which must not expire prior to the first day of the term, by (1) taking your document to the Admissions Office at your OFTC campus or (2) emailing it to admissions@oftc.edu.
- Students who file a FAFSA (Free Application for Federal Student Aid) and are eligible for federal student aid will have their lawful presence verified as part of the FAFSA process.
- A clear copy of an original or certified U.S. Birth

Certificate showing the student was born in the U.S. or a U.S. territory, A U.S. Certificate of Birth Abroad issued by the Department of State (DS-1350) or a Consular Report of Birth Abroad (FS-240). The copy must very clearly show the raised or written seal to be acceptable.

- A U.S. Certificate of Naturalization (USCIS form N-550 or N-570).
- A U.S. Certificate of Citizenship (USCIS form N-560 or N-561).
- A current U.S. Passport.
- Unexpired Georgia and select out of state Drivers licenses and state ID cards can be accepted under certain conditions. It must be a Real ID and not contain any of the verbiage in the chart below. If the copy received has the top portion of the card cut off the document will not satisfy lawful presence.
- A current military ID (service member only, not dependent). Documented using the Confirmation of Review of Military ID Worksheet – A photocopy is not acceptable.
- A current, valid Permanent Resident Card (USCIS form I-151 or I-551). We require both the front & back sides of your Permanent Resident Card to be submitted. It must not expire before the first day of class of the term the student will start classes.

IN-STATE TUITION RATES

Students (or parent/guardian, if the student is a dependent) that have lived in Georgia for 12 consecutive months or more may request the in-state tuition rate. Students must be lawfully present in the United States and meet the in-state tuition requirements as outlined in TCSG Board Policy and Procedure 6.2.2p. to be eligible for the in-state tuition rate. Students requesting the in-state tuition rate must provide proof of Georgia residency.

OUT-OF-STATE TUITION RATES

Students who are residents of the United States but do not otherwise qualify as Georgia residents will pay the out-of-state tuition rate. This student is defined as a person who has not established domicile in the State of Georgia for a period of at least 12 months prior to the first day of classes for the term in which the person is intending to enroll. These students are charged tuition at a rate twice that of those eligible for in-state-tuition rate.

INTERNATIONAL/FOREIGN TUITION RATES

Those students who are not eligible for either the in-state tuition rate or the out-of-state tuition rate are charged four times the amount of the in-state rate.

Other Fees Due at Registration:

• Registration Fee	\$50.00
• Activity Fee	\$45.00*
• Campus Safety Fee	\$25.00
• Accident Insurance	\$6.00
• Instructional Technology Fee	\$105.00
• Special Instructional Fee	\$55.00
• Facility Fee	\$50.00
• Total Fees	\$336.00

**Totally online students are exempted from paying the Activity Fee.*

ADDITIONAL FEES WHICH MAY BE DUE AT REGISTRATION (SUBJECT TO CHANGE):

- A Late Registration Fee of **\$45.00** is assessed beginning on the first day of the term.
- All Allied Health, Early Childhood Care and Education, and Cosmetology students must pay an annual **\$11.00** clinical liability insurance fee.
- Allied Health and Early Childhood Care and Education Students are required to pay a **\$22.00** lab fee to cover the cost of their CPR card.
- Allied Health students are required to pay a drug test fee of **\$42.00** for applicable courses.
- All science lab courses require a **\$25.00** per course fee for lab supplies.
- Certain programs may have additional costs. Those costs are listed on the program pages of the online catalog on the OFTC website.

State	DL/ID Requirements for Acceptance
Alabama	Must NOT be marked "FN"
Alaska	Must NOT be marked "Limited Term"
California	Must NOT be marked "Limited Term." Instruction Permits, Commercial Learner's Permits, and temporary licenses cannot be accepted.
Delaware	Must NOT be marked "Limited Term" or "Temporary"
Florida	Must NOT be marked "Temporary"
Georgia	Must NOT be marked "Limited Term"
Idaho	Must NOT be marked "Limited Term"
Iowa	Must NOT be marked "Limited Term"
Kentucky	Must NOT be marked "Not for REAL ID purposes"
Louisiana	Must NOT be marked "Limited Term"
Maryland	Must NOT indicate "T" restriction
Missouri	Must NOT be marked "Limited Term"
Montana	Must NOT be marked "Limited Term" or "Temporary"
Nevada	Must NOT be marked "Limited Term"
North Carolina	Must NOT be marked "Limited Term"
Ohio	Must NOT indicate that it is "nonrenewable and nontransferable"
Oklahoma	Must NOT be marked "Temporary"
South Carolina	Must NOT be marked "Limited Term"
Tennessee	Must NOT be marked "Temporary"
Texas	Must NOT be marked "Limited Term" or "Temporary"
Vermont	Must NOT be marked "Limited Term"
Wisconsin	Must NOT be marked "Limited Term"

Other Charges and Fees:

- Returned Check Charge \$30.00
- Award Replacement \$25.00
- Exemption Fee \$50.00
- Graduation Fee \$40.00
- TEAS Exam Fee \$80.00
- Transcript Fee \$7.55
- Student I.D. Replacement Fee \$5.00

OFTC charges \$25.00 to administer proctored exams to students who are not enrolled at TCSG institutions.

NOTE: Tuition and fees are subject to change. For the most up-to-date information, please visit www.OFTC.edu.

Waiver of Student Tuition and Fees

The Commissioner grants presidents, or their designee, the authority to waive mandatory and non-mandatory fees with the exception of the “instructional and support technology fee.” The “instructional and support technology fee” may be waived only under the following circumstances:

Faculty, staff, and administrators participating in staff development activities related to the employee’s job or career in the organization and studying at a technical college within the Technical College System of Georgia. The employee must meet the applicable admissions standards and have received the appropriate prior authorization from their president or assistant commissioner.

For transient students enrolled in more than one technical college during the same term, only the home technical college shall charge the instructional support and technology fee. If the transient student is not attending the home college, the college at which the student registered first, will charge the fee. The student is responsible for providing proof of payment to the remaining colleges in which they are registered. In this case, the home college will not charge the fee. All other transient students shall pay the instructional support and technology fee.

Pursuant to the procedures authorized by the Commissioner, the technical college president may waive tuition for students on a term-by-term basis. The number of waivers shall not exceed five percent of the head count of the student enrollment at the technical college in the immediately preceding fall term.

Notwithstanding any provision in this policy, no person who is unlawfully present in the United States shall be eligible for any waiver of the tuition differential.

Professional Liability Insurance

All allied health, early childhood care and education, and cosmetology students are required to obtain professional and personal liability insurance for coverage in the internship, clinical education, and training areas that are a required part of these programs.

Cost of this coverage will be assessed in student fees.

Books, Supplies, and Uniforms

Each student is required to have books, tools, uniforms, and other equipment appropriate to the program of study. All required books and many of the student’s other needs may be purchased in the campus bookstore. Information regarding approximate program costs can be found on the OFTC website.

Senior Citizens

Georgia students sixty-two (62) years of age or older who are otherwise qualified may attend technical colleges, for credit courses only, without charge or payment of tuition on a space-available basis.

Graduation Fee

Graduation applications will be accepted in the Registrar’s Office. Students should see their advisor one semester before graduation is planned for graduation information. Graduation fees are non-refundable. There is a replacement cost for lost degree, diploma, or certificate of credit. Only students participating in the ceremony are required to pay the graduation fee.

Exemption Exam Fee

A student desiring to take an exemption exam must pay an exemption test fee per test. The fee must be paid in advance. This fee is nonrefundable and not transferable. Students taking the exemption test to validate secondary coursework do not pay the exam fee if taken within 24 months of high school graduation.

TEAS Exam Fee

Students taking the TEAS exam will be required to pay \$80.00 (subject to change) for each test as a cost recovery fee. This fee must be paid in advance of the test date.

Policies

Financial Obligations

Students who are delinquent in the payment of any financial obligation(s) may be removed from one or all courses and will not be allowed to register for another semester until all delinquent fees are paid. In addition, students will not be issued grade reports, transcripts, or other student records until all delinquent fees are paid.

Returned Check Charge

Any student who presents a personal check to Oconee Fall Line Technical College for which payment is refused by the bank will be charged a returned check fee.

Refund Policy

Students who officially withdraw from a course by the end of the third instructional day of the semester will receive no grade for the course and will receive a 100% refund of applicable tuition and refundable fees. Students who withdraw from a course after the end of the third instructional day of the semester shall receive a "W" grade and shall receive no refund of tuition and fees. Refunds, when due, will be made by debit card or direct deposit to the address shown as the student's official home of record on the student record within 30 days of the last day of a student's attendance if written notification has been provided by the student, or from the date the college terminates or determines withdrawal by the student in lieu of written notification. Students should notify their instructor to formally withdraw from a course or the college. Financial aid recipients should refer to the federal financial aid policy. Refunds due to students after tuition, fees, and book charges are paid will be made via BankMobile®, which gives students two options for receiving refunds:

- Deposit to a OneAccount, a non-interest bearing, internet-only checking account serviced by BankMobile®
- Deposit to another account (students must set up an account with BankMobile® to direct refunds/deposits to personal accounts)

BankMobile® will send each student a welcome package to the address that OFTC has on file for the student.

Students can then visit bankmobilevibe.com to set up preferences for refunds and alerts. It is important that a student update the address on file if it changes. This can be done through the Student Portal at any time.

Refunds Of Textbooks

Refunds will be issued for textbooks if the student has a receipt from the bookstore, the refund is requested within five class days of the date on the receipt, and the book is not written in and is in perfect condition.

Federal Financial Aid Refund Policy

Students receiving assistance from Title IV programs (federal PELL Grant or FSEOG) will be awarded aid depending upon the amount of aid earned. If the student completed more than 60 percent of the term, he or she will have earned 100 percent of the aid for that period. If the student completed 60 percent or less of the term, the percentage of the period completed is equal to the percentage of aid earned.

The percentage completed will be calculated by counting the number of days completed up to the point of withdrawal divided by the total number of days in the term. This percentage will be applied to Title IV funds for which the student established eligibility prior to the withdrawal date.

The Title IV aid earned is first used to pay the tuition, fees, and bookstore charges the student has deferred to their Title IV aid

account. If any funds remain after deducting these charges, the student will receive the balance due by debit card or direct deposit to the address shown as the student's official home of record on the student record prior to the end of the term. If the amount of Title IV aid earned is insufficient to cover these charges and any payments already made to the student, the student is liable for these charges and they must be repaid before the student will be allowed to enroll in another term of study at OFTC. Examples are available in the Office of Financial Aid.

Financial Aid Information

Oconee Fall Line Technical College offers a comprehensive program of financial aid for students enrolled to earn a degree, diploma, or a certificate. The various financial aid programs are funded by federal and state funds.

ELIGIBILITY REQUIREMENTS

To qualify for federal financial aid (Pell Grant, FSEOG, and FWS), a student must complete and sign a Free Application for Federal Student Aid (FAFSA) annually and provide the Financial Aid Office with verification documentation as required via the Verify My FAFSA portal, <https://oftc.verifymyfafsa.com>. A student must also:

- Have a high school diploma or a high school equivalency (i.e., GED)
- Be a U.S. Citizen or an eligible non-citizen
- Be enrolled as a regular student in an eligible program
- Not be in default on a student loan nor owe a refund on a Title IV program
- Be making satisfactory academic progress in accordance with policy
- Be a legal Georgia resident for state aid
- Have a valid social security number
- Demonstrate Financial Need for Federal Programs

How to Apply for Financial Aid

The financial aid year begins with fall semester, includes spring semester, and ends with summer semester.

1. Create an FSA ID online at www.studentaid.gov
2. Complete your Free Application for Federal Student Aid (FAFSA) at fafsa.ed.gov and answer ALL questions accurately (incorrect or missing information will delay the processing time of your application for financial aid). OFTC's school code is 031555.
3. After you apply, you will receive a Student Aid Report (SAR) via email; review this and make sure that everything is correct. OFTC will also receive a copy and begin processing your financial aid (it can take up to five business days for

OFTC to receive the information).

4. Check your student email for correspondence from the OFTC Financial Aid Office regarding any additional requirements that may be needed. Verification is performed through Campus Logic via the Verify My FAFSA portal. This portal allows a student to securely upload their financial aid documents directly to the Financial Aid Office. The student will need to go to <https://oftc.verifymyfafsa.com> and register an account (registration is only required on the first visit; after that, the student will be able to access his or her account via the page). Once registered, the student will be able to see what financial aid documents are needed. Note: The information entered to register the account must exactly match the information on the FAFSA, such as name, SSN, and date of birth.
5. Students will be notified by email about their financial aid award approximately 2-3 weeks after successfully submitting the FAFSA.
6. All important financial aid dates, including priority application dates, refund disbursements, loan dates, and bookstore availability dates for each semester are available online at www.oftc.edu/calendar/.

Types of Financial Aid

Title IV Funds

Title IV Funds require the completion of a FAFSA and enrollment in an eligible degree, diploma, or certain certificate programs.

Each course within all of OFTC's diploma/certificate level programs is acceptable for full credit toward general elective hours for the Associate Degree of Applied Science in Accounting degree.

Federal PELL Grant

The Federal Pell Grant is a Title IV Program, based on need, for full-time and part-time students enrolled in a Title IV eligible program, who have not previously earned a bachelor's degree. The student does not normally repay Pell Grant. The amount of Pell awarded is based on the Expected Family Contribution (EFC) shown on the student's SAR/ISIR (which is the result of completing a Free Application for Federal Student Aid - FAFSA), the cost of attendance, and the student's enrollment and class load each semester.

The amount of Federal Pell Grant funds students may receive over their lifetime is limited by law to be the equivalent of six years of Pell Grant funding (600%).

Students receive their Pell Grant awards on a semester basis. The Pell award is available to help pay for book costs and tuition not covered by other sources, and the amount remaining is paid to the student after balancing is complete for each term.

If the student totally withdraws from school during a semester, the

Pell award amount for the withdrawal term is adjusted, according to Federal Financial Aid policy, by multiplying the percentage of days attended by the Pell Award. Students may apply for Pell via the Free Application for Federal Student Aid (FAFSA), either online at www.fafsa.gov or by completing a paper application and mailing the form to the Federal Student Aid Programs, POB 7654, London, KY 40742-7654.

PELL Recalculation

Pell recalculation is setting a date each term for which the enrollment status of the student will be locked for the term for purposes of determining Pell for the term. Oconee Fall Line Technical College establishes the Pell Recalculation Date as 10 days after the start of full session and 7 days after parts of terms. If you add a class after the Pell Recalculation Date, your Pell Grant amount will not increase.

Each term, the Pell Recalculation Date will occur on the 10th day of the term. A second Pell Recalculation will occur on the fourth academic day of the Late Start B (eight-week) term. A student is only subject to one Pell Recalculation Date, determined by the last class in which the student enrolls and attends. Exceptions to this policy include students failing to begin attendance in class or the college receiving an initial FAFSA for the student. In these cases, Pell must be recalculated. This only applies to Pell funds. Note: The provisions of the new law states that any Pell Grant received will be included in determining the student's Pell Grant duration of eligibility and Lifetime Eligibility Used (LEU).

FAFSA Verification

Students who complete a FAFSA may be selected for verification. If selected, the student must provide documentation verifying that certain items of the FAFSA are accurate. Documents must be submitted via the Verify My FAFSA portal, <https://oftc.verifymyfafsa.com>. Documentation may include, but is not limited to:

- Verification worksheet
- IRS Tax Transcript or IRS Letter of Non-Filing (Must be obtained from the IRS)
- Low or No Income Form with copies of W-2
- Social Security Summary
- Other documentation that provide proof of income or asset(s) value
- Birth Certification
- Divorce/Marriage documentation

Federal Work Study (FWS)

Federal Work Study (FWS) is a Title IV Program awarded on a first-come, first-served basis to the neediest students, providing part-time job opportunities for students to earn money while enrolled in college. Title IV-eligible students are awarded the maximum amount they can earn; however, the actual amount they receive is calculated by the number of hours they actually work

times the accepted wage. FWS jobs may be on or off campus, and students can only work hours they are NOT scheduled to be in class and not logged into an online class. FWS cannot be used for internship credit. Students must submit a FWS Application to the student life/special populations coordinator on the North Campus or the director of student life on the South Campus and be interviewed by a potential supervisor prior to beginning work. FWS students are paid monthly for the actual hours worked.

BASIC REQUIREMENTS FOR FWS

All FWS students must meet the basic requirements of the program. FWS students must:

- Be enrolled at least half-time (6 credit hours or more per semester).
- Be in good academic standing and making satisfactory academic progress to be in good standing for financial aid.
- Be eligible for Pell Grant and enrolled in a Pell-eligible program.
- Submit to a criminal background check with satisfactory results.

Federal Supplemental Educational Opportunity Grant (FSEOG)

Federal Supplemental Educational Opportunity Grant (FSEOG) is a Title IV need-based grant given to students with the lowest EFC who are eligible to receive Pell. SEOG funds do not have to be repaid. The Department of Education determines the amount of FSEOG allocations that are made available for each institution. These funds are limited each year and, due to the number of eligible students and OFTC's commitment to assist as many students as possible with this award, funding available for eligible students may run out. Funds awarded to students that did not attend a term are redistributed to eligible students that attend future terms within the academic year.

Georgia's HOPE Program

Georgia's HOPE program provides assistance with a portion of tuition to Georgia residents attending Georgia institutions of higher learning. The HOPE program does not cover fees or textbooks. The HOPE Grant Programs require the completion of an online HOPE Application or the Free Application for Federal Student Aid (FAFSA). Students may visit gafutures.org to apply. The HOPE program includes four different categories:

GEORGIA'S HOPE SCHOLARSHIP PROGRAM

Georgia's HOPE Scholarship is available to Georgia residents who have demonstrated academic achievement. The scholarship provides money to assist students with their educational costs of attending a HOPE-eligible college in Georgia.

Basic Eligibility

All HOPE programs require students to meet basic requirements. An eligible student must:

1. Meet HOPE's U.S. citizenship or eligible non-citizen requirements;
2. Be a legal resident of Georgia;
3. Meet enrollment requirements;
4. Be in compliance with Selective Service registration requirements;
5. Meet academic achievement standards;
6. Be in good standing on all student loans or other financial aid programs;
7. Be in compliance with the Georgia Drug-Free Postsecondary Education Act of 1990. A student may be ineligible for HOPE payment if he or she has been convicted for committing certain felony offenses involving marijuana, controlled substances, or dangerous drugs;
8. Not have exceeded the maximum award limits for any HOPE program.

Program Eligibility

To receive HOPE Scholarship funding, students must:

1. Meet one of the following academic requirements:
 - o Graduate from a HOPE-eligible high school with a minimum 3.0 grade point average (as calculated by GSFC).
 - o Receive a high school diploma through petition of the local school board, in accordance with O.C.G.A. §20-2-281.1, from a HOPE-eligible high school with a minimum 3.0 grade point average (as calculated by GSFC).
 - o Graduate from an ineligible high school, complete a home study program in Georgia, or earn a GED and score in the national composite 75th percentile or higher on the SAT or ACT prior to high school graduation, home study completion, or earning a GED.
 - o Graduate from an ineligible high school or complete a home study program in Georgia and then earn a minimum 3.0 cumulative postsecondary grade point average after attempting 30 semester or 45 quarter hours of college degree-level coursework for retroactive HOPE Scholarship payment.
 - o Earn a minimum 3.0 cumulative postsecondary grade point average after attempting 30, 60, or 90 semester hours or 45, 90, or 135 quarter hours after high school graduation, home study completion, or

receipt of GED.

2. Be enrolled as a degree-seeking student at a public or private HOPE-eligible college or university in Georgia.
3. Meet academic rigor requirements. Beginning with students graduating from an eligible high school on or after May 1, 2015, students must complete a specific number of academically rigorous courses, as identified on the Academic Rigor Course List, in addition to meeting the GPA requirements. This does not include students who received a high school diploma through petition of his or her local school board, in accordance with O.C.G.A. §20-2-281.1, nor does it apply to students graduating from home study programs.

GEORGIA'S HOPE GRANT FOR DIPLOMA/CERTIFICATE PROGRAMS

Starting with Fall Semester 2013, the checkpoint GPA was reinstated to 2.0. Students must be earning a cumulative GPA of at least 2.0 at the end of the semester in which the student has attended 30 or 60 semester hours towards a diploma or certificate for which the student received HOPE Grant funds. The Hope Grant will pay a percentage amount of the standard tuition charges from the previous year. Students with a baccalaureate degree cannot receive the HOPE Grant.

Basic Eligibility

All HOPE programs require students to meet basic requirements. An eligible student must:

1. Meet HOPE's U.S. citizenship or eligible non-citizen requirements;
2. Be a legal resident of Georgia;
3. Meet enrollment requirements;
4. Be in compliance with Selective Service registration requirements;
5. Meet academic achievement standards;
6. Be in good standing on all student loans or other financial aid programs;
7. Be in compliance with the Georgia Drug-Free Postsecondary Education Act of 1990;
8. Not have exceeded the maximum award limits for any HOPE program;

Program Eligibility

Full-time enrollment in a certificate or diploma program is not required, and students are not required to graduate from high school with a specific GPA; however, they must have a postsecondary cumulative 2.0 GPA at certain checkpoints in order to maintain eligibility.

GEORGIA'S ZELL MILLER SCHOLARSHIP PROGRAM

Georgia's Zell Miller Scholarship is available to Georgia residents who have demonstrated academic achievement. The scholarship provides money to assist students with their educational costs of attending a HOPE-eligible college in Georgia.

Basic Eligibility

All HOPE programs require students to meet basic requirements. An eligible student must:

1. Meet HOPE's U.S. citizenship or eligible non-citizen requirements;
2. Be a legal resident of Georgia;
3. Meet enrollment requirements;
4. Be in compliance with Selective Service registration requirements;
5. Meet academic achievement standards;
6. Be in good standing on all student loans or other financial aid programs;
7. Be in compliance with the Georgia Drug-Free Postsecondary Education Act of 1990;
8. Not have exceeded the maximum award limits for any HOPE program

Program Eligibility

1. To receive Zell Miller Scholarship funding, students must meet all HOPE Scholarship eligibility requirements and meet one of the following academic requirements:
 - Graduate from an eligible high school or accredited high school program as the valedictorian or the salutatorian and meet all HOPE Scholarship eligibility requirements.
 - Graduate from an eligible high school with a minimum 3.7 grade point average (as calculated by GSFC) combined with a minimum score of 1200 on the math and reading portions of the SAT test or a minimum composite score of 26 on the ACT test in a single national test administration and meet all HOPE Scholarship eligibility requirements.
 - Receive a high school diploma through petition of the local school board, in accordance with O.C.G.A. §20-2-281.1, from a Zell Miller eligible high school with a minimum 3.70 grade point average (as calculated by GSFC), combined with a minimum score of 1200 on the math and reading portions of the SAT test or a minimum composite score of 26 on the ACT test in a single national test administration.

- Graduate from an ineligible high school or complete an unaccredited home study program and score in the national composite 93rd percentile or higher on the SAT or ACT prior to completion of high school or home study.
 - Graduate from an ineligible high school or complete an unaccredited home study program with a minimum composite score of 26 on the ACT or minimum composite score of 1200 on the reading and math sections of the SAT and then earn a minimum 3.3 cumulative postsecondary grade point average after attempting 30 semester or 45 quarter hours of college degree-level coursework. This option allows retroactive payment for the first 30 semester or 45 quarter hours after they are completed.
 - Enroll in an eligible post-secondary institution between 2007 and 2011 as a freshman, meeting one of the academic qualifications listed above and earn a 3.3 cumulative postsecondary grade point average at the most recent Zell Miller Scholarship checkpoint.
2. Be enrolled as a degree-seeking student.
 3. Meet academic rigor requirements. Beginning with students graduating from high school on or after May 1, 2015, students must complete a specific number of academically rigorous courses, as identified on the Academic Rigor Course List, in addition to meeting the GPA requirement. This does not include students who received a high school diploma through petition of his or her local school board, in accordance with O.C.G.A. §20-2-281.1, nor does it apply to students graduating from home study programs.
 6. Be in good standing on all student loans or other financial aid programs;
 7. Be in compliance with the Georgia Drug-Free Postsecondary Education Act of 1990;
 8. Not have exceeded the maximum award limits for any HOPE program.

Program Eligibility

Full-time enrollment is not required, and students are not required to graduate from high school with a specific GPA; however, a minimum 3.5 cumulative postsecondary GPA at the end of each term is required in order to maintain eligibility. The first term of enrollment will be paid retroactively if the student has the required 3.5 cumulative postsecondary GPA at the end of the term.

High school students in dual enrollment are NOT eligible. Students may lose/gain after each term. There is no limit to the number of times they can lose or gain the Zell Miller Grant, but students must earn the Zell Miller Grant each term. Learning support students will not qualify until after they have regular coursework that would be included in HOPE Grant calculations. Dual enrollment students (after becoming a regular student and after graduating from high school) will not have a HOPE Grant GPA calculated until after their first term as a regular student receiving HOPE Grant. There is no minimum number of credit hours a student must take in order to receive Zell Miller Grant. First term students may be retroactively awarded the Zell Miller Grant after earning a 3.5 GPA.

Georgia's HOPE Career Grant

Students who are receiving the HOPE Grant and Zell Miller Grant may also be eligible for additional financial assistance from Georgia's HOPE Career Grant if enrolled in select programs aligned with industries in which there are more jobs available in Georgia than there are skilled workers to fill them. A complete list of eligible programs can be found on OFTC's website at www.oftc.edu/admissions/financial-aid/hope-career-grant/.

HOPE GED® Grant

Available to eligible residents who have obtained their GED® and enroll in a postsecondary institution. The HOPE GED® Grant is a one-time award to those who qualify.

Private Loans

OFTC does not participate in the Federal Stafford Student Loan Program. Loans should be used as a last resort to pay for education. Students needing loans to finance their education must consider private loan options. Private loans cannot exceed the cost of attendance when added to all financial aid. Private loans must be repaid; therefore, students are encouraged to borrow only what they need.

Private loans are different from federal student loans in that they are not guaranteed by the federal government, require a credit

GEORGIA'S ZELL MILLER GRANT

Georgia's Zell Miller Grant is available to Georgia residents who are working towards a certificate or diploma at a Technical College System of Georgia (TCSG) or University System of Georgia (USG) institution.

Basic Eligibility

All HOPE programs require students to meet basic requirements. An eligible student must:

1. Meet HOPE's U.S. citizenship or eligible non-citizen requirements;
2. Be a legal resident of Georgia;
3. Meet enrollment requirements;
4. Be in compliance with Selective Service registration requirements;
5. Meet academic achievement standards;

check, and often require a cosigner. Terms and conditions vary significantly by lender, and we strongly recommend that students compare interest rates, loan fees, and repayment plans before applying for any loan.

The following alphabetical list of private loan products is provided for students to explore. However, students are free to borrow from any lender they choose, even if not listed below. Students may contact their bank, credit union, or other private lending institution to determine if they provide private, alternative education loans. Internet searches for "private student loans" may also be helpful. OFTC does not endorse or support any specific lender or loan program.

Sallie Mae Smart Loan

https://www.salliemae.com/landing/dp/?dtd_cell=SEMGOLNRGS L22070&logintest=1&002=2200491&004=1223873902&005=123223465&006=11021131882&007=Search&008=

Student Access Loan Program

Georgia Student Finance Authority (GSFA) offers the Student Access Loan Program (SAL) for eligible students attending an eligible Technical College System of Georgia (TCSG) institution in Georgia. The SAL is a 1 percent fixed rate loan, designed to assist undergraduate and technical college students who have a gap in meeting their educational costs. HOPE and Zell Miller Scholars are given priority consideration during the first selection. Pending available funding, GSFA will conduct a random selection from remaining applications.

STUDENT ACCESS LOAN (SAL) PROGRAM INFORMATION

- Applicants must have first applied for and exhausted other student financial aid options including federal, state and private scholarship and grant programs and Veterans Education Benefits.
- Interest rate structure for loans received on or after July 1, 2014:
 - o Fixed rate of one (1) percent while in school and out of school as long as the loan remains in good standing.
 - o A monthly Keep In Touch (KIT) Payment of \$10 is required approximately 60 days after the first disbursement is received.
- The monthly KIT Payment is required while in school and while in grace period.
- Repayment is a maximum of fifteen (15) years with a minimum payment of \$50 for loans received on or after July 1, 2015.
- The minimum loan amount is \$300.
- The maximum term loan amount is \$1,500.
- The maximum loan limit is \$3,000 per year and up to a

maximum of \$12,000 over a college lifetime.

- Origination Fee - A non-refundable fee of five (5) percent of the loan amount, but not more than \$50, is deducted from the first disbursement of the loan.
- The program is also designed to provide a loan discharge option to those TCSG students who graduate with a minimum 3.5 cumulative Grade Point Average in the program of study for which the loan was received.

Student Eligibility

In order to receive the Student Access Loan, students must:

- Be considered a Georgia resident and United States citizen or eligible non-citizen.
- Complete a valid Free Application for Federal Student Aid (FAFSA) at fafsa.ed.gov in order to apply for this program.
- Maintain Satisfactory Academic Progress (SAP) in accordance with the SAP policy at their college or university.
- Must be enrolled in an eligible Georgia postsecondary institution.
- Previous SAL borrowers must be current on their monthly KIT payments.

Additional OFTC Student Access Loan Requirements:

- Student must be pursuing a Certificate, Diploma, or Associate Degree.
- Student must meet Georgia residency requirements for twelve (12) consecutive months immediately prior to the first day of class of the school year for which student is receiving SAL.
- Student must maintain at least half-time enrollment, which is at least six (6) credit hours, for the semester for which student is receiving SAL.
- Student must have a minimum of 2.2 GPA each semester.
- Student must maintain Satisfactory Academic Progress (SAP).
- Male students must be in compliance with the U.S. Selective Service requirements.
- Student must not be in default on a Federal Title IV or State of Georgia educational loan or owe a refund due to an over-award on a Federal Title IV or State of Georgia student financial aid program.
- Student must not have reached the Aggregate Federal Loan Limits.
- Student must never have been in a delinquent status on the monthly Keep in Touch (KIT) payments. If the borrower is ever in a delinquent status on the KIT payments, the borrower will not be eligible for future disbursements or future loans in the SAL Program at OFTC.

Other Financial Aid

OFTC Foundation

The OFTC Foundation is a separate and independent nonprofit 501c3 organization established to support students by acquiring and administering monetary gifts, grants, and other funds from area donors. Many of the donations received are used for scholarships for students. For a list of scholarships available through the foundation visit: <https://www.oftc.edu/about-oftc/foundations/scholarships-grants/>.

Workforce Innovation and Opportunity Act (WIOA)

The purpose of this act is to prepare individuals facing serious barriers to employment with the training necessary for entry into the labor force. More information can be obtained from the WIOA office at Oconee Fall Line Technical College at 478-553-2444 (North Campus) or 478-274-7800 (South Campus).

TAA/TRA

These programs are administered by the Department of Labor for individuals who lose their jobs due to plant closings, etc. To apply, students should contact their local Department of Labor office or the local WIOA office at OFTC at 478-553-2444 (North Campus) or 478-274-7800 (South Campus).

Veterans Benefits

After gaining admissions to the college, eligible students should begin the process of applying for VA Educational Benefits. Students may apply for VA Benefits online at <https://benefits.va.gov/gibill/> and clicking the Apply for Benefits link to be connected to the Veterans Online Application System (VONAPP). A student may request a paper application by calling 888-442-4551. The application process normally takes 6 – 8 weeks for new education claims. The Office of the Registrar serves as the Certifying Official to the Department of Veterans Affairs on behalf of Oconee Fall Line Technical College. Eligible Veterans and the dependents of eligible Veterans will work with the Veterans Certifying Official for OFTC students:

Office of the Registrar
560 Pinehill Road, Dublin, GA 31021
Phone: 478-274-7761 | Fax: 1-800-473-3021
Email: registrar@oftc.edu
Office: Student Affairs, South Campus Room 101B

Questions that students have about eligibility and payment should be directed to the Department of Veteran Affairs Regional Office:

Department of Veteran Affairs
Atlanta Regional Office
1700 Clairmont Road, Decatur, GA 30033-4032
Phone: 1-888-GI-BILL-1 or (1-888-442-4551)
Website: <https://benefits.va.gov/gibill/>

Satisfactory Academic Progress Requirements

Students who receive financial aid from Oconee Fall Line Technical College must be in good academic standing and making satisfactory progress as outlined below.

Students are responsible for maintaining an acceptable level of progress regarding quality and quantity of work. Progress will be reviewed no less than once each term. Records are reviewed after grades are posted at the end of each term.

Qualitative Academic Progress Requirements

Students must maintain a cumulative GPA of 2.0 or higher on a 4.0 scale that includes all credit courses appearing on the academic transcript. If a student's cumulative GPA falls below the minimum, his/her financial aid is endangered. A student will be placed on financial aid warning for the following term of attendance and may receive financial aid during the semester placed on warning. A student will be placed on financial aid suspension for failure to meet the cumulative requirement of at least a 2.0 GPA by the end of the semester placed on warning. Students placed on financial aid suspension are ineligible to receive any source of financial aid until cumulative minimum requirements have been met.

Quantitative Academic Progress Requirements

Students must complete 67% of coursework attempted. All hours attempted at Oconee Fall Line Technical College plus all transfer hours accepted by Oconee Fall Line Technical College are counted to determine the completion rate. A student will be placed on warning during the following term of attendance if he/she fails to complete this minimum percentage. The student will be eligible for financial aid during the term(s) placed on warning. However, if the student fails to reach 67% cumulative requirement during the term(s) placed on warning, he/she will be placed on financial aid suspension and will be ineligible for any state or federal aid until the minimum completion rate of 67% has been attained.

Maximum Time Frame

Full-time students must complete their educational objective within the maximum time frame** of one and a half (150%) times the length of the program in which they are enrolled. This means that once students have attempted one and half times the minimum number of credit hours necessary for completing program requirements, they will be ineligible to receive financial aid. All hours attempted at Oconee Fall Line Technical College, plus all transfer hours accepted by Oconee Fall Line Technical College, are counted in the 150% limit. Students who are enrolled less than half time will be prorated accordingly.

***If a course is repeated, all hours attempted will be counted for purposes of the 67% completion rate and maximum time frame requirements and all grades will be used in calculating the minimum GPA of 2.0.*

Notice For Students Enrolled Prior To Fall Semester 2011

All returning (pre-merger) Heart of Georgia Technical College or Sandersville Technical College students will be reviewed using the current OFTC SAP policy as they are re-admitted to the merged OFTC.

Withdrawals

Grades of "W" are not used in calculating a student's GPA but are counted as coursework attempted. "I" will not be used in the completion rate calculation. The grade received the next term will be used when calculating the completion rate.

Remedial Work

Remedial courses will be covered by Title IV financial aid if the student is enrolled as a provisional or regular student in an eligible program at Oconee Fall Line Technical College and the remedial course is required by the school. Aid can be received for a maximum of 30 hours of remedial courses. Grades received for remedial courses do not affect the GPA, but the hours are calculated in the 67% hours attempted completion rate.

Transfer Students

Transfer students accepted by Oconee Fall Line Technical College (OFTC) who never attended OFTC will be classified as maintaining Satisfactory Academic Progress for the first semester enrolled. After the first semester, the student's grades will be measured in accordance with the college's Satisfactory Academic Progress requirements. Students who previously attended OFTC, transferred to another school, then returned to OFTC, will have all of their coursework reviewed. (Only a grade of "C" or better will transfer.)

Termination of Financial Aid

Financial aid will be terminated when a student is determined by the Financial Aid Office to be ineligible if the office has evidence that the student has falsified information on the application materials or if federal or state funds are not provided to meet the award.

Appeals Process

Students have the right to appeal their satisfactory academic progress (SAP) status one time if they feel that there are extenuating circumstances which have prevented them from meeting the specified requirements. Any student on suspension may file an appeal with the Financial Aid Appeals Committee. Appeals for Satisfactory Academic Progress must be based on specific extenuating circumstances. Documentation supporting the extenuating circumstance must be submitted with the appeal via the Verify My FAFSA portal, <https://oftc.verifymyfafsa.com>. If the appeal is granted, the student will be placed on Financial Aid Warning and may be given an academic plan to ensure success for the following and subsequent terms. If a student is given an academic plan, it is the student's responsibility to check on status by contacting the Financial Aid Office after grades are posted each term. The deadline for submitting an appeal is ten (10) days from the date student is notified of suspension.

Reinstatement of Aid

A student who has been terminated from aid due to a lack of satisfactory academic progress must pay for credit hours attempted after returning and must meet satisfactory academic progress requirements to be eligible to receive any further financial aid in future terms.

Withdrawal from School

Any student receiving financial aid should contact the Financial Aid Office before withdrawing from school. Financial aid adjustments/payments may be calculated according to federal and state regulations.

Notification

The Financial Aid Office will notify a student by email if he/she is in violation of the above standards of satisfactory academic progress and of the termination of his/her eligibility to receive financial aid. The deadline for submitting an appeal is ten (10) days from the date student is notified of suspension.

Student Loan Status

A student in default on a Federal Student Loan or Direct Loan is not eligible to receive Title IV aid until the default status is resolved by repayment in full; payment of at least six consecutive, full, voluntary payments on time to the loan holder; or loan rehabilitation. To be eligible for state aid, the defaulted loan(s) must be paid in full. Students should contact their lender directly in order to resolve any default situations.

Unusual Enrollment History

The Department of Education prevents fraud and abuse in the Federal Pell Grant Program by identifying students with unusual enrollment histories (UEH). The UEH is a specific enrollment pattern in which students attend an institution long enough to

receive Title IV credit balance refunds, leave without completing the enrollment period, enrolls at another institution, and repeats the pattern of enrollment just long enough to collect another Title IV balance without having earned any academic credit. There may be cases where students have a legitimate reason for enrollment at multiple institutions. However, such an enrollment history requires a review to determine whether there are valid reasons for the UEH. After a complete review, a determination will be made on whether or not a student is eligible to receive further aid.

Satisfactory Academic Progress (HOPE)

In accordance with the Georgia HOPE regulations, students receiving HOPE Grant and/or HOPE Scholarship must maintain the same institutional satisfactory academic progress policy used for Federal Title IV programs, as outlined above.

In addition, HOPE recipients are limited to a maximum number of hours of attempted credit and remedial hours as follows:

1. Students who have received only HOPE Grant/Zell Miller Grant for diploma and/or certificate programs: A maximum number of 95 quarter hours or 63 semester hours of HOPE Grant eligibility. All attempted hours for which HOPE has been received since Summer term 2003 from all colleges are counted in this cap.
2. Students who have received HOPE Scholarship/Zell Miller Scholarship for degree classes and HOPE Grant for diploma/certificate classes: A maximum of 127 hours of HOPE eligibility. All HOPE Scholarship hours since 1993 and all HOPE Grant hours since Summer term 2003 from all colleges are counted in this cap. Credits earned in dual enrollment programs do not count toward the cap.

Drug Convictions

Section 304.7 states that a student convicted of committing certain felony offenses involving marijuana, controlled substances, or dangerous drugs, may be ineligible for HOPE funds from the date of conviction to the completion of the following school term, in accordance with the Georgia Drug-Free Postsecondary Education Act of 1990, OCGA §20-1-20, et seq.

Commercial Truck Driving Program and Financial Aid

Commercial Truck Driving students will be held responsible to the same satisfactory academic progress standards as all other students and can only receive aid for 150% of the hours to complete the program. Should a student wish to repeat the program, he/she must pay the Business Office for all hours required to graduate over the 150%. Once this has been done, HOPE Grant will be awarded for the other 50% of eligibility.

Student Records and Information

Records and Registration

Registration Eligibility

Students who have received an official letter of acceptance to the institution and continuing students not on academic suspension may register for classes. Students enrolling under the special admission provisions are also eligible to register for certain classes.

Applicants will not be approved for academic advisement and/or registration until formally accepted by the director of admissions, nor will they be permitted to attend classes until registration has been completed.

Registration Procedures for Credit Classes

Registration for credit classes occurs in three phases at Oconee Fall Line Technical College:

- Advisement and Advanced Registration for currently enrolled students
- Advisement and Registration for new students
- Final Advisement and Registration for all students

Advanced Registration

This is a restricted registration held only for currently-enrolled students. Specific registration dates for returning students will be posted. In order to register, students must make an appointment with their advisor, and then students may register via BannerWeb. Students should keep a copy of the unofficial schedule of classes as a reference for the first day of classes for the next semester.

A returning student cannot register for classes unless an advisor approves the student's schedule of classes. Therefore, a returning student who did not participate in advanced registration must participate in new student registration or final registration.

ONLINE ADVANCED REGISTRATION FOR RETURNING STUDENTS

Step 1: Complete Advisement. Student must contact his or her advisor and make an appointment for advisement. The advisor can register the student at this point, or the student can:

Step 2: Go to OFTC's website at www.OFTC.edu and click on the **MyOFTC Dashboard** link at the top of the page in the header.

Step 3: Click on **MyOFTC Dashboard Login** and enter your user name and password to login.

***If this is the student's first entry into BannerWeb, his or her User ID is the first part of the assigned OFTC student*

email address. Please refer to the initial email you received when accepted into OFTC for your User ID and password information. Students should contact the OFTC Information Technology Department if they are having any log-in issues, by phone at 478-274-7873, or by email at itshelp@oftc.edu.

Step 4: From your MyOFTC Dashboard, click on **BannerWeb**.

Step 5: Choose Student Services and Financial Aid.

Step 6: Click Registration Menu, enter alternate PIN given by advisor, and then choose Add/Drop Classes.

Step 7: Enter current term.

Step 8: Enter the CRNs from the registration form student completed with advisor.

Step 9: Choose Submit Changes.

Step 10: Choose Student Detail Schedule to print schedule.

New Student Registration

New Student Registration is a registration session for new, transfer, and readmit students prior to the start of classes. New Student Registration is held at the North Campus, South Campus, Jefferson County Center, and the Little Ocmulgee Instructional Center.

Final Registration

Final Registration is open to all students prior to the beginning of the term. **A late registration fee is charged to students who register on or after the first day of classes.**

Viewing Grades and Unofficial Transcripts Online

Step 1: Go to OFTC's website at www.OFTC.edu and click on the **MyOFTC Dashboard** link at the top of the page in the header.

Step 2: Click on **MyOFTC Dashboard Login** and enter your user name and password to login.

***If this is the student's first entry into BannerWeb, his or her User ID is the first part of the assigned OFTC student email address. Please refer to the initial email you received when accepted into OFTC for your User ID and password information. Students should contact the OFTC Information Technology Department if they are having any log-in issues, by phone at 478-274-7873, or by email at itshelp@oftc.edu.*

Step 3: From your MyOFTC Dashboard, click on **BannerWeb**.

Step 4: Choose Student Services and Financial Aid.

Step 5: Click Student Records. To see final grades for a specific

semester, click Final Grades, or click Unofficial Academic Transcript to view transfer credit and official transcript. Select appropriate term and click Submit.

If you have any questions, please call the Student Affairs Office at (North Campus) 478-240-5161 or (South Campus) 478-274-7761.

Requesting Official Transcripts

Oconee Fall Line Technical College has appointed Credentials Solutions as our agent for printing and mailing academic transcript documents via the Credentials eRoboMail™ service. The official transcript documents produced by Credentials Solutions' Transcripts Network are official documents and contain all pertinent course information as recorded by Oconee Fall Line Technical College. There is a \$7.55 charge for each official transcript requested. Student may incur additional costs from Credentials Solutions depending on the delivery option chosen.

Step 1: Go to OFTC's website at www.OFTC.edu

Step 2: Click the "Quick Links" tab at the top of the page

Step 3: Click "Records Request"

Step 4: Click "Order Official OFTC Transcript via Credentials Transcripts Network"

Step 5: Click "Order PDF Transcript(s)" or "Order Paper Hard-Copy Transcript(s)." Follow the on-screen directions and enter the required information. Please note, PDF transcript requests process more quickly than paper transcript requests.

DegreeWorks

DegreeWorks is an easy-to-use, web-based, degree audit and academic advising software designed to enhance the advisement planning process. DegreeWorks is a powerful tool that allows students to view their academic programs at any time and confirm how their course choices fulfill degree/diploma/certificate requirements. It is designed to aid and facilitate academic advising but is not intended to replace face-to-face advising sessions with an academic advisor.

ACCESSING DEGREEWORKS

1. Go to OFTC's website at www.OFTC.edu and click on the **MyOFTC Dashboard** link at the top of the page in the header.
2. Click on **MyOFTC Dashboard Login** and enter your user name and password to login.
3. From your MyOFTC Dashboard, click on **DegreeWorks**.
4. Your DegreeWorks audit should open now open. Under **Student View**, you should see:
 - Your name
 - Your ID
 - Advisor Name

- Phone #
- Degree Name
- Address

If any of this information is not correct, please contact Student Affairs.

North Campus: 478-553-2064 / 478-553-2063
South Campus: 478-274-7834 / 478-274-7837
Email: registrar@oftc.edu

5. Student will need to scroll down to view General Education Core and Occupational Courses information.

If a student has successfully passed a course, the grade earned, work ethics grade (if applicable), and the term the course was successfully passed will appear to the right of the course.

6. Upon scrolling down to the bottom of the DegreeWorks audit, the student is able to see if there are any courses that are listed as **Classes Not Applicable for Major or Insufficient**. If a student has any questions about these courses, he/she should contact his/her advisor.

If a student needs help understanding his/her DegreeWorks Audit, the student should contact:

Dawn Lawson, Instructional Coordinator – 478-553-2051

Registration Errors

It is the student's responsibility to complete the proper forms and procedures for registration or changes to registration and to verify that his or her schedule of classes is correct. The Registrar's Office cannot be held responsible for errors resulting from the student's failure to execute the proper procedure or verify his or her schedule at the time it is received. Any problems experienced at registration should be reported immediately to the registrar.

Matriculation

Registration is not complete until tuition and fees are paid. Students who receive any type of financial aid must ensure that all the proper paperwork is complete and returned to the Financial Aid Office via the Verify My FAFSA portal, <https://oftc.verifymyfafsa.com>, by the posted priority date. Students will be dropped from the courses for which they have attempted to register if tuition and fees are not paid by the last day to pay noted in the OFTC calendar.

Full-Time Student Status

A student must be registered for a minimum of 12 semester credit hours to be considered a full-time student. Students may request documentation of full-time status from the National Student Clearinghouse.

National Student Clearinghouse

The National Student Clearinghouse is the authorized agent for providing degree and enrollment verifications. To access his or her enrollment information using BannerWeb, a student should follow the steps below:

Step 1: Go to OFTC's website at www.OFTC.edu and click on the **MyOFTC Dashboard** link at the top of the page in the header.

Step 2: Click on **MyOFTC Dashboard Login** and enter your user name and password to login.

***If this is the student's first entry into BannerWeb, his or her User ID is the first part of the assigned OFTC student email address. Please refer to the initial email you received when accepted into OFTC for your User ID and password information. Students should contact the OFTC Information Technology Department if they are having any log-in issues, by phone at 478-274-7873, or by email at itshelp@oftc.edu.*

Step 3: From your MyOFTC Dashboard, click on **BannerWeb**.

Step 5: Click Student Services and Financial Aid.

Step 6: Click Student Records.

Step 7: Click National Student Clearinghouse - Self Service.

Step 8: Choose either Current Enrollment or All Enrollment.

Step 9: Click on Obtain Enrollment Certificate.

Step 10: Print the Enrollment Certificate.

Adding Courses

OFTC provides a three-day No Harm, No Foul drop period for all students. Students who are officially withdrawn from courses by the end of the third instructional day of the semester will receive no grade for the course and 100% refund of applicable tuition and fees. Tuition and fees for courses dropped after the three-day refund period are NOT refundable. This deadline is strictly enforced.

Students may add a course through the third day of the semester.

To add a course, a student must:

- Contact the instructor teaching the course
- The instructor, advisor, or student will add the student to the course via BannerWeb by the close of business by the 3rd day of the term.

Students who add a course may owe additional tuition and fees (See Tuition and Fee Schedule).

Dropping A Course

To drop a course, a student must notify the instructor teaching the class by the end of the 3rd instructional day of the semester.

Courses dropped during this period will not appear on the student's official academic record and will not be calculated in the course load for financial aid purposes unless the student purchased books. A student who drops a course during the first three days of the term may be due a refund (See Refund Policy).

Registered students must complete the course requirements or officially withdraw on or before the college's published deadline. Non-attendance does not constitute an official withdrawal.

Abandoning a course instead of following official withdrawal procedures may result in a failing course grade with a work ethics grade of zero and may result in financial aid adjustments to the student's account. If a student officially withdraws from a course on or before the 60% (midterm) mark, the student will be issued a grade of W. After the 60% (midterm) mark, students who have not officially withdrawn will receive the grade earned which includes zeros received on all assignments not submitted.

Students who have not officially withdrawn will receive the grade they earn, which may result in a failing grade. The college will use the midpoint for the withdrawal date for all students who stop attending all courses except those who can be verified to have participated in a course past the midpoint of the semester.

No-Show Procedures

A student is considered a "no show" if he/she does not attend at least one class session or does not submit an assignment in an online class during the first seven calendar days of the term. Students reported as a "no show" will be administratively removed from that class for the semester.

A student has three business days following the "no show" date to request to be reinstated. Please refer to the college calendar to reference the "no show" date from each term. To be reinstated in any course, the student must meet the requirements set forth by the instructor for the course in which the student is requesting reinstatement. Note that being reported as a "no show" from a course can impact the financial aid amount awarded, financial aid eligibility, and student account balance.

Withdrawal Procedures

A student may withdraw from a course through the published 60% point (midterm) of the semester. To withdraw from a course, the student must complete the electronic withdrawal form by accessing the OFTC website and clicking "Withdrawal Form" under the Admissions Tab. Students will receive a grade of "W" if the withdrawal date is on or before midterm. For any withdrawal received during the "no show" period, the student will be considered a "no show" for the applicable class(es). Students who officially withdraw from a course after the drop/add period and "no show" period will receive a grade of "W" through the 60% (midterm) point of the term and will not receive any refund of course tuition/fees.

Withdrawals from a class (or classes) may have a negative effect on academic standing, satisfactory academic progress (SAP), financial aid, program progression, and the student's account

balance. Students are always advised to speak with a financial aid representative prior to submitting a withdrawal.

It is the student's responsibility to officially withdraw from a course; instructors will not initiate a withdrawal. Student withdrawals will not be processed after the published 60% (midterm) deadline. If a student does not officially withdraw from a course(s), the student remains on the roster and receives the grade earned. All assignments not submitted will receive a grade of "0". Failing grades negatively impact a student's completion rate and GPA and may affect a student's ability to receive financial aid in future terms.

In certain instances, the Registrar may act on behalf of a student to withdraw the student from classes. This may include various situations such as active duty, suspension, incarceration, injury or illness, death, or additional formal requests for withdrawal. Depending on the circumstances, documentation (e.g., proof of incarceration, a letter from a physician/hospital, or a death certificate) may be required to accompany a withdrawal in these instances.

Dual Enrollment

Dual enrollment students need to contact their high school counselor in order to withdraw from a course. The high school counselor will be expected to contact an OFTC High School Initiatives Coordinator to process the withdrawal. Active high school students will not be withdrawn without confirmation from the high school counselor.

Unofficial Withdrawal

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 cease attending class(es). Faculty must enter a last date of attendance for students who earn a grade of 'F' for the class, and provide documentation supporting the date reported. 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 participation) may be required to return funds to Oconee Fall Line 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. All students who unofficially withdraw before the midpoint of the term will be assigned an unofficial withdrawal date identified as the 50% point of the term.

The institutional refund policy and federal aid refund policy (Return to Title IV) can be found in Financial Aid. 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.

MILITARY WITHDRAWAL

Oconee Fall Line Technical College is authorized to reimburse all tuition and fees paid by students who are required to withdraw

from courses as a result of being called into active duty or relocated in response to national emergencies.

In the event of a military emergency whereby a student who is in the Armed Services, the National Guard or an Armed Forces reserve is activated or otherwise called to duty and as a result may no longer attend class(es), such student may within a reasonable time withdraw from the college. Documentation of such military service must be provided from an appropriate military official. **Students who received financial aid may be required to pay the award back to OFTC.** Service members and reservists can be readmitted to a program if they are temporarily unable to attend class or suspend their studies due to service requirements.

Graduation Requirements

In order to graduate, students must meet all course and credit hour requirements as prescribed in the state standards for the program in which they are enrolled. To receive a degree, diploma, or certificate from a program of instruction, the student must have a Graduation Grade Point Average of at least 2.0 on a 4.0 scale. The Graduation Grade Point Average is calculated only on those courses required for graduation. Students must make a "C" or higher in all required coursework. When a course is taken more than once, the highest grade will be used in calculating the grade point average for graduation. Students will not receive an award until all financial accounts are clear.

OFTC identifies expected program outcomes and college-level general education competencies and assesses the extent to which graduates achieve these outcomes.

Should a student receive advanced standing through transfer credit or exemption examination, the student must still complete at least twenty-five percent of the credit hours of the required curriculum for graduation in residence at Oconee Fall Line Technical College. Students in certain allied health programs which require licensure or certification examinations must complete at least fifty percent of the credit hours of the required curriculum for graduation in residence at Oconee Fall Line Technical College.

In order to participate in the commencement exercises or to receive an award, a student should contact their advisor to complete an application for graduation during the advisement session for their last semester of attendance. Students who do not contact their advisor to complete an application for graduation by the deadline cannot participate in the commencement exercises. There is a non-refundable fee for students participating in commencement.

Note: An official high school transcript or high school equivalency (HSE) transcript is required for graduation. The only exception is for students graduating with basic level workforce certificates.

Student Records

Family Educational Rights and Privacy Act Notification of Students

Annually, Oconee Fall Line Technical College shall inform its students about the Family Educational Rights and Privacy Act of 1974. This Act was designed to protect the privacy of educational records, and to establish the right of students to inspect and review their non-privileged educational records. The Act also provides guidelines for the correction of inaccurate or misleading data through informal and formal hearings. Students have the right to file complaints with the Family Policy Compliance Office, U.S. Department of Education, concerning alleged failures by the institution to comply with the Act. Oconee Fall Line Technical College shall also provide a mechanism whereby students may file informal complaints within the college.

This procedure applies to students who are or who have formerly been enrolled at Oconee Fall Line Technical College.

Education records include any records (in handwriting, print, tapes, film, computer, or other medium) maintained by Oconee Fall Line Technical College or the Technical College System of Georgia (TCSG) that are directly related to a student except:

1. A personal record kept by a faculty or staff member if it is kept in the sole possession of the maker of the record, is not accessible or revealed to any other person except a temporary substitute for the maker of the record, and is not used for purposes other than a memory or reference tool. Records that contain information taken directly from a student or that are used to make decisions about the student are not covered by this exception.
2. Records created and maintained by Oconee Fall Line Technical College Law Enforcement Unit for law enforcement purposes.
3. An employment record of an individual whose employment is not contingent on the fact that he or she is a student.
4. Records made or maintained by a physician, psychiatrist, psychologist, or other recognized professional or paraprofessional if the records are used only for treatment of a student and made available only to those persons providing the treatment.
5. Alumni records that contain information about a student after he or she is no longer in attendance at the college and which do not relate to the person as a student.

Student Access to Records

Students may review their official academic record, disciplinary record, and financial aid record with the following exceptions:

1. Any and all documents written or solicited prior to January 1, 1975, on the presumption that they were intended to remain

confidential and privileged.

2. Any and all documents to which access has been waived by the student.
3. Any and all records which are excluded from the Family Educational Rights and Privacy Act definition of educational records.
4. Any and all financial data and income tax forms submitted in confidence by the student's parents in connection with an application for, or receipt of, financial aid.
5. Any and all records connected with an application to attend STC, HGTC, or OFTC if the applicant never enrolled.
6. Those records that contain information on more than one student. The requesting student has the right to view only those portions of the record that pertain to his or her own educational records.

All requests shall be granted as soon as practicable, but in no event later than 45 days after the date of request. No documents or files may be altered or removed once a request has been filed. A student may receive a copy of any and all records to which he or she has lawful access upon payment of any copying charge established by TCSG or Oconee Fall Line Technical College except when a hold has been placed on his or her record pending the payment of debts owed Oconee Fall Line Technical College, or when he or she requests a copy of a transcript, the original of which is held elsewhere.

Hearings to Challenge Accuracy of Records

If, upon inspection and review of his or her record, the student believes that the record is inaccurate, misleading or otherwise in violation of his or her privacy rights, he or she may ask that the record be changed or may insert a statement in the file.

Should the request for a change be denied, the student will be notified of the college's decision and advised of the right to a hearing to challenge the information believed to be inaccurate, misleading or in violation of the student's privacy rights. The student has 30 days to appeal the decision to the vice president of student affairs and ask for a hearing.

On behalf of academic/student affairs, either the vice president of student affairs or another appointed hearing officer shall conduct a hearing at which the student shall be afforded a full and fair opportunity to present evidence relevant to the issues raised in the original request to amend the student's education records. The student may be assisted by one or more individuals, including an attorney. The hearing officer will consider only challenges to the accuracy of the records. Hence, if a grade has allegedly been incorrectly recorded on a student's transcript, the accuracy of the record may be challenged.

The hearing officer shall prepare a written decision based solely on the evidence presented at the hearing. The decision will

include a summary of the evidence presented and the reasons for the decision. The decision of the hearing officer shall be final, save for any review that may be granted by the president of OFTC.

If OFTC decides that the challenged information is not inaccurate, misleading or in violation of the student's right of privacy, it will notify the student of the right to place in the record a statement commenting on the challenged information and a statement setting forth reasons for disagreeing with the decision. Such a statement shall become a part of the information contained in the education record and will be disclosed with it.

A student may make a specific waiver of access to evaluations solicited and/or received under condition of confidentiality.

Release of Information

Oconee Fall Line Technical College will disclose information from a student's education records only with the written consent of the student, except that the records may be disclosed without consent when the disclosure is:

1. To OFTC officials who have a legitimate educational interest in the records.

An OFTC official is:

- A person employed by OFTC in an administrative, supervisory, academic or research, or support staff position, including health or medical staff.
- A person elected to OFTC's Board of Directors.
- A person employed by or under contract to OFTC to perform a special task, such as an attorney or auditor.
- A person who is employed by OFTC's Security Unit.
- A student serving on an official committee, such as a disciplinary or grievance committee, or who is assisting another OFTC official in performing his or her tasks.

An OFTC official has a legitimate educational interest if the official is:

- Performing a task that is specified in his or her position description or contract agreement.
- Performing a task related to a student's education.
- Performing a task related to the discipline of a student.
- Providing a service or benefit relating to the student or student's family, such as health care, counseling, job placement, or financial aid.
- Maintaining the safety and security of the campus.
- The determination as to whether or not a legitimate educational interest exists will be made by the custodian of the records on a case-by-case basis. When the

custodian has any question regarding the request, the custodian should withhold disclosure unless the custodian obtains consent from the student, or the concurrence of a supervisor or other appropriate official that the record may be released.

2. Officials of another school, upon request, in which a student seeks or intends to enroll may have access to records. The student shall receive notification of the disclosure unless the student initiated the disclosure.
3. Subject to the conditions set forth in 34 C.F.R. §99.35 authorized representatives of the Comptroller General of the United States, the Secretary of the U.S. Department of Education, authorized representatives of the Attorney General for law enforcement purposes, or state and local educational authorities.
4. To OFTC or other Department officials or lending institutions, in connection with financial aid for which the student has applied or which the student has received, if the information is necessary for such purposes as to:
 - Determine eligibility for the aid;
 - Determine the amount of the aid;
 - Determine the conditions for the aid; or
 - Enforce the terms and conditions of the aid.
5. To state and local officials or authorities to which such information is specifically required to be reported or disclosed pursuant to the state statute adopted prior to November 19, 1974, if the allowed reporting or disclosure concerns the juvenile justice system and the system's ability to effectively serve the student whose records are released; or information that is allowed to be reported pursuant to a state statute adopted after 1974, which concerns the juvenile justice system and the system's ability to effectively serve, prior to adjudication, the student whose records are released.
 - Nothing in this paragraph shall prevent the state from further limiting the number or type of state or local officials who will continue to have access thereunder.
6. To 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 and such information will be destroyed when no longer needed for the purpose for which it is conducted.
7. Accrediting organizations in order to carry out their accrediting functions.
8. To parents of a dependent student, as defined in Section 152 of the Internal Revenue Code of 1954. The parent must

provide a copy of their most recent Federal income tax return establishing the student's dependency. Full rights under the act shall be given to either parent, unless the institution has been provided with evidence that there is a court order, state statute or legally binding document relating to such matters as divorce, separation or custody that specifically revokes those rights.

9. In connection with an emergency, appropriate persons if the knowledge of such information is necessary to protect the health or safety of the student or others.
10. To comply with a judicial order or lawfully issued subpoena, provided the college makes a reasonable effort to notify the student of the order or subpoena in advance of compliance. Notification may be prohibited if OFTC receives a federal grand jury subpoena or any other subpoena which states that the student should not be notified. The Department's Director of Legal Services shall be consulted prior to release of the record.
11. To an alleged victim of any crime of violence as that term is defined in Section 16 of Title 18, United States Code, or a non-forcible sex offense, the final results of any disciplinary proceeding conducted by an institution of postsecondary education against the alleged perpetrator of that crime or offense with respect to that crime or offense. The Technical College System of Georgia's Legal Services shall be consulted prior to release of the record.
12. To Veterans Administration Officials pursuant to 38 U.S.C. 3690 (c).
13. OFTC may disclose appropriately designated "directory information" without written consent unless the student has advised OFTC 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 OFTC to disclose directory information from his or her student education records without prior written consent, the student must notify OFTC in writing by the first day of the semester at the registrar's office. A student need only file this notification once during his or her enrollment.

Even if a student elects to prohibit the release of directory information, OFTC may still implement policies requiring the student to wear or present a student ID badge.

Consequences of restricting a student's directory information may deny access to current or potential employers, other educational institutions, credit card companies, scholarship committees, insurance companies (health, auto, life, etc.) and other similar third-parties.

Additionally, certain state and federal laws require the release of certain student information without prior notification to the

student.

OFTC defines "directory information" as follows:

- Full name of student
- City of residence
- County of residence
- Major and field(s) of study
- Enrollment status (full-time, part-time, etc.)
- Degrees and awards and dates received
- Dates of attendance
- Participation in official sports and activities
- Height and weight of athletic team members

The Technical College System of Georgia and its technical colleges define "non-public directory information" as follows:

- Address
 - Email address
 - Telephone number
14. To the court, those records that are necessary to defend OFTC when a student initiates legal action against the institution and/or the Department.
 15. OFTC 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.

Recordkeeping Requirements

Oconee Fall Line Technical College shall maintain a record of requests for and/or disclosures of information from a student's education records. The record will indicate the name of the party making the request and what records, if any, were received; the legitimate interest in the records; any additional party to whom it may be redisclosed; and the legitimate interest the additional party had in requesting or obtaining the information. The record may be reviewed by the student. This recordkeeping is not required if the request was from, or the disclosure was to:

- the student;
- a school official determined to have a legitimate educational interest;
- a party with written consent from the student;
- a party seeking directory information; or
- a federal grand jury or law enforcement agency pursuant to a subpoena that by its terms requires nondisclosure.

Location of Records

<i>Types, Locations and Custodians of Education Records</i>	<i>Location of Record</i>	<i>Custodian</i>
Academic (e.g., transcript, transfer work, class schedule, degree requirements, probation, etc.)	AxS - College Document Imaging Warehouse	Registrar
Financial Aid	Financial Aid Office on the North and South Campuses and AxS - College Document Imaging Warehouse and the Verify My FAFSA Portal https://oftc.verifymyfafsa.com	Financial Aid Director
Career Services Records	Career Services Office on the South Campus	Disabilities/ Career Services Coordinator, South Campus

Student Rights and Responsibilities

Oconee Fall Line Technical College (OFTC) promotes a climate of academic honesty, critical investigation, strong work ethic, intellectual freedom and freedom on individual thought and expression consistent with the rights of others. OFTC is a student-centered organization which provides students with a full range of educational opportunities while maximizing their chances of success. Specifically, OFTC strives to provide students with opportunities to pursue educational programs and services that assist them in clarifying and attaining their career goals.

Student Rights

Oconee Fall Line Technical College (OFTC) students have the right to:

- be free of discrimination based on race, color, national origin, gender, disability, religion, or any other applicable legislated category.
- be safe on OFTC's property.
- have the occupational skills, technology, equipment, and resources available to ensure success upon graduation.
- have access to program advisors.
- receive due process when accused of any violations of college regulations or conduct code.
- have adequate access to properly equipped labs.
- have privacy regarding personal information in accordance with the Family Education Rights and Privacy Act.
- evaluate college facilities and services provided by faculty and staff.

Student Responsibilities

Oconee Fall Line Technical College (OFTC) students are responsible to:

- respect fellow students, faculty, and staff regarding their opinions.
- respect OFTC's equipment, facilities, and persons, as well as the property of others.
- take responsibility for learning and communicate specific learning needs.
- adhere to program requirements and to follow the prescribed curriculum as outlined in the OFTC catalog.
- actively seek out advisors and other support services that are available.
- always work to the best of one's abilities and communicate the need for adequate access to properly equipped labs.
- accept responsibility for one's actions.
- seek evaluation/feedback from instructors and peers.
- adhere to OFTC's policies and procedures.
- participate freely and willingly in learning activities using diverse instructional strategies.
- adhere to standards and policies as set by the OFTC Board, TCSG, OFTC administration, faculty and staff including general classroom guidelines and protocol.
- take responsibility for attending classes, being prepared for class, and for following other guidelines as prescribed by instructors.

Student Grievances

Oconee Fall Line Technical College (OFTC) desires to resolve student grievances, complaints and concerns in an expeditious, fair and amicable manner. Students seeking resolution of any concerns or complaints should follow the OFTC Student Grievances Procedure:

DEFINITIONS

- Grievable issues:** Issues arising from the application of a policy/procedure to the student's specific case are always grievable. Specifically, grievable are issues related to student advisement, improper disclosure of grades, unfair testing procedures and poor treatment of students; this is a representative list and is not meant to be exhaustive.
- Non-grievable issues:** Issues which have a separate process for resolution (i.e., disciplinary sanctions, FERPA, financial aid, academic grades, discrimination, harassment 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 of academic affairs (VPAA):** The staff member in charge of the academic affairs division at the college.

- E. Vice president of student affairs (VPSA): The staff member in charge of the student affairs division at the college.
- F. 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.
- G. Grievant: The student who is making the complaint.

PROCEDURE

For all timelines established herein, if a student will need additional time, an extension may be granted at the vice president of student affairs' discretion.

- 1) Informal Grievance Procedure: Students with grievable issues should resolve those issues, if possible, on an informal basis without the filing of a formal grievance.
 - a) 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.
 - b) Where this process does not result in a resolution of the grievable issue, the student may proceed to the formal grievance procedure below.
- 2) Formal Grievance Procedure: where a student cannot resolve their grievance informally, he or she may use this formal grievance procedure.
 - a) Within 15 business days of the incident being grieved, the student must file a formal grievance in the office of the vice president of student affairs (VPSA) with the following information:
 - i) Name,
 - ii) Date,
 - iii) Brief description of incident being grieved,
 - iv) Remedy requested,
 - v) Signed, and
 - vi) Informal remedy attempted by student and the outcome
 - b) If the grievance is against the VPSA, the student shall file the grievance with the technical college president.
 - c) The VPSA or the technical college president's designee will investigate the matter and supply a written response to the student within 15 business days.
 - e) 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.

- f) 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.
- g) The VPSA shall be granted an additional 15 business days to investigate the grievance upon notice to the grievant student.
- 3) Appeal: The student may appeal the decision from the VPSA or the technical college president's designee to the OFTC president. Only the student has the right to appeal.
 - a) A student shall file a written appeal to the president within five (5) business days of receiving the response referenced above.
 - b) 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.
 - c) At the sole discretion of the president, grievance appeals at the institution may be held in one of the following ways:
 - i) The president may review the information provided by the student and administration and make the final decision; or
 - ii) The president may appoint a cross-functional committee to make the final decision.
 - iii) The decision of either the president or the cross-functional committee shall be made within ten (10) business days of receipt of the appeal.
 - iv) Whichever process is chosen by the president, the decision of the grievance appeal is final.

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

RECORD RETENTION

Documents relating to formal grievances including investigations, dispositions and the grievance itself shall be held for 5 years after the graduation of the student or the date of the student's last attendance in the vice president for student affairs' office.

Copyright Procedure

Oconee Fall Line Technical College (OFTC) is in compliance with the Copyright Law of the United States (Title 17, U.S. Code) and encourages faculty, staff and administrators to make lawful use

of copyrighted works. OFTC recognizes the exclusive rights of the copyright holders, as well as the exceptions to those rights as provided for in:

- The doctrine of Fair Use which is found in Section 107 of the US Copyright Act
- The T.E.A.C.H Act which is found in Section 110 (2) of the US Copyright Act
- Digital Millennium Copyright Act DMCA.

The director of library services will serve as the college coordinator and will investigate or answer questions and/or concerns of the faculty, staff, students, and administrators as they arise. The library will house current copyright manuals detailing permissible and restricted activities for reference and access by all OFTC personnel and students. The library will also require written copyright permission prior to duplicating any materials for an official requestor. The library will also retain and maintain copyright records. In addition:

- Purchasing personnel will make every effort to obtain free duplication rights from the copyright holder. In the event that free duplication rights are not allowed, the purchasing of duplication rights will be explored. A copy of all documents containing written permission shall be retained in the library.
- Any use or reproduction of copyright materials will be done either with the written permission of the copyright holder or within the bounds of the exceptions as noted above.
- Copying or using copyrighted matter not specifically permitted or exempted by copyright law will not be allowed. Liability for the willful infringement will be placed upon the person making the copies or using the material.

Intellectual Property Policy and Procedure

Oconee Fall Line Technical College (OFTC) adheres to the Technical College System of Georgia (TCSG) Intellectual Property Policy.

In order that OFTC or TCSG 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 OFTC or TCSG and anyone providing work for OFTC's or TCSG's use, represents and warrants 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.

Intellectual property includes, but is not limited to, any copyrightable subject matter or materials, patentable inventions, online courses, computer software, or materials that would normally be developed on a proprietary basis.

TCSG owns all copyrightable or patentable work created by the employee or student with the support of OFTC or TCSG resources unless addressed in a separate agreement.

A legally binding agreement must specify the named party or parties describing to whom the intellectual property belongs and the attribution ownership of the intellectual property to the general public.

OFTC resources may include, but are not limited to, offices, computers, standard office equipment and supplies, libraries, labs, funds, and personnel.

The ownership of a copyright or patent resulting from the development of intellectual property and any rewards or recognition attributed to the copyright or patent will be determined according to the conditions described in the two sections below.

The employee or student retains ownership if all of the following criteria are met:

- the work is the result of individual initiative, not requested or required by OFTC and/or TCSG;
- the work is not the result of a specific contract or assignment made as a result of employment or enrollment with OFTC and/or TCSG;
- the work is outside the scope of the employee's job duties or the student's course/program requirements, and
- the work is done without using equipment or resources provided by OFTC and/or TCSG.

Ownership remains with TCSG if any of the above criteria are not met and/or if any one of the criteria below applies:

- the work is produced within the scope of the employee's job duties or student's course/program requirements, and
- the work is the product of a specific contract or assignment made in the course of the employee's employment or student's enrollment with OFTC or the development of the work involved facilities, time, and/or other resources of OFTC and/or TCSG such as release time, grant funds, OFTC and/or TCSG personnel, salary supplement, leave with pay, equipment or other materials, or financial assistance.

When a question of ownership arises, the president must approve the development of the intellectual property by any employee or student of OFTC through the TCSG Intellectual Property Policy and the TCSG Development of Patentable Devices/Materials or Copyrightable Materials/Media by Technical College/Department Procedure.

When questions arise as to equities, rights, division of revenues, or any other intellectual property-related matter, they shall be referred to the president for consideration, interpretation of policy, and decision. An employee or student has the right to file a grievance or complaint using the appropriate OFTC Student Grievance Procedure or TCSG Employee Grievance Policies.

Employee, as used in the procedure, means any full-time or part-time, contractual or non-contractual employee.

Student, as used in this procedure, means any student officially enrolled at OFTC.

Academic Freedom Procedure

Oconee Fall Line Technical College (OFTC) fully supports the right to academic freedom for all faculty members and students. The procedure below outlines the freedoms which faculty members and students possess. This procedure is in accordance with the Technical College System of Georgia (TCSG) State Board Policy 5.1.1p Academic Freedom. As a community of scholars dedicated to the premise of life-long learning, OFTC encourages faculty and students to examine and discuss questions and issues of interest to them. In the development of knowledge, research endeavors, and creative activities, faculty and students must be free to cultivate a spirit of inquiry and scholarly criticism. Fundamental to an opportunity for free inquiry and expression is the right to assemble in accordance with College and Technical College System of Georgia (TCSG) policies. Faculty members and students are entitled to freedom in the classroom in discussing their subject. Caution must be used not to introduce material that has no relation to the instructional field. Faculty and students must be able to examine ideas in an atmosphere of freedom and confidence and to participate as responsible citizens in community affairs.

Faculty members at OFTC enjoy the following academic rights:

- To develop curriculum, including academic programs, courses, course descriptions, course outlines, course goals, objectives, and standards in accordance with college procedures that have been mutually agreed upon by the Technical College System of Georgia, the vice president of academic affairs of Oconee Fall Line Technical College and in conformity with state requirements and existing articulation agreements with other institutions of higher education faculty.
- To develop course instructional content consistent with faculty-generated course outlines.
- To experiment with and choose methods of instruction and evaluation consistent with approved course outlines; and, where appropriate, agree as a faculty within a discipline to use common methods of instruction and/or evaluation in certain courses for program consistency.
- To choose what kinds of technology will be used to support achievement of course objectives; and, where appropriate, to agree as a faculty within a discipline to use common technological devices, methods, and/or programs in certain courses for program consistency.
- Within a discipline, to select the textbook(s) and other instructional materials that will be used in that discipline to cover the content of the approved course outlines; and, where appropriate, to agree as a faculty within a discipline to use a common textbook(s) in certain courses for program consistency.
- To assign student grades in a manner that is consistent with the TCSG/college's grading policy.
- To express themselves candidly when writing articles and/or books, developing media, writing music, creating art, and/or conducting research, so long as they make a clear distinction between when they are acting as individuals and when they

are acting as representatives of the college.

- To demonstrate and foster critical thinking and to encourage opportunities for different sides of issues to be shared and debated, not only among students within the classroom, but also among their colleagues.

Due process in academic freedom disputes between a faculty member and a supervisor or between faculty members is to follow the guidelines in the Technical College System of Georgia State Board Policy 4.4.3 Employee Complaint Resolution. Due process in academic freedom disputes between a faculty member and student is to follow the guidelines in the Technical College System of Georgia State Board Policy 6.5.3p. Student Grievances.

Student Right to Know

Student Right to Know (SRTK) refers to a federally-mandated public disclosure of a college's Completion Rate and Transfer Rate. The intent of SRTK is to provide to the consumer a statistic of comparable effectiveness that they can use in the determination of college choice. All colleges nationwide are effectively required to participate in the disclosure of rates.

SRTK is a "cohort" study; that is, a group of students who are first-time freshmen who are enrolled full-time and are degree-seeking as identified in a fall term and their outcomes are measured over a period of time. The outcomes that the two SRTK rates measure are Completion (the total number of students in the cohort who earn either a degree, a certificate, or who successfully completed a two-year equivalent transfer-preparatory program) and Transfer (the total number of cohort non-completers who were identified as having enrolled in another institution). The tracking period of the cohorts is three (3) years, at which time the SRTK rates are calculated and made public.

SRTK Rates are derived and reported yearly on the IPEDS-GRS (Integrated Post-secondary Educational Data System-Graduation Rate Survey). The IPEDS-GRS also tracks part-time student cohorts over a six (6) year period; however, full-time cohort status after three (3) years is the only basis for calculating SRTK rates.

OFTC Overall Graduation Rate and Transfer-Out Rate

The overall graduation rate is also known as the "Student Right to Know" or IPEDS graduation rate. It tracks the progress of students who began their studies as full-time, first-time degree- or certificate-seeking students to see if they complete a degree or other award such as a certificate within 150% of "normal time" for completing the program in which they are enrolled.

Some institutions also report a transfer-out rate, which is the percentage of the full-time, first-time students who transferred to another institution.

Note that not all students at the institution are tracked for these rates. Students who have already attended another postsecondary institution, or who began their studies on a part-time basis, are not tracked for this rate.

PERCENTAGE OF FULL-TIME, FIRST-TIME STUDENTS WHO GRADUATED OR TRANSFERRED OUT WITHIN 150% OF "NORMAL TIME" TO COMPLETION FOR THEIR PROGRAM

2015 Cohort Graduation Rate	2016 Cohort Transfer Rate
39%	5%

OFTC'S ACADEMIC YEAR 2020 GRADUATION RATE FOR THE TECHNICAL COLLEGE SYSTEM OF GEORGIA: 85.1%

This rate includes ALL Graduates and ALL Leavers (Non-graduates) who were enrolled at OFTC and are tracked over two years.

Student Consumer Information

In accordance with federal regulations set forth by the Higher Education Act of 1965, as amended, OFTC provides a guide that is sent to all enrolled students and available to all prospective students to inform them of the availability of specific types of consumer information. This guide contains a brief description of important information about Oconee Fall Line Technical College (OFTC) financial assistance, graduation rates, campus security, student rights and responsibilities, voter registration, and the Family Educational Rights and Privacy Act (FERPA). Printed copies of the information are available upon request. It is available at www.oftc.edu/about-oftc/student-consumer-information/.

Student Organizations

The **National Technical Honor Society (NTHS)** is an honor organization for outstanding students enrolled in career and technical education programs. The purposes of NTHS are to promote service, leadership, honesty, career development, and skilled workmanship; to reward student achievement; to encourage and assist students with educational and career goal setting; to promote a stronger linkage between local technical institutions and business and industry; and to promote the image of technical education in America. Candidates for NTHS membership are students who have demonstrated scholastic achievement, skill development, good character, leadership, honesty, and responsibility. Membership is open to students from all degree and diploma programs. Students may be nominated for membership based on the following criteria: a cumulative GPA of 3.5 or greater, a minimum of 20 credit hours completed in a degree or diploma program, and demonstrated qualities such as dependability, worthy character, good mentality, credible achievement, and a commendable attitude. Developmental studies, transfer courses, and exemption credits are excluded from the earned credit criteria for NTHS.

In addition to a national recognition for achievement, members

can expect visibility of successful achievement by local business and industry persons, letter of recommendation from the national office when making application for employment or further education, and special recognition at graduation.

Rotaract is a service club for young men and women sponsored by a local Rotary Club, making them true "partners in service" and key members of the Rotary family. Rotaract clubs organize a variety of projects and activities, depending on the interests of the club members. However, three main areas of focus include professional development, leadership development, and service projects (both locally and internationally). Together, these areas ensure clubs have a balanced service program while providing opportunities for personal development. It is important to remember that Rotaract, like Rotary, is diverse, and each club acquires unique qualities, depending where in the world it is established. Through the Rotaract program, young adults not only augment their knowledge and skills, but they also address the physical and social needs of their communities while promoting international understanding and peace through a framework of friendship and service.

Skills USA is a national student organization that serves trade, industrial, technical, and allied health students with membership open to any student interested in personal and professional development. Skills USA emphasizes leadership, dignity, workmanship, citizenship, and respect and offers opportunities for community service through charitable organizations, local and national competitions, and leadership development. Local winners compete in regional, state, and national competitions.

Student Government Association (SGA) is an organization made up of representatives from all occupational programs at Oconee Fall Line Technical College. This organization serves as a student advisory committee and works on projects throughout the year to benefit the college and its students. SGA's membership consists of students from all programs, and meetings are held monthly.

In accordance with the 1998 Higher Education Act, Oconee Fall Line Technical College makes a good-faith effort to assist students with voter registration. Students who need voter registration forms for general elections and special elections for federal office, including elections for governor and other chief executives, may secure these forms from the dean of student affairs' office or go to <https://www.eac.gov/voters/resourcesforvoters> and download the forms. OFTC's Student Government Association (SGA) also sponsors "Voter Registration Days" throughout the year.

The purpose of the **Veterans Connections Group** is to help veterans acclimate to college life, provide information regarding services available to them on and off campus, provide a support group, and promote awareness of veteran students to the campus community.

HYPE's (Helping Young People Excel) is a mentoring program open to all students whose goal is to help build confidence to meet the new expectations and challenges of attending college. HYPE is specifically designed to develop social opportunities which provide support and attention from OFTC faculty, staff and

students. For more information please call or text 478-841-9191.

GENESIS is a mentoring program which helps motivate, empower and encourage young men through mentoring. Genesis challenges African-American males to be positive decision makers, role models, and effective leaders within their community. For more information, please call or text 478-841-9191.

Fundraising Procedure

Funds raised by recognized student organizations may be expended in any manner that is consistent with the purposes of those organizations. Such funds are subject to local, state, and federal laws and to financial accountability to the Oconee Fall Line Technical College (OFTC) business office. Student organizations may sell materials related to the purpose of those organizations approved by the president. Fundraising activities organized by student organizations for the purpose of subsidizing the funding of program-related costs for individual students or programs (this includes pins, testing fees, uniforms, supplies etc.) will not be authorized.

No items of goods or services will be sold on campus by faculty, staff, students or student organizations without prior approval by the President's Office. Off-campus sales by faculty, staff, or student organizations conducted in the name of the college or using the OFTC logo must be approved by the president. Requests must be submitted at least two (2) weeks prior to the requested date of the sale.

Proceeds resulting from the sales must be designated to support official activities of approved school organizations (such as raising funds to participate in professional competitions, sponsoring charitable projects, etc.) or other college-sponsored events, as approved by the president.

Specifically prohibited is the reimbursement, financially or in-kind, for the time involved in preparing or conducting the sale by any employee or student. Reimbursement to offset the costs of materials used to prepare the item(s) for sale is authorized.

Student organizations are subject to the following restrictions using funds:

The president must approve all fund raisers.

No organization shall have the right to disturb or infringe upon the privacy of students. Disturbing or interrupting the conduct of classes for the purpose of raising funds is considered inappropriate. Students will not be released from class to purchase items for sale.

- All fundraising events must be scheduled at least two weeks in advance by completing a fundraising form.
- Organizations may sponsor bake sales or other events/contests to raise funds, but under no circumstance should they contact area business and industry for donations. Due to state and local health regulations, goods may not be prepared, baked, prepped, or cooked on OFTC premises. Additionally, only goods that are prepared by an approved

OFTC caterer (contact the OFTC Conference Center Coordinator of the campus in which the fundraiser is being requested for, for additional information and approval) or goods pre-packaged by a certified vendor/distributor may be sold and/or provided on College premises.

- Upon completion of the sale, the responsible individual/organization will ensure that all college resources used to support the sale are cleaned and returned to their original condition.
- The organization must deposit all monies raised through approved fundraising activities immediately with the Business Office.

Student Organizations Procedure

Worthy organizations may be established and operate within the college; however, it is the policy of OFTC that the guidelines below are adhered to:

- All organizations functioning within any division of OFTC will operate under the sanction, knowledge, advisement, and approval of the dean of student affairs, vice president of student affairs, and the president.
- No organization will be allowed to affect administrative or operational policies; however, organizations may function in an advisory capacity and their suggestions will be given due considerations.
- All organizations shall function under the direct supervision of a faculty sponsor or advisor approved by the administration.
- Frequency and scheduling of meetings and fundraising projects of approved organizations must be cleared through the faculty sponsor or advisor. The faculty sponsor or advisor will seek approval from the appropriate supervisor.
- Fundraising projects must follow the guidelines outlined under the student fundraising procedure.

Student Recognition and Awards

The GOAL (Georgia Occupational Award of Leadership) program is a prestigious recognition sponsored by the Technical College System of Georgia and the Business Council of Georgia. Locally, various civic clubs, businesses, and organizations sponsor the program. The purpose of GOAL is to spotlight the importance of technical education in today's world by recognizing outstanding students in Georgia's technical colleges. Grades, attitude, personal goals, and self-confidence are considered in selecting GOAL winners, along with a speech written and presented by the student detailing what technical education means to him or her.

The EAGLE (Exceptional Adult Georgian in Literacy Education) program, under the auspices of the Technical College System of Georgia Office of Adult Education, is the only statewide program in the nation that recognizes the outstanding achievements of GED students. OFTC Adult Education instructors nominate students from the following areas – EAGLE GED student and EAGLE GED graduate. These students participate in local competition, and the winner travels to Atlanta to represent OFTC

at the statewide EAGLE Leadership Institute. The local winners also serve as ambassadors for the Adult Education program in the community during the following year.

Veteran's Education Services

OFTC is approved for the educational training of Veterans and certain eligible spouses and dependents of Veterans. The college serves only as a source of certification and information to the Veterans Administration as all financial transactions and eligibility determinations are handled directly between the student and the VA Office. Veterans and other eligible persons interested in obtaining educational benefits must meet all applicable requirements for admissions.

The Office of the Registrar serves as the Certifying Official to the Department of Veterans Affairs on behalf of OFTC. The Veterans Certifying Official will work with Veterans and the dependents of the Veterans who are eligible to receive benefits:

- Assist Veteran students with the processing of VA forms
- Advise Veteran students, when appropriate, about certain procedural requirements
- Certify enrollment of OFTC Veteran students to the Department of Veteran Affairs

After gaining admissions to the college, eligible students should begin the process of applying for VA Educational Benefits. Students may apply for VA Benefits online at <https://benefits.va.gov/gibill/> and clicking the Apply for Benefits link to be connected to the Veterans Online Application System (VONAPP). A student may request a paper application by calling 888-442-4551. The application process normally takes 6 – 8 weeks for new education claims.

Veterans Affairs Chapter 31 and Chapter 33 Guidelines

Chapter 31, Vocational Rehabilitation and Employment, or Chapter 33, Post-9/11 GI Bill® individuals are permitted to attend or participate in the course of education during the period beginning on the date on which the individual provides to OFTC a Certificate of Eligibility for entitlement to educational assistance under Chapter 31 or Chapter 33 (a "Certificate of Eligibility" can also include a "Statement of Benefits" obtained from the Department of Veterans Affairs' (VA) website – eBenefits, or a VAF 28-1905 form for Chapter 31 authorization purposes) and ending on the earlier of the following dates:

1. The date on which payment from VA is made to the institution.
2. Ninety (90) days after the date the institution certified tuition and fees following the receipt of the Certificate of Eligibility.

OFTC will not impose any penalty, including the assessment

of late fees, the denial of access to classes, libraries, or other institutional facilities, or the requirement that a covered individual borrow additional funds, on any covered individual because of the individual's inability to meet his or her financial obligations to the institution due to the delayed disbursement funding from VA under Chapter 31 or 33.

Chapter 31 and Chapter 33 individuals should take the following additional actions:

1. Submit a Certificate of Eligibility for entitlement to educational assistance no later than the first day of a course of education.
2. Provide additional information necessary to the proper certification of enrollment by the educational institution.
3. Student is required to pay additional payment or fees for the amount that is the difference between the amount of the student's financial obligation and the amount of the VA education benefit disbursement.

Safety, Security, and Wellness

Safety and Security Measures

The safety of students, visitors, faculty, and staff is of primary importance in providing an environment that is conducive to learning. The first consideration in any situation that has the potential to adversely affect security will be maintenance of a safe educational environment for all concerned. To this end, measures such as searches, internal and external security cameras, and videotape may be employed to promote security throughout the buildings and grounds.

Currently enrolled or prospective students, faculty, staff, and other authorized visitors are the only persons permitted on campus, and persons not falling into these categories may be asked to leave. Students and authorized visitors should expect that security officers, staff and faculty members will take any and all actions to preserve campus security.

Campus security at OFTC is everyone's responsibility; therefore, suspected safety violations, hazards, and suspicious activity should be reported to the nearest security officer, staff or faculty member in a timely manner. Students, visitors, and guests will be expected to comply with the OFTC official or directives. No person shall refuse to identify him/herself upon request of an authorized OFTC official who has properly identified him/herself. Refusing to do so may lead to disciplinary action.

When it has been determined that imminent danger is present or an emergency exists, "911" is called. All campuses are patrolled routinely by local law enforcement. Also, North and South campuses, and the Jefferson County Center have security officers during normal operating times.

The Maintenance Department of OFTC maintains the buildings and grounds with concern for safety. The maintenance staff inspects campus premises regularly and promptly makes repairs. The department staff also responds to reports of potential safety hazards. Students, visitors, faculty, and staff are encouraged to contact the maintenance department of the respective campus or any official to report safety hazards.

Safety is the first priority of OFTC. Students should not be left unattended in the library, classroom, lab, assessment center, tutorial labs, or any other premises of the college in which learning and/or services are being provided. An OFTC instructor, specified lab assistant, or administrative staff person must be present to supervise students at all times. Faculty and staff are our first line of defense; therefore, it is the responsibility of each employee to ensure that the areas in which they work and/or teach are locked at all times when class is not in session or services are not being rendered.

Campus Security Act

In compliance with Section 485 (a) and (f) of the Higher Education Act, also known as the Jeanne Clery disclosure of Campus Security Policy and Campus Crime Statistics Act, 20 U.S.C. 1092 (a) and (f), Oconee Fall Line Technical College is required to disclose, on an annual basis, data on crimes committed on campus and campus safety policies and procedures. Among its provisions, this consumer protection law requires the school to collect, prepare, publish and distribute an annual statement of all campus security policies to all current and prospective students and employees. Included in this report are statistics concerning the occurrence of campus crime. Statistics on the occurrence of murder, manslaughter, forcible/non-forcible sex offenses, robbery, burglary, aggravated assault, motor vehicle theft, arson and violations of drugs/alcohol/weapons, are compiled annually and made available to the public on the OFTC website and in the summary report that is filed annually. Notification of crimes that are reported to campus security authorities or local law enforcement agencies and are considered to be a threat to the campus community will be made by utilizing available means including, but not limited to, the mass notification system, email, and other forms of electronic media.

Parking and Traffic Information

Students must park only in designated student parking zones. Parking along the thoroughfares, on the grass, or in reserved or visitor spaces is prohibited. Handicapped parking, loading, and unloading areas are designated. Parking in handicapped parking is authorized by approved "handicapped" decals, in accordance with state and federal regulations. Unauthorized parking in a designated handicapped space will subject the violator to fines in accordance with state and federal regulations.

The speed limit on all OFTC campuses is 15 mph and is posted at entrances. Please obey all stop signs. Campus parking and other campus traffic regulations will be enforced. Repeated failure to conform to the college's regulations may result in revocation of parking and driving privileges on OFTC campus(es) and/or may result in the vehicle being towed away at the owner's expense.

Sexual Offender Information

Federal law requires educational institutions to provide students with information concerning registered sex offenders in our service area. This information is available at the Georgia Bureau of Investigation website at the following address: <http://gbi.georgia.gov> under Services.

Firearms, Weapons, and Explosives Policy

Oconee Fall Line Technical College 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, as well as a criminal offense. 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

Bloodborne/Airborne Pathogens Exposure Plan

Oconee Fall Line Technical College maintains an approved Exposure Control Plan for occupational exposure to blood-borne and airborne pathogens/tuberculosis. The plan is updated annually and posted in all OFTC libraries and in laboratories or classrooms, which are classified as Category I and II. A Category I program would include tasks/activities where there is the definite potential for contact with blood, other potentially infectious body materials or airborne pathogens. A Category II program would include tasks/activities performed without exposure to blood or other body materials, or airborne pathogens to which universal precautions/standard precautions apply, but exposure might occur as an abnormal event or an emergency.

The plan is designed to provide the faculty and students with recognition of tasks, procedures, and activities which present the potential for occupational exposure to blood and airborne pathogens and a means of eliminating or minimizing in the performance of their instructional duties or activities. Training is provided to students by their respective faculty prior to performing student-student or student-patient/client procedures.

Hazardous Communication Program Plan

Oconee Fall Line Technical College maintains an approved Hazard Communication Program Plan for occupational and instructional exposure to hazardous materials and chemicals. The plan is updated annually and posted on the OFTC website. An inventory of all hazardous materials present on OFTC campuses can be found on 'MSDS Online,' a computer based hazardous materials management tool, available on the OFTC website.

The plan is designed to prevent the potentially injurious exposure to hazardous materials through the improper use, handling, transportation, containment, storage, or disposal of such materials under normal operating conditions or potentially during an emergency situation. Training is provided to students by their respective faculty prior to performing tasks that may include exposure to hazardous materials, as well as knowledge of hazardous materials that are located/stored in their classroom area/lab/work environment and instructions for accessing and utilizing the MSDS Online system.

Emergency Procedures

The Emergency Preparedness Guide serves as a quick reference for OFTC employees, visitors, and students by providing a timely response plan to prevent injury or damage to persons or property. The guide is posted throughout each building on each campus for reference. Use this guide as a supplement for the purpose of quick notification for crisis response. In critical situations, dial 911 and speak to a public safety official.

In case of a serious accident or illness, 911 will be called for emergency care and the student's emergency contact will be notified. The student or the student's family will be responsible for the cost of such emergency care, including ambulance service.

College personnel will not, as a college representative, provide personal transportation for injured or ill persons.

Emergency Alert System

OFTC is committed to providing a safe and secure environment for its students, employees, and visitors. Students should familiarize themselves with the Emergency Preparedness Guide and evacuation procedures that are posted in each classroom. In the event of emergency, OFTC utilizes Blackboard Connect service notification system to communicate emergency safety matters and/or urgent information. OFTC maintains written emergency plans for responses to various man-made and natural hazards, including: the Hazard Communication Plan (hazardous materials & MSDS online) and the Exposure Control Plan (exposure to bloodborne and airborne pathogens).

In addition, OFTC complies with federal requirements relating to crime on campus, including the Clery Act and Violence Against Women Act.

Basic safety training that may be required by a specific course of study will be provided by the instructor. All information, emergency phone numbers, plans, and requirements as listed above can be found on the OFTC website at Emergency Information.

Behavior Intervention Team

Mission Statement

The Behavior Intervention Team is dedicated to a proactive, coordinated, and planned approach to the identification, prevention, assessment, management, and reduction of interpersonal and behavioral threats to the safety and well-being of Oconee Fall Line Technical College students, faculty, staff, and visitors.

Goals

- Provide a safe physical environment for members of the college community,
- Provide a safe emotional environment for the college community, and
- Promote peace of mind for friends and family of the college community.

OFTC has established the Behavioral Intervention Team to assist in addressing situations where students, faculty, or staff are displaying behaviors that are disruptive, threatening, or concerning in nature that potentially impede their own or others' ability to function successfully or safely. It is the responsibility of faculty, staff, and students to immediately report any situation that could possibly result in harm to anyone at the college. Any member of the campus community may become aware of a troubling person or situation that is causing serious anxiety, stress, or fear. However, behavioral assessment should not be confused with crises management. A crisis may be defined where a person may pose an active or immediate risk of violence to self or others. OFTC employs certified law enforcement officers to perform security functions on our campuses. Officers may be reached at one of the phone numbers below; in the event of an emergency, contact 911 and speak to a public safety official.

Campus	Time	Phone Number
Dublin (South Campus)	Day	478-595-6603
	Evening	478-595-6596 or 478-595-6553
Sandersville (North Campus)	Day	478-240-5176
	Evening	478-357-0091
Jefferson County Center	Day & Evening	478-625-1901
Little Ocmulgee Instructional Center	Day & Evening	229-868-7834 or 229-868-7857

In non-emergency situations, an individual may fill out an online concern report, call or email a member of the Behavioral

Intervention Team, or submit an anonymous report. Links to submit an online concern report and to download a printable concern form (PDF) can be found on the OFTC website, under Services, then Safety & Security, then select Behavioral Intervention Team from the menu on the right. The PDF form, once completed, should be emailed to a member of the Behavioral Intervention Team as noted on the form.

The team will coordinate a team response to the issue and keep the reporting individual informed. This response may include interim suspension and removal from class and/or campus until the threat can be assessed. Reporting individuals should also inform their division chair, dean, or supervisor of any ongoing issues.

Behavioral Intervention Team Membership

- Jay Mullis, Dean of Student Affairs, Chair – 478-274-7879, jmullis@oftc.edu
- Dr. Saketha Adams, Vice President of Student Affairs – 478-553-2080, sadams@oftc.edu
- Saketta Brown, Career Services/Disability Services Coordinator – 478-274-7643, sdbrown@oftc.edu
- Geri Clements, Student Navigator – 478-553-2066, gclements@oftc.edu
- Demme McManus, Adult Education Instructional Coordinator – 478-553-2075, dmcmanus@oftc.edu
- Marcus Rogers, Chief of Safety and Security – 478-274-7871, mwrogers@oftc.edu
- Rosemary Selby, Vice President of Administrative Services – 478-553-2055, rselby@oftc.edu
- Michele Strickland, Vice President of Academic Affairs – 478-553-2097, mstrickland@oftc.edu

Inclement Weather-Emergency Closing

The conditions on all campuses and in surrounding areas are monitored very closely during inclement weather. If it becomes necessary to close or delay opening a campus during the day and/or evening, an announcement will be made via the OFTC email system, when possible, and posted on the OFTC website and through the college's mass notification system.

OFTC closures or delayed openings will be announced by area television stations and local radio stations.

Accident Insurance

All credit students are required to purchase accident insurance at registration of each academic term. Accident insurance is provided to students enrolled in the adult education program for each academic term in which they are enrolled.

In the case of an accident, the student is responsible for any

expenses not paid by this accident insurance. The student should obtain an Insurance Claim Form from the Business Office of either North or South campus. The student must complete the claim form and mail it to the insurance company's claim office. Students should read the policy to understand any expenses, which may be out-of-pocket expenses for the student. Students are responsible for any personal medical costs incurred while enrolled at OFTC.

Accident insurance provides partial (supplemental) coverage for medical expenses related to accidents as specified below. A copy of the insurance plan is on file in the Business Office of North and South campuses.

- College-time coverage protects student while engaged in OFTC activities during the entire academic term.
- Traveling to or from the student's residence and OFTC to attend classes or as a member of a supervised group (not as a spectator) traveling in a college-furnished vehicle or chartered transportation going to or from a College-sponsored activity.
- On college premises during the hours on the days that classes are in session or any other incidences while the student is required to participate in a college-sponsored activity (not as a spectator); and
- Away from the college premises as a member of a supervised group participating in a college sponsored activity requiring the attendance of the student (not as a spectator).

conduct as well as a link to the state of Georgia statutes regarding relationship and sexual violence.

Get Inclusive: Voices for Change is available to all students at OFTC, and is a mandatory component of the COLL1060 course. Students should contact the Office of Student Life at 478-240-5162 for more information or access to the course.

Campus Sexual Violence Elimination Act - Campus SaVE

Campus SaVE requires colleges and universities, both public and private, participating in federal student aid programs (covering virtually every campus in the United States) to increase transparency about the scope of sexual violence on campus, guarantee victims enhanced rights, provide for standards in institutional conduct proceedings, and provide campus community wide prevention educational programming. Institutions must provide primary prevention and awareness programs for all students.

As part of OFTC's efforts to maintain a safe campus community and promote a culture of respect and understanding, the college has partnered with Get Inclusive to provide education in critical life skills such as sexual assault prevention and alcohol abuse prevention. Get Inclusive's "Voices for Change" is an interactive online course that uses real-life scenarios to train students to recognize and prevent situations when someone is being disrespected, harassed or endangered, and to encourage healthy decision making and help-seeking behaviors.

Themes of the training include: Identity & Inclusion, Consent and Sexual Violence, and Alcohol & Other Drugs. An important component of Voices for Change is a list of resources and links for students which includes information on OFTC's student code of

Student Resources

Assessment Center

Oconee Fall Line Technical College maintains an Assessment Center that offers assessment and testing services during both day and evening hours.

Free career assessments are available in the Assessment Center utilizing CareerScope, an automated aptitude test and interest inventory that details strengths and weaknesses combined with areas of interest to assist in giving logical career choices. The assessment staff or OFTC's recruiter interprets a detailed profile indicating possible job ideas that may be a good match for applicants and students still uncertain of a program area.

The assessment specialist on the OFTC North Campus works with area employers and workers in administering the WorkKeys assessment that provides information about workplace skill levels. The WorkKeys Assessment is offered through Business and Industry Services on the South Campus. Third party tests are also available in the Assessment Centers.

Assessment Center staff also administer the required proctored events for online students. OFTC charges \$25.00 to administer proctored exams to students who are not enrolled at TCSG institutions.

To schedule assessment or testing, please call the Assessment Center on the North Campus at 478-553-2093 and 478-275-5193 on the South Campus at 478-275-5193.

Career Services

The primary purpose of Career Services at Oconee Fall Line Technical College is to help students in the areas of:

- career counseling and assessment;
- CareerScope, a computerized career planning and decision-making systems;
- individual assistance in resume and cover letter writing and interview preparation;
- resume, interview, and job search workshops;
- access to job postings via the Career Services page of the OFTC website;
- career development resources and handouts;
- job market and salary information;
- general information and applications for many local companies; and
- on-campus interviews and recruiting by local, state and regional employers.

Career Services staff are available to assist students and alumni with full-time and part-time employment opportunities. Operating on a referral basis, the Career Services Office maintains a "job bank" of employment opportunities available in the college's

service area. For more information, please call the Office of Career Services at 478-274-7643 or 478-553-2124.

College Publications

Student Handbook

The college's Student Handbook contains information on school objectives, services, policies and procedures. The Handbook is available to all students via the OFTC website.

Catalog

Oconee Fall Line Technical College's Catalog is available via the OFTC website.

Course Scheduling

Class schedules are available at the OFTC website.

Annual Report

Oconee Fall Line Technical College publishes an annual report in September that highlights the previous year's accomplishments, including enrollment numbers, the job placement rate, and other pertinent information.

Disability Services

The Americans with Disabilities Act of 1990 (ADA) is the civil rights guarantee for persons with disabilities in the United States. It provides protection from discrimination for individuals on the basis of disability. The ADA extends civil rights protections for people with disabilities to employment in the public and private sectors, transportation, public accommodations, services provided by state and local government, and telecommunication relay services.

Within a framework of personal guidance and evaluation, special services are provided for students with disabilities. These services include aiding students in setting realistic goals, making reasonable accommodations, providing job orientation and placement, and suggesting community service agencies for additional assistance. Students seeking special accommodations should make an appointment with the disability services coordinator by calling 478-274-7643 or 478-553-2124 or by email at sdbrown@oftc.edu.

In order to receive and maintain services, a student with a disability must:

- Be otherwise qualified for admission to or participation in a program of study with or without a reasonable accommodation.
- Disclose (notify) and provide the appropriate documentation

to the dean of student affairs or disability services coordinator. Appropriate documentation includes medical or psychological evaluations not more than 3 years old that contain intellectual and achievement scores, strengths and weaknesses related to the classroom performance, and recommendations for academic accommodations. All costs associated with obtaining appropriate documentation are the responsibility of the student.

- Request accommodations prior to the beginning of each semester.
- Deliver accommodation forms and discuss the appropriate accommodations with each instructor at the beginning of the semester.

Financial Aid and other admissions responsibilities are the responsibility of the student.

Student Navigator and Retention Services

OFTC has professional staff members called “Retention Specialists” to help students navigate the college system, choose coherent programs of study and receive necessary support services. Retention Specialists work with faculty and students to increase student success and provide students with the support and skills needed to become successful college students.

Retention Services staff can provide:

- Referrals for difficulty with class work
- Referrals for financial resources to help pay for college
- Talk with students about attendance issues and withdrawals
- Help students develop a Time Management Plan
- Help students develop an Academic Success Plan
- Help students use and understand DegreeWorks

Using TEAMS

TEAMS is an acronym for TCSG’s Early Alert Management System, which is a web-based early alert system that allows OFTC to identify at-risk students as early in the term as possible and connecting those students to resources or interventions so they have the opportunity to improve their academic performance and increase their chances of success.

At-risk students include:

- Students not attending classes regularly
- Students not logging into online classes and submitting work regularly
- Students missing assignments, homework or tests
- Students struggling academically
- Students not prepared for class
- Students in danger of withdrawing from class
- Students encountering personal hardships that are beyond

their control

- Students in need of academic and/or non-academic supportive resources

Library

The OFTC Libraries provide educational resources and library services to support all programs offered at OFTC. The collection embraces diversity, provides balance, and includes a range of formats.

The libraries are centrally located on both the North Campus in Sandersville and the South Campus in Dublin. Library resource centers (LRC) are also located at the Jefferson County Center and the Little Ocmulgee Instructional Center (LOIC).

Hours and Contact Information

- North Main Desk 478-553-2070
- South Main Desk 478-275-6593
- Ask a Librarian by email: librarysvcs@OFTC.edu
- Operating hours for all sites and holidays are posted on the library website. Please note that the libraries are closed Friday – Sunday.

Resources

The unified library collection includes thousands of resources that include a standard reference section, journals, periodicals, local newspapers, audiovisual resources, technical manuals, test preparation resources, and print and audio books.

All students regardless of location including dual enrollment students have access to the resources of any Technical College System of Georgia college. Requests for resources can be made in the library, in Primo (OFTC Library online catalog), by phone, or through email.

OFTC students may also use the libraries at Georgia College and State University and Middle Georgia State College and may borrow items from these libraries when they present a current ID badge.

Students may also take advantage of the inter-library loan service that the OFTC libraries provide. With this service, requests can be made for materials owned by libraries throughout the state of Georgia, the southeastern United States, and beyond.

On site, the libraries provide networked computers, a printer, and a Wi-Fi environment. Study areas are located throughout the libraries along with soft seating for those who want a comfortable place to work or relax. There are also study rooms available for groups or for individual use. A friendly and knowledgeable staff is ready to assist with any questions.

Online Resources

Primo/ALMA is the centralized OFTC Library Catalog available 24/7. Users have the choice of searching the main campus or all locations. Circulating resources on each campus are available to all students regardless of location.

- Facts & Comparisons features key drug and clinical information for consumers and pharmacy staff.
- Films on Demand is a collection of videos covering humanities, social sciences, business, and health.
- GALILEO (GeorgiA Library LEarning Online) is a collection of over 250 databases that include indexing thousands of publications and millions of articles.
 - o Patrons may access GALILEO off campus by signing in using their OFTC login credentials.
- EBSCOhost eBooks includes over 520,000 full-text digital books.
- Learning Express offers popular software tutorials, GED prep, workplace skills, occupational practice tests, US citizenship information, and more.
- LibGuides are available through a link on the OFTC Library's web page and have been created for a specific program area by library staff. When a student selects a program, resources such as books from the library's catalog, online full-text journals, and web resources will follow.
- Salem Press provides current reference resources in literature, history, medicine, genetics, cancer, science, psychology, forensics, and music.

Library Procedures

- Most circulating items may be borrowed for three weeks.
- Items may be renewed in person, on the phone, through email, or online through Primo.
- Reference materials, reserve items, audio-visual materials, newspapers, journals, and magazines are used in the library only.
- The library staff will notify the individual when a requested item is returned if it is not available.
- All resources are due at the end of the semester regardless of due date.
- Individuals are asked to step outside to use cell phones.

Library Orientation/Instruction

In order that new students may be fully informed and aware of all phases of school life, an orientation is provided upon enrollment which includes information about the library.

All students enrolled in COLL 1060 classes will be presented with an in-depth class covering physical and electronic resources.

Furthermore, instructors may request a special session to support students with a specific assignment. The library staff encourages all students to ask for assistance whenever needed outside of scheduled sessions. The orientation is also available online with the same level of accessibility for dual enrollment students and those enrolled online.

Lending Library

The Lending Library was established to assist students who have exhausted financial aid or are unable to receive grants to receive a class textbook. The program is funded by the Student Government Association and the OFTC Foundation. Applications may be picked up at the library or accessed via the library's website beginning the first day of registration. Students generally receive one book as copies are limited. Books are awarded on a first-come, first-served basis. Books are distributed beginning several days before classes officially start and must be returned by the last day of the semester. Please note that the library does purchase some textbooks from students depending on demand.

Laptop Lending Program

Students may apply for a laptop computer to use off campus for academic purposes for a semester. Laptops are limited and priority will be given to applicants who meet one or more of the Special Populations criteria, but may be available for other students on a first come/first served basis. Students may apply through the library at the beginning of each semester for an opportunity to use a laptop for that term. Laptops must be returned by the last day of the semester. Students are responsible for the laptop and assume full responsibility for replacement to the college if the laptop is not returned, is damaged, or is stolen while in the student's possession.

New Student Orientation

In order that new students may be fully informed and aware of all phases of school life, a program of orientation is provided upon enrollment. Orientation includes: information about the programs of study, an explanation of college rules and policies, information about the student organizations, and a briefing on student affairs including financial aid. Orientation also includes an introduction to technology resources including student email, BannerWeb, One Drive, and Blackboard. Orientation is continued throughout each student's enrollment by the Student Affairs staff and the student's faculty advisor. This service is provided to assist the student in making adequate adjustments to the instructional program and to the world of work.

The orientation program is also available to all students via the OFTC website.

OFTC Bookstore

Oconee Fall Line Technical College bookstores are located on the North and South Campuses. Bookstore hours are scheduled to accommodate both day and evening students. Books and

supplies are made available to students at the Jefferson County Center and Little Ocmulgee Instructional Center during the first week of the semester. Hours are announced at the beginning of each semester. Books are available for sale along with a variety of supplies needed by students. All books and supplies are sold on a cash, personal check, or credit card basis. An online book list is available on the OFTC website. Textbooks and supplies may be purchased from other vendors if the student is self-paying.

Registrar

The Registrar's Office provides support services for students, faculty, and staff. All academic records at Oconee Fall Line Technical College are maintained by the Office of the Registrar.

Special Populations

Oconee Fall Line Technical College's student life and special populations coordinator and director identify and provide support services to eliminate barriers to those students who have self-disclosed as a member of a special populations group. These groups include:

- 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;
- Homeless individuals; and
- Individuals with limited English proficiency.

Workshops are offered to these groups in areas such as goal setting, career counseling, job search/retention, financial management, and accessing community resources. The staff work with faculty in providing support services to students in these groups who are experiencing academic difficulties. The student life and special populations coordinator and director work with special populations students and organize meetings and activities.

Tutoring Services

The college provides tutoring to students at Oconee Fall Line Technical College primarily in the areas of math, reading, and writing, but students may also request tutoring in a variety of other classes included in their programs of study. Tutorial Centers are located in the libraries on the North and South Campuses. Computer workstations have Internet access, which enables learners to use various online learning resources with the guidance of an Oconee Fall Line Technical College tutor. Online tutoring assistance is also available by scheduling an appointment. The Tutorial Centers' schedules are posted each semester at all sites and on the OFTC website.

Student ID Badges

OFTC student ID badges are made and issued to students on Bookstore Day and during the first week of each term. ID badges are made in the bookstore on the South Campus and in the student affairs area on the North Campus. ID badges are also made at the instructional centers. Student ID badges are required to be openly displayed at all times while on campus and for many services at OFTC including, but not limited to, checking out books in the library, purchasing books in the bookstore, attending tutoring sessions, and participating in student activities. New students receive one ID badge at no charge. Students will be required to pay a replacement fee for a lost or damaged ID badge.

Student Life

Oconee Fall Line Technical College facilitates leadership development and personal enrichment by providing a variety of organizations students may join and activities in which they may participate. Activities include participation in campus and community cultural activities, leadership conferences, skills competitions, campus socials, and fundraising. All student organization members must conduct themselves within the parameters established in the Student Code of Conduct.

All organizations are not offered on every campus; therefore, students interested in student organizations and leadership activities should contact the special populations coordinator or student life director:

- 478-274-7836 on the South Campus
- 478-240-5162 on the North Campus

Prior Learning Assessment (PLA)

Prior Learning Assessment (PLA) is a pathway for assessing learning gained outside of a traditional academic environment; this could be learning acquired through prior employment, volunteer, military, corporate training, non-credit courses, or other relevant experience. Through PLA, your prior experience is evaluated to determine if it translates to college-level knowledge and how that knowledge might equate to college credit. PLA can save you time and money because you may not be required to take classes for material that you have already mastered.

Technology

Students must comply with OFTC's Acceptable Computer and Internet Use policy when using any OFTC computer or technology resource. Complete information on how to use all technology resources is available online.

BannerWeb

BannerWeb is used to check the status of financial aid, sign up for classes, drop classes, check final grades, update mailing addresses and phone numbers, and more.

Blackboard

Information about Blackboard and online class accounts is available online at www.oftc.edu. For help with Blackboard, contact your instructor first. Class information will not be available in Blackboard until the semester has started.

Degree Works

See a list of classes that you must take for your major, check your progress towards graduation, read notes from your advisor, email your advisor, view academic standing and GPA, and more, through DegreeWorks. Your advisor can also arrange the classes that you need into future semester blocks so that you can plan your schedule and graduate on time.

OneDrive

OneDrive Students may save their classwork, important documents, and other education-related files to their OneDrive. OneDrive (and files saved to OneDrive) can be accessed at any time from any computer (either at OFTC or off-campus) with internet connectivity.

Office 365

OFTC students have free access to several Microsoft Office 365 products including Word, Excel, PowerPoint, and Outlook.

Student Email

Email is the official form of communication for OFTC. It is critical that students check their student email frequently to stay up to date on student activities, important dates and deadlines, financial aid information, career fairs, and more.

OKTA

OFTC uses a single sign-on service called Okta (accessed with login through MyOFTC Dashboard) that allows users to log into a variety of systems using one centralized process. You will use this login to access eCampus, Blackboard, Banner, DegreeWorks, and more.

As a security tool, Okta authenticates you as an OFTC student and helps to protect your identity and keep your data secure.

Using Computers on Campus

Computers are available for students to use in the Libraries and computer labs.

Student Conduct and Discipline

Student Code of Conduct

Oconee Fall Line Technical College (OFTC) promotes a climate of academic honesty, critical investigation, strong work ethic, intellectual freedom and freedom on individual thought and expression consistent with the rights of others. OFTC is a student-centered organization which provides students with a full range of educational opportunities while maximizing their chances of success. Specifically, OFTC strives to provide students with opportunities to pursue educational programs and services that assist them in clarifying and attaining their career goals.

Definitions

1. Faculty Member: any person hired by Oconee Fall Line Technical College (OFTC) to conduct teaching, service, or research activities.
2. Hearing Body: as defined in the Student Disciplinary Procedure.
3. Member of the OFTC community: any person who is a student, faculty or staff member, contractor, technical college official, or community member
4. Policy: the written regulations of OFTC as found in, but not limited to, the Student Code of Conduct, Student Handbook(s), Residence Hall Handbook(s), Technical College Catalog(s), OFTC Procedure Manual, and the Policy Manual approved by the State Board for the Technical College System of Georgia.
5. Student: all persons taking courses at OFTC, including fulltime, 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 OFTC are also considered "students."
6. System: the Technical College System of Georgia or TCSG.
7. OFTC Official: any person employed by OFTC performing assigned responsibilities on a part-time, full-time or adjunct basis.
8. Premises: all land, buildings, facilities, and other property in the possession of or owned, used, or controlled by OFTC (including adjacent streets and sidewalks).

Procedures

PROSCRIBED CONDUCT

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

ACADEMIC MISCONDUCT

Academic misconduct is any act that does or could improperly distort student's grades or other student academic records. A student enrolls at Oconee Fall Line Technical College to gain technical skills to lead to greater employability. Academic misconduct is not only "cheating" the student of learning the needed skills, it is an offense to the academic integrity of the learning environment regardless of the mode of delivery. All forms of academic dishonesty will call for discipline.

The Deans for Academic Affairs and the Vice President for Academic Affairs have jurisdiction over the enforcement procedure of the Code of Conduct as it relates to academic misconduct and follow Oconee Fall Line Technical College's Academic Misconduct Procedure. The Deans for Academic Affairs may determine that the academic misconduct violation is so severe that a complaint will be filed against the student(s), and the Dean for Student Affairs will implement the student disciplinary procedure.

DEFINITIONS

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

1. Aiding and Abetting Academic Misconduct
 - a. Knowingly helping, procuring or encouraging another person to engage in academic misconduct.
2. Cheating
 - a. Use and/or possession of unauthorized material or technology during an examination 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, recorded, video or oral work submitted

for evaluation and/or a grade created by another person.

- f. Taking an examination or any other written, recorded, video or oral work submitted for evaluation and/or a grade in place of another person.
- g. Obtaining unauthorized access to the computer files of another person or agency and/or altering or destroying those files.
- h. Obtaining teacher edition text books, test banks, or other instructional materials that are only intended to be accessed by OFTC officials, college administrators or faculty members.

3. Fabrication

- a. 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.

PROCEDURE FOR ACADEMIC MISCONDUCT

The procedure for dealing with academic misconduct and dishonesty is as follows:

FIRST OFFENSE

The student will be assigned a grade of "0" for the test or assignment. The instructor completes an incident report, attaches the student's documentation, and forwards all information to the respective dean of academic affairs. The dean reviews and forwards the information to the vice president of academic affairs. The vice president of academic affairs keeps a record of the offense.

SECOND OFFENSE

The instructor completes an incident report, attaches student's documentation, and forwards all information to the respective dean of academic affairs. The dean reviews and forwards the information to the vice president of academic affairs. The vice president of academic affairs notifies the

instructors to withdraw the student from all courses. The student will be assigned a failing grade (F) in the course in which offense occurs. The student is administratively withdrawn from all other courses at the college with a grade of "W." The vice president of academic affairs keeps a record of the offense.

THIRD AND SUBSEQUENT OFFENSES

The instructor completes an incident report, attaches student's documentation, and forwards all information to the respective dean of academic affairs. The dean reviews and forwards the information to the vice president of academic affairs. The vice president of academic affairs notifies the instructors to withdraw the student from all courses. The student will be assigned a failing grade (F) in the course in which offense occurs. The student is administratively withdrawn from all other courses at the college with a grade of "W." The vice president of academic affairs notifies the student that he/she will be suspended from the college for one academic year, and any subsequent offenses will result in permanent expulsion from the college. The vice president of academic affairs keeps a record of the offense.

APPEALS

A student who is not satisfied with the instructor's decision may appeal to the dean of academic affairs for his/her respective program by filing a written request for review. Absent extraordinary circumstances, an appeal must be filed within five working days. To initiate this appeal, the student must write a letter addressed to the dean of academic affairs stating the reasons why the student feels the decision should be changed and submit this letter to the dean. Written appeals may be in the form of electronic communication and should include copies of any documentation cited in support of the student's case. The dean will examine the facts and any applicable documentation to determine that the grade was determined fairly according to the course syllabus and to the academic misconduct procedure and will communicate the results of this review in writing to both the student and the instructor within five working days from receiving the appeal.

If the appeal is denied, the student may appeal the decision to the vice president of academic affairs within five working days from the date of the decision by the dean. The student must write a letter addressed to the vice president of academic affairs stating the reasons why the decision of the dean should not be accepted. The letter must be submitted to the vice president of academic affairs' office. Written appeals may be in the form of electronic communication and should include copies of any documentation cited in support of the student's case. The vice president of academic affairs will review the documentation and communicate the results in writing to the student, instructor, and the respective dean of academic affairs within five working days from receiving the appeal.

The decision of the vice president of academic affairs shall be final.

Non-Academic Misconduct

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

1. BEHAVIOR

- a. Indecent Conduct: lewd, or indecent conduct; or distribution of obscene or libelous written or electronic material.
- b. Violence: physical abuse of any person (including dating violence, domestic violence, or sexual violence) on technical college premises or at technical college-sponsored or technical college-supervised functions, including physical actions that 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 that endangers the peace, safety, or orderly function of OFTC, its facilities, or persons engaged in the business of OFTC. Note: certain physical abuse may also be considered unlawful harassment.
- c. Harassment: any act, comment, behavior, or clothing which is of a sexually suggestive, harassing, offensive, or intimidating nature. The technical college prohibits unlawful conduct based on race, color, creed, national or ethnic origin, gender, religion, disability, age, genetic information, plication 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, (3) ability to participate in an educational program or activity. The technical college also prohibits stalking, or behavior which in any way interferes with another student's rights or an employee's performance or creates an intimidating, hostile, or offensive environment. (This also includes the display of or navigation to pornography and other inappropriate websites and materials and inappropriate behavior on social media and/or networking applications.) Impermissible harassment may include verbal, non-verbal, and/or physical conduct. If, in the opinion of technical college officials, clothing and/or behavior (including the presence of gang colors, signs, and/or symbols) are threatening, intimidating, or offensive in nature, sanctions may be imposed immediately.
- d. Disruption: prohibits activities not otherwise protected by law including the First Amendment of the Constitution of the United States of America, which intentionally obstruct or interrupt teaching, research, administration, disciplinary proceedings, or other technical college activities, including public-service functions, and other duly authorized

activities on technical college premises or at technical college-sponsored activity sites.

- e. Failure to Comply: Failure to comply with directions of technical college officials and/or failure to identify oneself to these persons when requested to do so.

2. PROFESSIONALISM

- a. Personal Appearance:

Students are expected to maintain proper personal appearance at all times. Attire and grooming should be appropriate for the occupational area in which the student is training. Appropriate is what one normally would wear on a job in the specific area of training.

- 1) Any attire considered unsafe or disruptive to the class will not be allowed. Students inappropriately dressed or dressed in a manner that could present a safety hazard will not be allowed to attend class. Students are expected to practice good personal hygiene. These requirements are designed to instill in each student a sense of order and respect for himself/herself, other students, and the faculty.
- 2) The wearing of work-related headgear is restricted to department area in which the student is enrolled. An exception will be made to this policy if the headgear is part of an OFTC recognized uniform such as the nurse cap. It is inappropriate for headgear (baseball caps, stocking caps, etc.), with the exception of religious headgear, to be worn indoors by either male or female students.
- 3) A primary mission of OFTC is to prepare students for workplace success; appearance is a major concern employers identify as an area of needed emphasis. OFTC trains for professions; therefore, certain types of clothing are not acceptable. Students are not permitted to wear dirty or ragged clothing. The length of shorts, dresses, or skirts will be no shorter than the bottom of the person's longest fingertips when arms are extended to the side. The wearing of distracting clothing includes but is not limited to the following: wearing pants or skirts or other clothing three inches or more below the top of the hips (crest of the ilium) showing skin or undergarments; wearing clothing with cut outs, tank-top style shirts, mesh shirts (see-through); and wearing halter tops, tube tops, badges, insignia, or shirts with offensive, obscene, or abusive language. These styles are not permitted anywhere on campus. Dress should at all times be neat (no cutoffs unless hemmed or rolled up), clean, conservative (loose fitting), and in good taste.

At no time will exposed midriffs be allowed. The exposure of bare buttocks, bare chest, or bare feet is prohibited. Students at all times should observe generally accepted hygiene practices, neatness of appearance, good grooming, and safety. Many programs have a more restrictive dress policy that governs students in class and clinical/practicum settings.

3. USE OF TECHNICAL COLLEGE PROPERTY

- a. Theft and Damage: prohibits theft of, misuse of, or harm to technical college property, or theft of or damage to property of a member of OFTC community or a campus visitor on technical college premises or at a technical college function.
 - b. Occupation or Seizure: prohibits 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 OFTC 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 OFTC premises.
 - d. Assembly: prohibits participation in or conduction of an unauthorized gathering that threatens or causes injury to person or property or that objectively 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 OFTC.
 - e. Fire Alarms: prohibits setting off a fire alarm, 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.
- b. 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, co-operative or academic-sponsored programs or activities or in a technical college-owned vehicle is prohibited.
 - c. Controlled substances, illegal drugs and drug paraphernalia: OFTC prohibits possession, use, sale, or distribution of any controlled substance, illegal drugs, or drug paraphernalia except as expressly permitted by law. Any influence that 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.
 - d. Food: OFTC 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.
 - e. Smoking/Tobacco: OFTC prohibits smoking or using other forms of electronic, alternative smoking devices or other tobacco products on technical college premises and adjacent areas of the campus(es). This includes all indoor and outdoor areas that are owned and leased by the college, including but not limited to, all buildings and facilities, outdoor areas as well as the surrounding edges, parking lots, and vehicles on campus.

5. USE OF TECHNOLOGY

- a. Damage and Destruction: Destruction of or harm to equipment, software, or data belonging to OFTC 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, improperly accessing OFTC's network, and disconnecting technical college computers or devices.
- b. Electronic Devices: Unless otherwise permitted by technical college officials, OFTC prohibits use of electronic devices in classrooms, labs, and other affiliated facilities on technical college premises. Such devices include, but are not limited to, cell phones, beepers, push-to-talk devices, cameras, gaming devices, and other electronic devices, which may cause unnecessary disruption to the teaching/learning process on campus. OFTC also prohibits

4. DRUGS, ALCOHOL AND OTHER SUBSTANCES

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

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, genetic information, 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.

OFTC prohibits any additional violation to the Department's Acceptable Computer and Internet Use Policy.

6. WEAPONS

The TCSG and OFTC are 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 building 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 as well as a criminal offense. Relevant Georgia laws to be aware of and compliant with include but may not be limited to:

O.C.G.A. § 16-8-12(a)(6)(A)(iii)
 O.C.G.A. § 16-7-80
 O.C.G.A. § 16-7-81
 O.C.G.A. § 16-7-85
 O.C.G.A. § 16-11-121
 O.C.G.A. § 16-11-125.1
 O.C.G.A. § 16-11-126
 O.C.G.A. § 16-11-127
 O.C.G.A. § 16-11-127.1
 O.C.G.A. § 16-11-129
 O.C.G.A. § 16-11-130
 O.C.G.A. § 16-11-133
 O.C.G.A. § 16-11-135
 O.C.G.A. § 16-11-137
 O.C.G.A. § 43-38-10

7. GAMBLING

TCSG and OFTC prohibits the violation of federal, state, or local gambling laws on technical college premises or at technical college-sponsored or supervised activities.

8. PARKING

Students must follow regulations set forth for the operation and parking of motor vehicles on or around OFTC's premises. There are specific areas for student parking, and all students are required to park their vehicles in these areas. Parking along the thoroughfares, emergency lanes or in the grass is prohibited. Students are not to park in reserved or visitor spaces. Students must have a "handicap decal" to park in handicapped spaces. Regular and handicapped parking spaces are available at all buildings. Failure to observe this parking code may result in the vehicle being towed away at the owner's expense.

9. FINANCIAL IRRESPONSIBILITY

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

10. VIOLATION OF TCSG POLICY AND PROCEDURE OR OFTC PROCEDURE

Violation of System or OFTC policies, rules, or regulations include but are not limited to rules imposed upon students who enroll in a particular class, internship, externship, practicum, clinical site, co-operative, any academically sponsored program or activity or student organization.

11. AIDING AND ABETTING

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

12. FALSIFICATION OF DOCUMENTATION

Disciplinary proceedings may be instituted against a student who falsified 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; test, homework, attendance records; signature of any technical college employee in his or her official capacity; signatures of any employee of a clinical or internship site where the student is participating in an educational program associated with the technical college or records related to any clinical, internship or other academic activity associated with the technical college.

13. VIOLATION OF LAW

- a. If a student is convicted or pleads Nolo Contendere to an on-campus or off-campus violation of federal,

state, or local law, but 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 OFTC's vital interests and stated mission and purpose.

- b. Disciplinary proceedings may be instituted against a student charged with violation of a law that is also a violation of the Student Code of Conduct if both violations result from the same factual situation, without regard to criminal arrest and/or prosecution. Proceedings under this Student Code of Conduct may be carried out prior to, simultaneously with, or following criminal proceedings.
- c. When a student is charged by federal, state, or local authorities with a violation of law, OFTC will not request or agree to special consideration for that individual because of his/her status as a student. OFTC will cooperate fully with law enforcement and other agencies in the enforcement of criminal law on campus and in the conditions imposed by criminal courts for the rehabilitation of student violators. Individual students, acting in their personal capacities, remain free to interact with governmental representatives as they deem appropriate.

14. ABUSE OF THE STUDENT JUDICIAL PROCESS

Abuse of the student judicial process includes but is not limited to the following situations:

- a. Failure to obey the notification of the dean of student affairs, 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 of Conduct.

Record Retention

Documents shall be held for no less than three (3) years after the graduation of the student or the date of the student's last attendance.

Student Disciplinary Procedure

Definitions

- A. **Academic Misconduct:** includes, but is not limited to, the definition found in the Oconee Fall Line Technical College (OFTC) Student Code of Conduct, Article II, Paragraphs 1-4.
- B. **Business Days:** weekdays that the technical college administrative offices are open.
- C. **Hearing Body:** any person or persons authorized by the president of a technical college to provide a hearing as provided in this procedure.
- D. **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.
- E. **Procedure:** 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.
- F. **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."
- G. **Student Organization:** any number of persons who have complied with the formal requirements for technical college recognition.
- H. **Technical college:** any college within the Technical College System of Georgia.
- I. **Technical college official:** any person employed by the technical college performing assigned administrative responsibilities on a part-time, full-time, or adjunct basis.
- J. **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

A. FILING A COMPLAINT

1. Any person may file a complaint with the dean of student

affairs against any student for an alleged violation of the Student Code of Conduct. The individual(s) initiating the action should complete a Student Code of Conduct Concern Form, and provide it to the dean of student affairs.

2. Academic Misconduct may be handled using this procedure or a separate Academic Misconduct Procedure at the discretion of the technical college president.
3. Investigation and Decision
 - a. Within five business days after the Student Code of Conduct Concern Form (the "Complaint") is filed, the dean of student affairs 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 dean of student affairs shall determine whether the student committed the alleged conduct, and whether the alleged conduct constitutes a violation of the Student Code of Conduct.
 - b. The student shall have five business days from the date contacted by the dean of student affairs to schedule the meeting. This initial meeting may only be rescheduled one time. If the student fails to respond to the dean of student affairs within five business days to schedule the meeting, reschedules the meeting more than once, or fails to appear at the meeting, the dean of student affairs will consider the available evidence without student input and make a determination.
 - c. In the event that a complaint alleges violations of the Student Code of Conduct by more than one student, each student's disciplinary proceeding, as well as any appeals relating to that proceeding, shall be conducted individually.
 - d. If the dean of student affairs 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 dean of student affairs determines that the alleged conduct did not occur, or that the conduct was not a violation of the Student Code of Conduct, he/she shall not impose any disciplinary sanctions on the student and the investigation shall be closed.

B. DISCIPLINARY SANCTIONS

1. After a determination that a student has violated the Student Code of Conduct, the dean of student affairs 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.

- 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 dean of academic affairs will make a recommendation to the vice president of academic affairs or his/her designee who may authorize the instructor to award a failing or lowered grade in the course, or a loss of credit on the assignment or examination.
2. After a determination that a student has violated the Student Code of Conduct, the dean of student affairs may recommend the imposition of one of the following sanctions if appropriate. The dean of student affairs' recommendation will be forwarded to the Hearing Body, which may impose one or more of the following sanctions, as well as those described in section B above, following a hearing. A copy of the written recommendation shall be provided to the student and the person filing the complaint.
 - a. Disciplinary Suspension – If a student is suspended, he/she is separated from the technical college for a stated period of time. Conditions of reinstatement, if any, must be stated in the notice of suspension.
 - b. Disciplinary Expulsion – Removal and exclusion

from the technical college, technical college-controlled facilities, programs, events, and activities. A record of the reason for the student's dismissal is maintained by the vice president of student affairs. Students who have been dismissed from the technical college for any reason may apply in writing to the vice president of 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 of student affairs or the technical college president's designee.

- c. System-Wide Expulsion – Where a student has been expelled or suspended three times from the same or different colleges in the Technical College System of Georgia in the past seven years, the student will not be permitted to register at any college in the Technical College System of Georgia for a period of ten years after the most recent expulsion/suspension.

3. Violation of Federal, State, or Local Law

- a. If a student is convicted or pleads nolo contendere to an off-campus violation of federal, state, or local law, but not with any other violation of the Student Code of Conduct, disciplinary action may be taken and sanctions imposed for misconduct that is detrimental to the technical college's vital interests and stated mission and purpose.
- b. Disciplinary proceedings may be instituted against a student charged with violation of a law that is also a violation of the Student Code of Conduct if both violations result from the same factual situation, without regard to criminal arrest and/or prosecution. Proceedings under this Student Code of Conduct may be carried out prior to, simultaneously with, or following criminal proceedings.
- c. When a student is charged by federal, state, or local authorities with a violation of law, the technical college will not request or agree to special 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.

4. Interim Disciplinary Suspension

As a general rule, the status of a student accused of violations of the Student Code of Conduct should not be

altered until a final determination is made regarding the allegations against him/her. However, interim suspension may be imposed upon a finding by the dean of student affairs that the continued presence of the accused student on campus constitutes a potential or immediate threat to the safety and well-being of the accused student or any other member of the technical college community or its guests, or that the continued presence of the student on campus creates a risk of substantial disruption of classroom or other technical college-related activities. If an interim disciplinary suspension is imposed, the matter must be referred as soon as possible to the Hearing Body. The student need not request an appeal.

5. Conditions of Disciplinary Suspension and Expulsion

- a. A student who has been suspended or expelled from the technical college shall be denied all privileges afforded a student and shall be required to vacate technical college premises at a time determined by the dean of student affairs.
- b. In addition, after vacating the technical college premises, a suspended or expelled student may not enter upon the technical college premises at any time, for any purpose, in the absence of written permission from the dean of student affairs. A suspended or expelled student must contact the dean of student affairs for permission to enter the technical college premises for a limited, specified purpose.
- c. If the student seeks to submit a signed Disciplinary Sanction Appeal Form, the dean of student affairs must accept the form by mail or fax if he/she refuses the student's request to enter the technical college premises for that specified purpose.
- d. A scheduled appeal hearing before the Hearing Body shall be understood as expressed permission from the dean of student affairs for a student to enter the technical college premises for the duration of that hearing.

C. 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.

D. HEARING/APPEALS PROCEDURE

1. A student who wishes to appeal a disciplinary decision by the dean of student affairs regarding an assigned sanction of restitution, reprimand, restriction, disciplinary probation, or failing or lowered grade must file a written notice of appeal through the technical college president's office or designee for review by the Hearing Body within five (5) business days of notification of the decision. The

person filing the initial complaint against the student must be notified of the hearing date.

2. If the dean of student affairs recommended a sanction of disciplinary suspension, disciplinary expulsion, interim disciplinary suspension, or system-wide expulsion, the matter will be referred to the Hearing Body by the dean of 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.
3. The student will then have the right to appear in a hearing before a Hearing Body assigned by the technical college president or his/her designee within ten (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 (5) 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, the vice president of student affairs, and the dean of 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.
4. If the student appeared before the Hearing Body to appeal the dean of student affairs' 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.
5. If the student appeared before the Hearing Body after the dean of student affairs' 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.
6. If entitled to an appeal to the technical college president, the student shall have five (5) 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.

7. 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 ten (10) business days. The decision of the technical college president or his/her designee shall be final and binding.

Document Retention

The vice president of student affairs shall retain a copy of all documents concerning complaints, investigations, administrative actions, and communications in relation to any incident that resulted in a disciplinary investigation of any kind against a student. The vice president of student affairs will also retain records of any disciplinary appeals filed by the affected student, as well as the resulting record of appeal and decision submitted by the Hearing Body and the technical college president or his/her designee. A record of the final decision must also be retained. All records specified in this section shall be retained for a period of five years.

Unlawful Harassment and Discrimination of Students Procedure

Purpose

It is the purpose of this procedure to ensure that all students within the Technical College System of Georgia (TCSG) and Oconee Fall Line Technical College (OFTC) 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 for such prohibited conduct if other corrective measures are ineffective. Allegations of prohibited conduct 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 and OFTC will not tolerate retaliation for having filed a good faith harassment and/or discrimination complaint or for having provided any information in an investigation. Any individual who retaliates against a complainant or witness in an investigation will be subject to disciplinary action, up to and including expulsion or dismissal.

Any individual who knowingly makes a false charge of unlawful harassment/discrimination or retaliation, or who is untruthful during an investigation may be subject to disciplinary action, up to and including expulsion or dismissal.

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

Related Authority

- A. Title IX of the Educational Amendments of 1972
- B. 20 U.S.C. §§ et seq.
- C. Violence Against Women Reauthorization Act of 2013
- D. Campus Sexual Violence Elimination Act (Campus SaVE)
- E. O.C.G.A. § 19-7-5
- F. Titles VI and VII of the Civil Rights Act of 1964
- G. Age Discrimination Act of 1975
- H. Americans with Disabilities Act of 1990
- I. Americans with Disabilities Amendments Act (ADAAA) of 2008
- J. Rehabilitation Act of 1973, as amended
- K. Genetic Information Nondiscrimination Act (GINA) of 2008

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, gender, national origin, age, genetic information, 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 objectively and 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, age, genetic information, 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 the 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 or dating/ domestic violence 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 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 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 function at a technical college or TCSG work unit.
- J. Local Investigator: the individual(s) at the technical college who is 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 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.
- L. Title IX Coordinator: an individual designated by the president of OFTC to ensure compliance with Title IX of the Educational Amendments of 1972, 20 U.S.C. §§ 1681 et seq., and related federal regulations. The Title IX Coordinator may also be assigned the responsibility for compliance with other state and federal civil rights laws that prohibit discrimination in programs or activities that receive federal financial assistance from the Department of Education.
- M. Section 504 Coordinator: an individual designated by the president of OFTC 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.

and monitor the college 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, sexual violence and/or retaliation against themselves or others.
2. 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 technical college shall not unreasonably delay investigation under this procedure to await the outcome of any criminal investigation.
3. If a student filing a complaint requests anonymity or asks that the complaint not be pursued, the college must inform the student that its ability to respond may be limited, that harassment and retaliation for filing a complaint is prohibited and steps to prevent retaliation will be taken. The college should take all reasonable steps to investigate and respond to the complaint consistent with the request and pursue other steps to limit the effects of the alleged harassment and prevent recurrence.
4. OFTC may weigh a request to 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 ensured.
5. Reports concerning all prohibited conduct references 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.
6. Allegations or suspicions of unlawful discrimination, harassment, or unlawful retaliation may be reported to the technical college's vice president of student affairs, Section 504 Coordinator, the president, or the Human Resources Director (should the complaint involve employees). Complaints may also be emailed to unlawfulharassment@tcsgeu.edu. OFTC's contacts are listed below.

Procedure

A. ADMINISTRATION AND IMPLEMENTATION

1. The OFTC 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 for 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

TITLE IX Coordinator
Janet Smith
Office: South Campus WRS 112-A
478-274-7836
jrsmith@oftc.edu

ADA/504 Coordinator
Saketta Brown
Office: South Campus WRS 112-B
478-274-7643 or 478-553-2124
sdbrown@oftc.edu

EEOC Officer
Rosemary Selby
Office: North Campus 205
478-553-2055
rselby@oftc.edu

7. 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.
8. 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.
9. 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.
10. The Commissioner or president may suspend, transfer, or reassign employees or students in order to prevent possible further harassment, discrimination, sexual violence, or retaliation; to facilitate the investigation, or to implement preventative or corrective action under this procedure.
11. Any allegation of unlawful harassment, discrimination, sexual harassment, sexual violence, 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.
2. 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 (5) business days of receiving the notice. The president's

decision will be final.

3. Individuals designated to investigate, review or recommend corrective actions in response to allegations will have been 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.
4. Investigations will be conducted by gathering relevant information and interviewing appropriate witnesses. Both the complaining party and the respondent (the parties) will be given equal opportunity to identify witnesses and offer evidence in person or in writing. Best efforts will be made to interview all witnesses identified by the parties. 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.
5. 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.
6. 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, expulsion, or dismissal from employment, the matter must be referred to either the vice president of student affairs for students, or the human resources director, for employees. Allegations regarding students shall be considered and sanctions assigned as provided by the college's Student Code of Conduct and Disciplinary Procedure. Sanctions for employees shall be considered as provided by the Positive Discipline Procedure.
4. Individuals who are responsible for conducting or

reviewing investigations or proposing sanctions under this procedure should not also serve as reviewing officials or hearing officers in the appeal of sanctions arising from an investigation.

5. Even in the absence of sufficient evidence to substantiate a finding that unlawful discrimination, unlawful harassment, or retaliation has occurred, colleges are 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 (5) 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 ten (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 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 (3) business days by regular mail or email to one of the following:

Technical College System of Georgia
Office of Legal Services
1800 Century Place, N.E.
Suite 400
Atlanta, Georgia 30345
OR
Unlawfulharassment@tcsge.edu

4. The Office of Legal Services will convene a panel of at least three (3) individuals not employed by the requestor's college to review the investigative findings. The panel's decision is final and will conclude the processing of the complaint. 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.

Record Retention

Documents relating to formal complaints including investigations, dispositions, and the complaint itself shall be held for five (5) years after the graduation of the student or the date of the student's last attendance. Confidential documents 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 are maintained in the Office

of Human Resources and shall be maintained in a secure location and in accordance with the Georgia Secretary of State's records retention schedule.

Sexual Harassment and Misconduct Procedure

It is the purpose of this procedure to ensure that all students within the Technical College System of Georgia (TCSG) and Oconee Fall Line Technical College (OFTC) 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.

TCSG strongly encourages all students and requires employees to report any instances of sexual harassment or sexual misconduct promptly and accurately. TCSG 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

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

Definitions

- A. **Advisor:** the person who will attend the Hearing with a Party and conduct the oral cross-examination of the other Party and Witnesses. This person may also offer advice and support from the time the Notice of Formal Complaint is issued and may attend any meetings involved in the investigatory process, but may not speak on behalf of the party during such meetings. The Advisor may be chosen by the Party and is permitted to be, but need not be, an attorney. If either Party is unable to select an Advisor, TCSG will furnish an Advisor to the Party. The Advisors are intended to maintain Privacy and confidentiality to the extent permitted by law.
- B. **Affirmative Consent:** affirmative, conscious, and voluntary agreement to engage in sexual activity. It is the responsibility of each person involved in the sexual activity to ensure that the person has the Affirmative Consent of the other or others to engage in the sexual activity. Lack of protest or resistance does not mean Affirmative Consent, nor does silence or incapacitation mean Affirmative Consent. Affirmative Consent also cannot be procured by duress or intimidation, or by the use of anesthetizing or intoxicating substances. Affirmative Consent must be ongoing throughout a sexual activity and can be revoked at any time. Affirmative Consent may be based on a condition(s), e.g., the use of a condom, and that condition(s) must continue to be met throughout an activity, unless there is mutual agreement to forego or change the condition. When there is no Affirmative Consent present during sexual activity, the activity at issue necessarily occurred “against the person’s will.”
- C. **Appeal Officer:** the Commissioner of TCSG or his designee, who will review the Parties’ appeals and issue the Notice of Outcome of Appeal.
- D. **Clinical Site:** any off-campus location to which students or faculty are assigned for completion of program requirements including labs, internships, or practicums.
- E. **Complainant:** the Party to the process who has allegedly experienced the alleged Title IX Prohibited Conduct at issue.
- F. **Confidential Resource:** a person who, by law, is exempted from the obligation to report an allegation of conduct that could constitute Title IX Prohibited Conduct to any entity, including the College’s Title IX Coordinator or law enforcement in circumstances in which the reported conduct could be a crime (except, as to law enforcement, if the Complainant is a minor or if there is a belief that there is an imminent threat of harm to self or others).
- G. **Confidentiality:** exists in the context of laws that protect certain relationships, including those who provide services related to medical and clinical care, mental health providers, counselors, and ordained clergy. The law creates a privilege between certain health care providers, mental health care providers, attorneys, clergy, spouses, and others, with their patients, clients, parishioners, and spouses.
- H. **Court Order:** any formal order issued by a state or federal court or authorized police officer that restricts a person’s access to another TCSG community member, such as an emergency, temporary or permanent restraining order.
- I. **Dating Violence:** violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the Complainant, including sexual or physical abuse or the threat of such abuse, but excluding acts covered under the definition of Domestic Violence.
- J. **Decision-Maker:** a professional appointed by the TCSG Commissioner experienced and trained in adjudicating matters of civil rights, sexual harassment and/or sexual violence and trained on this Title IX Procedure who will preside over the Hearing and will issue the Written Determination Regarding Responsibility.
- K. **Domestic Violence:** a felony or misdemeanor crime of violence committed by a current or former spouse or intimate partner of the victim (a) a person with whom the victim shares a child in common (b) a person who is cohabiting with, or has cohabited with, the victim as a spouse or intimate partner (c) 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 (d) any other person against an adult or youth Complainant who is protected from that person’s acts under the domestic or family violence laws of Georgia. To categorize an incident as Domestic Violence, the relationship between the Respondent and the Complainant must be more than just two people living together as roommates. The people cohabiting must be current or former spouses or have an intimate relationship.
- L. **Duress:** a direct or implied threat of force, violence, danger, hardship, or retribution that is enough to cause a reasonable person of ordinary sensitivity to do or submit to something that they would not otherwise do or submit to. When deciding whether the act was accomplished by duress, all the circumstances, including the age of the Complainant and their relationship to the Respondent, are relevant factors.
- M. **Employee:** any individual employed in a full or part time capacity in any TCSG work unit or technical college.
- N. **Expert Witness:** a Witness identified by a Party or the Title IX Office that has special expertise in a technical matter, such as forensic evidence.
- O. **Force:** an act is accomplished by force if a person overcomes the other person’s will by use of physical force or induces reasonable fear of immediate bodily injury.
- P. **Formal Complaint:** a document filed and signed by a Complainant or filed and signed by the Title IX Coordinator alleging Title IX Prohibited Conduct against a Respondent and requesting that TCSG investigate the allegations.
- Q. **Hearing:** a live hearing conducted with all Parties physically present in the same geographic location or with participants appearing virtually with technology enabling participants

simultaneously to see and hear each other. During the Hearing, the Decision-Maker permits each Party's Advisor to ask the other Party and Witnesses all relevant questions and follow-up questions, including those challenging credibility. A recording or transcript of the hearing will be made.

- R. **Hearing Coordinator:** the person who manages Hearings under this Title IX Procedure.
- S. **Hearing File:** the information collected during the Investigation that is deemed relevant to be considered by the Decision-Maker.
- T. **Hearing Schedule:** a time-table specific to each matter that schedules key dates for the matter after it has been charged.
- U. **Human Resources Director:** the highest-ranking employee responsible for the human resources function at a technical college or TCSG work unit.
- V. **Incapacitation:** a state where a person lacks the ability to voluntarily agree (that is, to give Affirmative Consent) to sexual activity because the person is asleep, unconscious, under the influence of an anesthetizing or intoxicating substance such that the person does not have control over their body, is otherwise unaware that sexual activity is occurring, or is unable to appreciate the nature and quality of the act. Incapacitation is not necessarily the same as legal intoxication.
- W. **Informal Resolution:** a voluntary process that the Parties may consent to participate in, as described in Section IV.F.
- X. **Initial Report:** a report of conduct that may constitute Title IX Prohibited Conduct, which may be made by any individual, even if not the person alleged to have experienced the conduct. An Initial Report is made prior to a Formal Complaint, and triggers the Title IX Coordinator's obligation to contact the Complainant and inform the Complainant of Supportive Measures, as described in Section IV.A.1.
- Y. **Intimidation:** includes any threatening statement or conduct made with the intent to prevent or dissuade any Party or Witness from reporting or participating in the Title IX Procedure. Intimidation also includes the use of implied threats to overcome a person's freedom of will to choose whether or not to participate in sexual activity or provide affirmative consent.
- Z. **Investigation:** the phase of the Title IX Procedure when the Parties are invited to provide evidence and identify Witnesses to the Investigator related to the allegations in the Notice of Formal Complaint.
- AA. **Investigative Report:** a formal written document that fairly summarizes the relevant evidence gathered during the Investigation, including the parties' responses to the preliminary report.
- AB. **Investigator:** the person assigned by TCSG to investigate Formal Complaints under this Title IX Procedure. The Investigator shall have been trained on all elements of an Investigation as required by federal and state law.
- AC. **Menace:** a threat, statement, or act showing intent to injure someone.
- AD. **New Evidence:** evidence that was not available at the time of the charge decision, could not have been available based on reasonable and diligent inquiry, and is relevant to the matter.
- AE. **Nonforcible Sexual Violations:** Any of the following acts:
 1. Incest: nonforcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by Georgia law.
 2. Statutory Intercourse Violation: nonforcible sexual intercourse with a person who is under the statutory age of consent of Georgia.
- AF. **Notice of Charge:** the formal notification issued by the Title IX Coordinator following an Investigation that the matter will be charged and will proceed to a Hearing.
- AG. **Notice of Dismissal:** the formal notification issued by the Title IX Coordinator following a determination that the matter does not meet the definitional or jurisdictional standards of Title IX and stating the reasons for dismissal.
- AH. **Notice of Formal Complaint:** the formal notification issued by the Title IX Coordinator that a Formal Complaint has been filed and including the details set forth in Section IV.C.1.
- AI. **Notice of Outcome of Appeal:** a written determination describing the Appeal Officer's final decision of a matter brought forward on appeal.
- AJ. **Party/Parties:** the generic or collective term used to refer to Complainant(s) and Respondent(s).
- AK. **Preponderance of the Evidence:** the standard of proof used by the Investigator and the Decision-Maker. A finding by the Preponderance of the Evidence means that the credible evidence on one side outweighs the credible evidence on the other side, such that, as a whole, it is more likely than not that the alleged fact or conduct occurred. It does not mean that a greater number of Witnesses or documents is offered on one side or the other, but that the quality or significance of the evidence offered in support of one side is more convincing than the evidence in opposition.
- AL. **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.
- AM. **Privacy:** means that information related to a complaint will be shared with only a limited number of TCSG employees who "need to know" in order to assist in the assessment, Investigation, and resolution of the report. All employees who are responsible for TCSG's response to Title IX Prohibited

Conduct receive specific training and guidance about sharing and safeguarding private information in accordance with state and federal law. The privacy of student education records will be protected in accordance with the Family Educational Rights and Privacy Act ("FERPA"), and the privacy of employee records will be protected in accordance with Georgia law and TCSG policy.

AN. **Rebuttal Evidence:** evidence presented to contradict other evidence in the Hearing File, which could not have been reasonably anticipated by a Party to be relevant information at the time of the Investigation.

AO. **Remedies:** individualized measures implemented after a Hearing or as part of an Informal Resolution that are designed to restore or preserve equal access to College Programs or Activities, and may include Supportive Measures, but need not be non-disciplinary or non-punitive and need not avoid burdening the Respondent.

AP. **Respondent:** the person alleged to have engaged in Title IX Prohibited Conduct.

AQ. **Retaliation:** includes, but is not limited to, adverse action related to employment, academic opportunities, participation in TCSG and/or College programs or activities, or similar punitive action taken against an individual because that person has made an Initial Report or Formal Complaint, responded to a Formal Complaint, testified, assisted, or participated or refused to participate in any manner in an Investigation, proceeding, or Hearing.

AR. **Sanctions:** individualized measures implemented after a Hearing that may be disciplinary in nature.

AS. **Sexual Assault:** any of the following acts:

1. **Rape:** 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 Complainant.
2. **Sodomy:** oral or anal sexual intercourse with another person:
 - forcibly and/or against that person's will; OR
 - not forcibly or against the person's will (non-consensually) in instances where the Complainant is incapable of giving consent because of age or because of temporary or permanent mental or physical incapacity.
3. **Sexual Assault with an Object:** to use an object or instrument to penetrate, however slightly, the genital or anal opening of the body of another person:
 - forcibly and/or against that person's will; OR
 - not forcibly or against the person's will (non-consensually) in instances where the Complainant is incapable of giving consent because of age or

because of temporary or permanent mental or physical incapacity.

4. **Fondling:** the touching of the private parts of another person (buttocks, groin, breasts) for the purpose of sexual gratification.

- forcibly and/or against that person's will (non-consensually); OR
- not forcibly or against the person's will in instances where the Complainant is incapable of giving consent because of age or because of temporary or permanent mental or physical incapacity.

AT. **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.

AU. **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.

AV. **Supportive Measures:** non-disciplinary, non-punitive individualized services offered as appropriate, as reasonably available, and without fee or charge to the Complainant or the Respondent before or after the filing of a Formal Complaint or where no Formal Complaint has been filed. Such measures are designed to restore or preserve equal access to TCSG Programs or Activities without unreasonably burdening the other Party, including measures designed to protect the safety of all Parties or the TCSG educational environment, or deter sexual harassment. Supportive measures may include extensions of deadlines or other course-related adjustments, modifications of work or class schedules, campus escort services, mutual restrictions on contact between the parties,

changes in work or housing locations, leaves of absence, increased security and monitoring of certain areas of the campus, and other similar measures.

AW. Title IX Prohibited Conduct: the collective term used in this Title IX Procedure to refer to the conduct described in the definitions for Title IX Sexual Harassment, Sexual Assault, Dating Violence, Domestic Violence, and Stalking.

AX. Title IX Sexual Harassment: conduct, on the basis of sex that satisfies one or more of the following:

1. unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it denies a person equal educational access.
2. an employee of the college conditioning the provision of an aid, benefit, or service of the college on an individual's participation in unwelcome sexual conduct.

AY. 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.

AZ. TCSG Program or Activity: locations, events, or circumstances over which TCSG and/or the College exercised substantial control over both the alleged Respondent and the context in which the Title IX Prohibited Conduct occurs, and also includes any building owned or controlled by a student organization that is officially recognized by TCSG and/or the College.

BA. 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.

BB. 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.

BC. Violence: the use of physical force to cause harm or injury.

BD. 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.

BE. Witness: a person asked to give information or a statement under this Title IX Procedure.

BF. Written Determination Regarding Responsibility: the formal written notification issued by the Decision-Maker after a Hearing that includes: (i) identification of the allegations potentially constituting Title IX Prohibited Conduct; (ii) a description of the procedural steps taken from the receipt

of the Formal Complaint through the determination, including any notifications to the Parties, interviews with Parties and Witnesses, site visits, methods used to gather other evidence, and Hearing held; (iii) findings of fact; (iv) conclusions about whether the alleged Title IX Prohibited Conduct occurred, applying the definitions set forth in this Title IX Procedure to the facts; (v) the rationale for the result as to each allegation; (vi) any disciplinary Sanctions imposed on the Respondent; (vii) whether Remedies or Supportive Measures will be provided to the Complainant; and (viii) information about how to file an appeal.

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. The Title IX regulations define “sexual harassment” to include three types of misconduct on the basis of sex which jeopardize the equal access to education that Title IX is designed to protect. These types of misconduct include: any instance of quid pro quo harassment by a TCSG and/or College employee; any conduct on the basis of sex that in the view of a reasonable person is so severe and pervasive and objectively offensive that it effectively denies a person equal access to a TCSG and/or College education program or activity; and any instance of sexual assault, dating violence, domestic violence, or stalking (collectively “Title IX Prohibited Conduct,” as defined in this Procedure). 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. OFTC’s Title IX Coordinator is listed below.

TITLE IX Coordinator
Janet Smith
Office: South Campus WRS 112-A
478-274-7836
jrsmith@oftc.edu

2. To utilize this procedure, a Complainant must file a Formal Complaint which is defined herein as a document filed and signed by a Complainant or filed and signed by the Title IX Coordinator alleging Title IX Prohibited Conduct against a Respondent and requesting that TCSG investigate the allegations.
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. All students, faculty, staff, and others participating in TCSG and/or College programs and activities in the United States are subject to this Title IX Procedure. If the allegations do not fall within the jurisdiction under this procedure, they may be referred and processed under the student code of conduct procedure.
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.
 - a. 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.
12. Discretionary Dismissal.
 - a. TCSG and/or the College may dismiss the Formal Complaint if:
 - i. the Respondent is no longer enrolled or employed by TCSG and/or the College;
 - ii. specific circumstances prevent TCSG and/or the College from gathering sufficient evidence to reach a determination; or
 - iii. the Complainant informs the Title IX Coordinator in writing that the Complainant desires to withdraw the Formal Complaint or allegations therein.
 - b. Complainant may notify the Title IX Coordinator at any time that the Complainant does not wish to proceed with the Investigation and/or Hearing process. If such a request is received, the Title IX Coordinator will inform the Complainant that the TCSG and/or the College's ability to respond to the allegation may be limited if the allegations are withdrawn.
 - c. The Title IX Coordinator will consider the relevant factors in reaching a determination as to whether to terminate the Investigation and/or Hearing process. In the event that the Title IX Coordinator determines that the Investigation will continue, the Title IX Coordinator will notify the Complainant of that determination. The Title IX Coordinator will include in that notification a statement that the Complainant is not required to participate in the Investigation and/or Hearing process but that the process will continue. In the event that the Title IX Coordinator determines that the Investigation will be terminated, both Parties will be notified.

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.
2. The 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.
3. The Investigator shall send written notice to both parties of the allegations upon receipt of a formal complaint.
4. Either the complaining party or the respondent may challenge the 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.
5. The investigation should be completed within 45 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.
6. A complaining party will be notified within 5 business days of receipt of the complaint by the Investigator if the complaint does not specify facts sufficient to allege sex discrimination, harassment, sexual violence or retaliation, or if the allegations of sexual misconduct did not occur in the college's education program or activity against the complaining party while he or she was located in the United States, and that a formal investigation will not be conducted pursuant to this procedure, if any. 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.
7. 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.
8. Investigations will be conducted by gathering relevant information and interviewing appropriate witnesses. (a) It is important that all parties preserve any documents or other evidence which may pertain to the investigation. (b) Any medically related evidence is best preserved by trained medical personnel. (c) Students are encouraged to seek medical services both for treatment and preservation of any medical evidence.
9. 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.

10. 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.
11. 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. The parties shall be given ten (10) calendar days from receipt of the report to respond to the report and the supporting evidence, which must be considered by the Investigator before finalizing 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.
12. 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. HEARINGS

1. Format of Hearing:

- a. Hearings may be conducted with all Parties physically present in the same geographic location or, at the discretion of the Decision-Maker, any or all Parties, Witnesses, and other participants may appear at the live Hearing virtually, with technology enabling participants simultaneously to see and hear each other.
- b. At the request of either Party, TCSG will provide for the Hearing to occur with the Parties located in separate rooms with technology enabling the decision-maker(s) and Parties to simultaneously see and hear the Party or the Witness answering questions.

2. Recording of Hearing:

- a. Hearings will be transcribed or recorded through audio or audiovisual means, and TCSG and/or the College will make the transcript or recording available to the Parties for inspection and review upon request.

3. Role of Advisor:

If a Party does not have an Advisor present at the Hearing, TCSG and/or the College will provide, without fee or charge to that Party, an Advisor of TCSG and/or the College's choice, who may be, but is not required to be, an attorney, to conduct cross-examination on behalf of that Party.

4. Role of the Decision-Maker:

a. The Decision-Maker will:

- i. be a professional appointed by the TCSG Commissioner who is experienced and trained in adjudicating matters of civil rights, sexual harassment and/or sexual violence and trained on this Title IX Procedure;
- ii. preside over the Hearing and will issue the Written Determination Regarding Responsibility;
- iii. be identified to the Parties before the Hearing at least three calendar days prior to the Hearing.

b. Conflict of Interest:

- i. No person who has a conflict of interest may serve as the Decision-Maker.
- ii. A conflict of interest exists if the Decision-Maker has prior involvement in or knowledge of the allegations at issue in the case, has a personal relationship with one of the Parties or Witnesses, or has some other source of bias.
- iii. Either Party may assert, in writing, that a Decision-Maker has a conflict of interest.
- iv. A request to recuse a Decision-Maker based on a conflict must be submitted to the Hearing Coordinator within 1 business day's receipt of the name of the Decision-Maker.
- v. A determination will be made by the Commissioner or his designee whether a Decision-Maker has a conflict of interest, and if so that Decision-Maker will be replaced by an alternate.

c. At the Hearing, the Decision-Maker will:

- i. Permit Cross-examination. At the Hearing, the Decision-Maker will permit each Party's Advisor to ask the other Party and any Witnesses all relevant questions and follow-up questions, including those challenging credibility. Such cross-examination

at the Hearing must be conducted directly, orally, and in real time by the Party's Advisor of choice and never by a Party personally. The Parties may, however, jointly agree in advance to waive oral cross-examination and instead submit written cross-examination to the Decision-Maker to conduct the examination. Even if the Parties so agree, the Parties are still required to have a Advisor present at the Hearing. The Decision-Maker has discretion to otherwise restrict the extent to which Advisor may participate in the proceedings.

- ii. Determine Relevance of Questions. Only relevant cross-examination and other questions may be asked of a Party or Witness. Before a Complainant, Respondent, or Witness answers a cross-examination or other question, the Decision-Maker must first determine whether the question is relevant and explain any decision to exclude a question as not relevant.
- iii. Provide Rape Shield Protections for Complainants. The Decision-Maker will prohibit any questions and evidence about the Complainant's sexual predisposition or prior sexual behavior as not relevant, unless such questions and evidence about the Complainant's prior sexual behavior are offered to prove that someone other than the Respondent committed the conduct alleged by the Complainant, or if the questions and evidence concern specific incidents of the Complainant's prior sexual behavior with respect to the Respondent and are offered to prove consent.
- iv. Exclude Statements, as Relevant, in Reaching a Determination Regarding Responsibility. If a Party or Witness does not submit to cross-examination at the live Hearing, the Decision-Maker must not rely on any statement of that Party or Witness in reaching a determination regarding responsibility. The Decision-Maker cannot draw an inference about the determination regarding responsibility based solely on a Party's or Witness's absence from the live Hearing or refusal to answer cross-examination or other questions.

5. Hearing Process:

- a. The Investigator will be available to answer any questions from the Decision-Maker about the Investigation.
- b. The Decision-Maker may meet with the Parties and Witnesses for the purpose of making findings of fact.
- c. The Parties and Witnesses may not speak to matters beyond the scope of the Hearing File (for example, by raising potential misconduct allegations that go beyond the scope of the charged conduct).

- d. Parties and Witnesses must not disclose or reference information to the Decision-Maker that was excluded from the Hearing File.
- e. The Decision-Maker may ask questions of the Parties and/or Witnesses.
- f. Parties are permitted to listen to Witnesses as they are speaking to the Decision-Maker. The Decision-Maker is not obligated to speak to all Witnesses.
- g. Written Determination Regarding Responsibility:
 - i. The Decision-Maker shall issue a Written Determination Regarding Responsibility within 10 business days of the hearing, applying the Preponderance of the Evidence standard (as required by Georgia law), which shall include:
 - identification of the allegations potentially constituting Title IX Prohibited Conduct;
 - a description of the procedural steps taken from the receipt of the Formal Complaint through the determination, including any notifications to the Parties, interviews with Parties and Witnesses, site visits, methods used to gather other evidence, and Hearings held;
 - findings of fact;
 - conclusions about whether the alleged Title IX Prohibited Conduct occurred, applying the definitions set forth in this Title IX Procedure to the facts;
 - the rationale for the result as to each allegation;
 - any disciplinary Sanctions imposed on the Respondent;
 - whether Remedies or Supportive Measures will be provided to the Complainant; and
 - information about how to file an appeal.
 - ii. Sanctions:
 - The Decision-Maker may ask the Parties to submit Sanctions statements at the conclusion of the Hearing.
 - The Decision-Maker may also consult with TCSG and/or College personnel, including the Human Resources Director or Vice President of Student Affairs, regarding any Sanctions and Remedies appropriate to the specific Respondent and Complainant under the circumstances of the case.
 - The Sanction determination will be provided to the Title IX Coordinator who will be responsible for implementing the Supportive Measures and/

or Remedies, including the continuation of any Supportive Measures and/or any additional or on-going accommodations for both Parties.

- iii. The Title IX Coordinator will cause the Written Determination Regarding Responsibility to be sent to the Parties.
- iv. The Title IX Coordinator will provide copies of the Written Determination Regarding Responsibility and Sanctions and/or Remedies (if any) for the purpose of maintaining records as follows:
 - For students, to the Office of Student Affairs
 - For staff, to Human Resources
 - For faculty, to the Office of Academic Affairs
- v. The Decision-Maker must explain decisions on responsibility and Sanctions (if applicable) and Remedies with enough specificity for the Parties to be able to file meaningful appeals.
- vi. The consideration of whether Remedies and Sanctions go into immediate effect or are temporarily delayed pending appeal or some combination thereof, will be determined on a case-by-case basis by the Title IX Coordinator.
- vii. The Written Determination Regarding Responsibility becomes final:
 - if an appeal is not filed, the date on which an appeal would no longer be considered timely; or
 - if an appeal is filed, on the date that TCSG and/or the College provides the Parties with the written determination of the result of the appeal.

E. 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.
 - a. 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.
 - b. Disciplinary sanctions for students are defined in TCSG Procedure governing Student Discipline and may include: reprimand, restriction, disciplinary probation, disciplinary suspension, and disciplinary expulsion.
 - c. 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.
 - a. 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.

F. APPEALS

1. Appeal of a Written Determination Regarding Responsibility
 - a. Submission of Appeal
 - i. Both Parties have the right to an appeal from a Written Determination Regarding Responsibility on the bases set forth below.
 - ii. Appeals may be submitted by a Complainant or Respondent in writing to the Hearing Coordinator, who will forward the appeal to a designated Appeal Officer to decide the appeal.
 - iii. The Appeal Officer will be the Commissioner of TCSG or his designee.
 - iv. Each Party may submit a written appeal of up to 6,000 words in length, which will be shared with the other Party.
 - v. The Parties must submit the appeal to the Commissioner within ten (10) calendar days from the receipt of the Written Determination Regarding Responsibility (if any).
 - b. Grounds for appeal are limited to the following:
 - i. Were there any procedural irregularities that substantially affected the outcome of the matter to the detriment of the appealing Party?
 - ii. Was there any substantive new evidence that was not available at the time of the decision or

Hearing and that could not have been available based on reasonable and diligent inquiry that would substantially affect the outcome of the decision?

- iii. Did the Title IX Coordinator, Investigator(s), or Decision-Maker have a conflict of interest or bias for or against Complainants or Respondents that affected the outcome of the matter?
- iv. For matters that proceeded to Sanctioning and imposition of Remedies, are the Sanction and/or Remedies ones that could have been issued by reasonable persons given the findings of the case?

NOTE: In composing appeals, Parties should format their arguments following these four grounds as the organizational structure.

c. Receipt of Appeal

- i. Upon receipt of a Party's appeal, the Hearing Coordinator will share it with the other Party.
- ii. Each Party may submit a response to the other Party's appeal (no more than 3,000 words).
- iii. Each Party must submit this response to the Commissioner within 10 calendar days after the other Party's appeal has been shared.
- iv. The appealing Party will have access to the other Party's response to the appeal, but no further responses will be permitted.

d. Response to Appeal

- i. The Title IX Coordinator is permitted, but not required, to file a response to a Party's appeal to respond to concerns relating to procedural irregularities or bias in the Investigation and Hearing process.
- ii. The Title IX Coordinator may submit one response for each Party that files an appeal (that raises a procedural irregularity).
- iii. Each response by the Title IX Coordinator should be no more than 1,500 words.
- iv. The Parties will have access to the Title IX Coordinator's response(s) to the appeal, but no further responses will be permitted.

e. Appeal Decision

- i. The Appeal Officer will provide the Notice of Outcome of Appeal no later than ten (10) business days after receipt of all appeal documents.
- ii. As needed, the Appeal Officer will consult with the Title IX Coordinator regarding the management of ongoing Remedies.

- iii. The Appeal Officer may reject the appeal in whole or in part, issue a new decision regarding responsibility, issue new or revised Sanctions and Remedies, or refer the matter to a new Decision-maker.

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.

Acceptable Computer and Internet Use Procedure

Oconee Fall Line Technical College is a unit of the Technical College System of Georgia (TCSG) and is therefore subject to its policies and standards. In an effort to protect the individuals it serves and the computer resources it provides, the college is establishing the following procedures. This procedure is applicable to all employees, students and visitors of OFTC.

The purpose of the college-provided internet access is to facilitate communications in support of research and education. To remain eligible as users, students' use must be in support of, and consistent with, the educational objectives of the college. Access is a privilege, not a right. Access entails responsibility.

Procedure

This procedure is posted on SharePoint Forms and Documents and is distributed to each new employee during orientation. It is the responsibility of each employee to review, sign and return the "Acknowledgement" form to the Human Resources (HR) office. HR is responsible for ensuring that each employee's file contains a signed acknowledgement form.

General

Using a computer without permission is theft of services and is illegal under state and federal laws. Federal law prohibits misuse of computer resources.

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

1. Computer theft (including theft of computer services, intellectual property such as copyright material, and any other

property);

2. Computer trespass (unauthorized use of computers to delete or alter data or interfere with others' usage);
3. Computer invasion of privacy (unauthorized access to financial or personal data or the like);
4. Computer forgery (forgery as defined by other laws, but committed on a computer rather than on paper);
5. Computer password disclosure (unauthorized disclosure of a password resulting in damages exceeding \$500 – in practice, this includes any disclosure that requires a system security audit afterward); and
6. Misleading transmittal of names or trademarks (falsely identifying oneself or falsely claiming to speak for a person or organization by using their name, trademark, logo, or seal).

Maximum penalties for the first four crimes in the list are a \$50,000 fine and 15 years of imprisonment, plus civil liability. The maximum penalties for computer password disclosure are a \$5,000 fine and 1 year of imprisonment, plus civil liability.

Users should not expect files stored on college-based computers to be private. Electronic messages and files stored on college-based computers shall be treated like other college premises that are temporarily assigned for individual use. Administrators may review files and messages in an effort to maintain system integrity and in an effort to ensure that users are acting responsibly. Moreover, college officials shall cooperate with law enforcement officials who are properly authorized to search college computers and computer systems.

All information created, stored or transmitted by college computers or networks is subject to monitoring for compliance with applicable laws and policies. The following uses of 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 discriminatory, offensive, threatening, harassing, intimidating, or attempts to libel or otherwise defame any person;
- 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 college computer or network;
- i. To willfully interfere with another's authorized computer usage;
- j. To connect any computer to any of the college networks unless it meets technical and security standards;
- k. To create, install, or knowingly distribute a computer virus, "Trojan horse" or other surreptitiously destructive program on any college computer or network facility, regardless of whether any demonstrable harm results;
- l. To modify or reconfigure the software or hardware of any college 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 college data and information; and
- p. To create, access, or participate in online gambling. Occasional access to information or website of the Georgia Lottery Corporation shall not constitute nor be considered inappropriate use.

Occasional personal use of internet connectivity and email do not involve any inappropriate use as described above, may occur, if permitted by the college. Any such use should be brief, infrequent and shall not interfere with user's performance, duties and responsibilities.

Users of college computers and computer systems are subject to the college's procedure on the development of Intellectual Property. Any violation of this procedure and rules may result in disciplinary action. When and where applicable, law enforcement agencies may be involved.

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

Enforcement

Abuse or misuse of computing/information technology services may violate this notice, but it may also violate criminal statutes. Therefore, the college will take appropriate action in response to user abuse or misuse. Action may include, but necessarily limited to, the following:

1. Suspension or revocation of computing privileges;
2. Reimbursement to OFTC for resources consumed;
3. Other legal action including action to recover damages;
4. Referral to law enforcement authorities;
5. Computer users will be referred to the appropriate office for disciplinary action, as applicable.

Drug-Free Campus

The following is a statement of policy concerning narcotics, alcoholic beverages, and stimulant drugs in compliance with the Drug-Free Schools and Communities Act Amendments of 1989.

The unlawful possession, use, or distribution of illicit drugs and alcohol on campus, in any institutional facility or grounds, at any institutional off-campus activities, in any institutional owned/leased vehicles, participating at a clinical/internship/practicum sites, or at any function of OFTC is prohibited and may be considered sufficient grounds for serious punitive action including expulsion and may be punishable by local, state, and federal law, which may include a fine, prison term, or both. Any student convicted (including a plea of nolo contendere or first offender) of committing certain felony offenses involving any criminal drug and/or alcohol statute of any jurisdiction regardless of whether the alleged violation occurred at OFTC or elsewhere, will be suspended immediately and denied state and/or federal funds from the date of conviction. Such denial of funds will be effective the first day of the term for which the student was enrolled immediately following the date of conviction or the date on which the court accepts a plea of nolo contendere or formally allows a student to receive first offender treatment and shall continue through the end of such school term. OFTC will impose sanctions on students who violate institutional rules by: 1) temporary or permanent dismissal and 2) referral for prosecution.

Note: Use of a drug as prescribed by a medical prescription from a registered physician shall not be considered a violation of this rule. Prescribed medications must be in the container that clearly identifies the person the medication is prescribed for.

Tobacco-Free Campus

Oconee Fall Line Technical College (OFTC) prohibits the use of tobacco products on any property owned, leased, or controlled by OFTC.

Technical College System of Georgia Tobacco-Free Policy:
Tobacco use causes enormous financial, social and public health

harm to the citizens of Georgia. Accordingly, tobacco* use is prohibited within the System Office, all technical colleges and within all other facilities under the supervision or control of TCSG.

* (Prohibited tobacco products include e-cigarettes, chewing tobacco, dip, snuff, vaping and any other form of tobacco product.)

Because of the deleterious effects of tobacco use, OFTC has committed to tobacco-free campuses for the purpose of promoting a healthy environment for all persons, including faculty, students, staff, visitors, and others who come on campus at any of our locations.

All OFTC campuses are tobacco-free environments. Tobacco use is prohibited inside and outside all buildings and parking lots and within any College vehicle or any vehicle operated by the College. This procedure applies to all persons while on campus. The above may not use tobacco products to include cigarettes, e-cigarettes/vaping, cigars, pipes, smokeless tobacco (dip/snuff), or any other form of tobacco product. Campus sidewalks, streets, and adjacent neighboring property are not to be used as tobacco use areas.

Procedure STUDENTS

The following process will be used when dealing with student infractions of Oconee Fall Line Technical College's (OFTC) Smoking/Smokeless Tobacco Procedure:

1. Any OFTC employee may politely inform the student that he/she may not use tobacco on the OFTC campus/property, etc. After delivering a verbal warning, the student will be asked for their student identification. The employee will report the student to the dean of student affairs.
2. If the dean identifies a student who has violated this procedure twice, the dean will send the student a written warning that if the problem continues, the student will be in danger of being dismissed from the college.
3. If the dean identifies a student who has violated this procedure for a third time, the dean will refer the student for a student hearing through the student disciplinary process. The hearing body will determine the sanctions that will be imposed.

EMPLOYEES

The following process shall be used when dealing with employee infractions of this procedure:

1. It is the responsibility of each OFTC employee to support and comply fully with the tobacco-free policy. If employees observe anyone using tobacco while on campus, he/she should politely inform the user of the tobacco-free procedure. If the tobacco user is an employee and refuses to comply with the procedure, the employee's supervisor will be notified.

2. Failure of an employee to comply will result in progressive disciplinary action.

OTHERS (NOT STUDENTS OR EMPLOYEES)

Visitors, vendors, contractors, and others not covered above will be reported to the department responsible for their presence on campus. Attempts should be made to remedy violations prior to contacting OFTC Security. In circumstances where departmental leadership is unable to get the offender to comply with this procedure, OFTC Security will be contacted for assistance.

COVID-19 and Public Health-Informed Campus Policies

Oconee Fall Line Technical College intends to perform its educational mission while protecting the health and safety of its students, faculty and staff, and minimizing the potential spread of the novel coronavirus, COVID-19, within the community.

Risks of COVID-19

In order to understand the risks that you face by returning to campus, you must understand that COVID-19 is a highly infectious, life-threatening disease declared by the World Health Organization to be a global pandemic. There is no vaccine for COVID-19 at this time.

COVID-19's highly contagious nature means that contact with others or contact with surfaces that have been exposed to the virus, may lead to infection. Additionally, individuals who may have been infected with COVID-19 may be asymptomatic for a period of time or may never exhibit symptoms at all.

Because of its highly contagious and sometimes "hidden" nature, it is very difficult to control the spread of COVID-19 on campus or to determine whether, where, or how a specific individual may have been exposed to the disease. Oconee Fall Line Technical College is taking steps recommended by public health authorities to minimize the risk of spreading this disease on our campus.

Oconee Fall Line Technical College cannot and does not guarantee a COVID-19-free environment, and there remains a risk that you may contract COVID-19 if you come onto campus to live and/or attend classes. We are providing you with the following notice as well regarding the risk of contracting COVID-19 when you enter upon our campus:

WARNING

Under Georgia law, there is no liability for an injury or death of an individual entering these premises if such injury or death results from the inherent risks of contracting COVID-19. You are assuming this risk by entering these premises.

In order to minimize the risks associated with COVID-19, the policies and guidelines below are incorporated into the Oconee Fall Line Technical College Student Code of Conduct and are applicable to all students.

Your compliance with these requirements is essential to assisting the college in minimizing the risks to you and other members of the community.

General Principles

You are subject to all guidelines for individuals related to the COVID-19 pandemic established by the United States Centers for Disease Control and Prevention (CDC).

In addition, the State of Georgia has issued guidelines for personal behavior during the COVID-19 pandemic and you must comply with such guidelines at all times. You understand that both sets of these guidelines may change, and it is your responsibility to ensure that you understand and comply with these guidelines at all times.

From time to time the College may implement additional requirements restricting your behavior and you agree to comply with such requirements.

You understand that these conditions and limitations on your personal behavior are necessary in order to reduce the risk of transmitting and/or being infected by the COVID-19 virus and that your failure to comply with these responsibilities may jeopardize your health and safety, as well as the health and safety of others in the campus community, potentially causing severe illness and death.

Requirements

Students will comply with governmental, state, and campus directives concerning maintaining required physical distancing (six feet) between themselves and other individuals on campus;

Students will use a face covering of their choosing that conforms to CDC guidelines anytime that they are in an indoor space where the College deems that social distancing is not practical, including but not limited to academic spaces and dining areas (except while eating) unless given different instructions by authorized college personnel;

Students will engage in frequent hand-washing and follow proper sneeze and cough etiquette, as recommended by the CDC;

Students understand and agree that they may be subject to regular testing for the COVID-19 virus and contact tracing, if testing and contact tracing is available, and they agree to submit to this testing and tracing, and the confidential reporting of the results to the College, without objection;

If students develop any symptom of COVID-19 as described by the CDC, they will immediately:

- Inform the College by notifying appropriate personnel;

- If living on campus, stay in their dorm room until given further instructions by the College;
- Remain off campus if not currently residing on campus;
- If required by the College, agree to remain in self-quarantine for a time period determined by the College, in consultation with public health authorities, and/or move to a different room in order to receive medical care and/or self-quarantine.

The above conditions may change, and students agree to follow all college directives relating to COVID-19 and public health requirements.

Any failure to adhere to any of the above directives is a violation of the Code of Conduct that may result in sanctions, including but not limited to suspension or dismissal from the College.

Academic Policies and Procedures

Grades

OFTC observes a uniform procedure for calculating grade point averages: all grades will be assigned based upon a 4.0 grading scale. Final course grades are posted by faculty at the end of each semester; the Registrar's Office then processes the grades and academic standing. All courses in degree, diploma, and technical certificate programs require a grade of "C" or higher in order to satisfy program requirements. Students are responsible for viewing their grades, academic history, and academic standing online each semester through BannerWeb.

Grading Scale

The following grading system will be used to specify levels of performance in coursework.

Special Note: A grade of "C" or higher is required in order for a student to receive credit for any course taken at OFTC.

Grades are issued at the end of each semester using the following grading system(s):

GRADES	EXPLANATION	RANGE	POINTS
A	Excellent	(90-100)	4
B	Good	(80-89)	3
C	Satisfactory	(70-79)	2
D	Poor	(60-69)	1
F	Failing	(0-59)	0
Z	WCOVID		nc
W	Withdrew		nc
I	Incomplete		nc
AC	Articulated Credit		nc
AU	Audit		nc
EXE	Credit by Exam		nc
TR, TRA, TRB, TRC, or TRM	Transfer Credit		nc

GRADE DEFINITIONS

"Z" WCOVID

The grade of "Z" represents withdrawal from a course before completion due to the COVID-19 emergency. This grade does not have numerical equivalents and will not be calculated in the GPA. This grade has no financial or academic impact on a student record.

"W" WITHDREW

"W" is assigned if the student withdraws on or prior to mid-term.

"I" INCOMPLETE

The grade of "I" (Incomplete) may be given to a student, who for nonacademic reasons beyond his or her control, is unable to meet the full requirements of a course. Exceptions to nonacademic reasons are (1) Commercial Truck Driving and the Department of Motor Vehicle Safety testing schedule; and (2) Business Technology and the "Timed Writing." In order to qualify for an "I," a student must (a) have completed the majority of the assignments of the course; (b) be passing the course (aside from the assignments not completed), and (c) have an extenuating non-academic justification. It is the student's responsibility to request in writing to the instructor consideration of the "I" (incomplete grade) stating the conditions why he/she feels the "I" is warranted. The "I" will be given at the discretion of the instructor, and the Incomplete Grade Record form will be submitted by the instructor two (2) days before the end of the semester to the dean of academic affairs. The student will have one (1) semester to complete the work to receive credit for the course. If the work is not completed in that semester, the Incomplete grade will become an "F." If a student receives a grade of "I" in a course that is a prerequisite to other courses, the student must complete the required makeup work to determine the final grade and eligibility to enroll in subsequent courses. The "I" is not calculated in the grade point average.

"AU" AUDIT

A student who registers as an auditor of a course must meet the usual admissions requirements or have departmental approval. By registering as an auditor and paying fees and tuition, the student is permitted to audit a course with the consent of the instructor without meeting all requirements of the course and without receiving course credit.

Exceptions to this policy include certain laboratory courses and supervised work experience. A student is not permitted to change from audit to credit or from credit to audit, after the first day of the term. Neither financial aid nor VA benefits can be used for audited courses.

"EXE" CREDIT BY EXAM

The student receives credit for a course by successfully completing a competency examination on the coursework.

"TR," "TRA," "TRB," "TRC," OR "TRM" TRANSFER CREDIT

The student transfers coursework to Oconee Fall Line Technical College from another regionally-accredited institution. To be eligible for transfer credit, the student must have earned a "C" (2.0) or better in the course. NOTE: If a student has completed a degree (Bachelor or Associate), diploma, or certificate, the

coursework must have been completed within the last five years in order for any of the courses within the degree to transfer to OFTC. Oconee Fall Line Technical College may, at its option, require any student to take an examination for advanced placement or transfer.

Program specific technical courses will be considered for transfer credit for coursework completed within the past 60 months. A student desiring consideration of credit for technical courses or experiences not approved may request credit by exemption testing. General education courses do not have a specified time limit to be considered for transfer. Certain Allied Health courses may have a more stringent time limit requirement on transfer courses.

Credit awarded by nationally-accredited institutions will be accepted only when faculty credentials can be verified as greater than or equivalent to OFTC standards.

Transfer credit will not be considered for remedial English, remedial mathematics, or remedial reading.

Grade Point Average

CALCULATION OF GPA

The semester grade point average (GPA) is calculated by dividing the total number of quality points by the total number of credit hours attempted in a semester. Courses with "NC" (not computed) are not calculated in the GPA.

CUMULATIVE GPA

The cumulative grade point average (CGPA) is an attempt to reflect the total credit instructional activity of the student. The CGPA is not affected by program of study, changes in program of study, or student classification. The cumulative grade point average is that grade point average calculated on all attempts of all credit courses taken at the institution. The cumulative grade point average is recalculated after each semester to include the current semester's grade(s).

GRADUATION GPA

The graduation grade point average (GGPA) is calculated only on those courses required for graduation. When a course is taken more than once, the higher grade will be used in calculating the grade point average for graduation. A 2.0 grade point average is needed for graduation. Students must achieve a minimum course grade of "C" or above in all courses.

Proctoring

In order to validate student identity for all online courses, students enrolled in online courses at OFTC are required to complete at least one proctored event per course (a major exam, assignment, or presentation). The event will be reflected as part of the grading scale on the course syllabus. Proctored events must be completed by the end of the official final exams period. Instructors will provide details regarding the proctored event(s) in their courses.

OFTC utilizes a remote proctoring service, Respondus Monitor, in addition to face-to-face proctoring with instructors. Students must present a photo ID to participate in any proctored event, whether remotely using Respondus Monitor or on campus with their instructor. Students will need access to a laptop with a camera or to a webcam to complete their proctored event(s) via Respondus Monitor. Respondus Monitor instructions can be found on the college's website as well as from instructors.

Students arranging proctoring at a non-OFTC site must take the event during the same time frame established by the instructor for other class members. The site and the proctor must meet OFTC's requirements.

Students in online classes who do not complete the proctored event(s) will receive an "F" for the course.

Practicum/Clinical Courses

Students enrolled in off-campus practicum or clinical courses will be required to travel to businesses, industries, and hospitals. Students must make all travel arrangements and provide costs for practicum/clinical courses.

Work Ethics

To be effective, technical education must include two key elements. First, it must provide training and experiences that approximate, as nearly as possible, the conditions found in the actual work place. The program content, instructional methods, tests, equipment, lab projects, and practices must be current and up-to-date and reflect the conditions the student will encounter on the job. Of equal importance, an effective technical education program must identify and develop those personal characteristics often referred to as "good work habits." These characteristics include punctuality, dependability, initiative, and teamwork. Studies show that the reason 85% of persons lose jobs is that they lack good work habits rather than they lack good job skills. Factors most often cited are tardiness and absenteeism, failure to follow instructions, and inability to get along with supervisors or fellow workers.

At Oconee Fall Line Technical College, we believe that it is extremely important to identify, evaluate, and encourage good work habits as an integral part of the instructional program. The Technical College System of Georgia has, therefore, developed a system to evaluate "work ethics" in each occupational program. Although the work ethics grade does not calculate into the grade point average, it is included on the student's academic transcript. Prospective employers are encouraged to request a copy of a student's transcript in order to examine not only the academic grade, but the professional work ethics grade as well.

Work Ethics Grade Definitions

- | | |
|------------------------|---|
| • Exceeds Expectations | 3 |
| • Meets Expectations | 2 |
| • Needs Improvement | 1 |
| • Unacceptable | 0 |

Academic Recognition

President's List

Provisional and regular admit students completing twelve (12) credit hours or more and who attain a grade point average of 3.5 and above are placed on the President's List. Students with a grade of "I" in any course are not eligible for academic recognition. The academic recognition list is compiled and published each term.

Dean's List

Provisional and regular admit students completing seven (7) credit hours or more and who attain a grade point average of 3.0 and above are placed on the Dean's List. Students with a grade of "I" in any course are not eligible for academic recognition. The academic recognition list is compiled and published each term.

Honor Graduates

To qualify as an honor graduate, a student must complete all course requirements in a degree or diploma program with a program GPA of 3.5 or above in program-required courses.

Academic Progress

Oconee Fall Line Technical College shall maintain academic standards that are, to the maximum extent feasible, uniformly applied among all students.

Absent extraordinary circumstances, instructors shall provide a copy of the course syllabus to all students in each class by the end of the first full week of class for every term.

Instructors' evaluations of student work should be periodic, measure the achievement of the objectives or competencies, have clear directions, be reasonable in difficulty, and be comprehensive. Instructors shall allow students to review all graded tests and other academic evaluations within a reasonable time to allow feedback and remedial instruction. Instructors shall maintain documentation sufficient to justify the grade a student earns. This documentation shall be maintained for three years following the semester the grade was conferred or until any grade appeal is resolved, whichever occurs last.

A student who engages in academic misconduct such as cheating shall face disciplinary charges under the Student Code of Conduct in addition to any loss of academic credit or standing that may result from his/her having failed to meet a course's academic requirements.

Good Standing

Academic good standing means that a student is eligible to enroll or re-enroll. To be in academic good standing, a student must have a cumulative grade point average of 2.0 or higher, must successfully complete at least 67% of all coursework attempted, and must complete his/her program of study within 150% of

the published length of the program measured in credit hours attempted.

Academic Probation

The purpose of academic probation is to alert students to the fact that their academic performance is not acceptable and to point out the possible consequences if improvement is not made during the next semester of enrollment. Students must maintain a minimum of a 2.0 cumulative grade point average to be in satisfactory academic standing. Students whose semester grade point average falls below a 2.0 will be placed on academic probation for the next academic semester.

Academic Suspension and Dismissal

A student will be suspended from the college for a minimum of one semester if the semester grade point average is less than a 2.0 during the semester enrolled on academic probation. When the student returns to the college, he/she will be placed on academic probation.

Students who fail to remove themselves from academic probation by attaining a minimum 2.0 GPA the next semester in attendance after being placed on suspension will be academically dismissed for three semesters.

Students will be advised and counseled as to academic deficiencies and given official notification of academic probation/suspension status. Academic probation and suspension status are indicated on transcripts.

In appropriate circumstances, a student may be dismissed from an academic program or the college without first being placed on probation.

A student who is dismissed from the college may appeal his/her suspension or dismissal by filing a written appeal with the vice president of academic affairs within ten (10) calendar days from the first day of class of the following term the suspension or dismissal status was attained.

The decision of the vice president of academic affairs shall be final.

Grade and Other Academic Appeals

A student may appeal a final grade and/or work ethics grade by raising the issue with the instructor who awarded the grade or made the academic decision. Absent extraordinary circumstances, the appeal must be filed within ten business days from the date the student learned or reasonably should have learned of the grade or other action complained of.

If the consultation with the instructor does not resolve the appeal, a student may appeal to the dean of academic affairs for his/her respective program (listed below) by filing a written request for

review. Absent extraordinary circumstances, the appeal must be filed within twenty (20) business days from the date the student learned or reasonably should have learned of the grade or other action complained of. To initiate this appeal, the student must write a letter addressed to the dean of academic affairs stating the reasons why the student feels the grade should be changed and submit this letter to the dean. Written appeals may be in the form of electronic communication and should include copies of any documentation cited in support of the student's case. The dean will examine the facts and any applicable documentation to determine that the grade was determined fairly according to the course syllabus and will communicate the results of this review in writing to both the student and the instructor.

If the student is not satisfied with the decision of the dean, the student may appeal the decision to the vice president of academic affairs within thirty (30) business days from the date the student learned or reasonably should have learned of the grade or other action complained of. A student must write a letter addressed to the vice president of academic affairs stating the reasons why the grade should be changed and explain why the decision of the dean should not be accepted. The letter must be submitted to the vice president of academic affairs' office. Written appeals may be in the form of electronic communication and should include copies of any documentation cited in support of the student's case. The vice president of academic affairs or designee will review the documentation and communicate the results in writing to the student, instructor, division chairperson, and the respective dean of academic affairs. The decision of the vice president of academic affairs shall be final.

Allied Health, Professional Services, and Arts and Sciences Courses

Tammy Bayto tbayto@oftc.edu

Transportation, Trade and Industrial Courses
Lee Radney lradney@oftc.edu

Business Services Courses
Jacqueline Copenny jcopenny@oftc.edu

Grade Reports

Final grades are recorded by instructors and submitted to the Registrar's Office at the end of each semester. All academic transcripts and semester grades are available via BannerWeb. Grades will not be given out on the phone, and grades are not mailed to students.

Repeated Courses

If a student desires to repeat the course(s) in which he or she received the unsatisfactory grade(s), then previous grades in the repeated classes will not be calculated into the credit hours and grade point ratios for graduation. The highest grade received will be used in the recalculation of grade point ratios for graduation purposes. If a student elects to repeat a course in which he or

she earned a satisfactory grade ("A," "B," or "C"), the student's advisor must obtain permission from the dean of academic affairs over that program area. The student's permanent record will show all work attempted and all grades earned. The cumulative grade point average is that grade point average calculated on all attempts at all credit courses taken at that college. The Graduation Grade Point Average is calculated only on those courses required for graduation. When a course is taken more than once, the highest grade will be used in calculating the grade point average for graduation. A 2.0 grade point average is needed for graduation.

Repeated courses are included in the qualitative and quantitative calculations for financial aid satisfactory progress. Students may repeat each previously passed course only once for Title IV purposes. For Title IV, a "D" is considered passing. However, a "D" is not considered passing for OFTC.

Independent Study

By arrangement between individual students and faculty members, the college offers independent study opportunities. Independent study is conducted under the guidance and at the discretion of a faculty member qualified in the subject area. Independent study is considered part of a regular course load, and regular academic calendar deadlines and requirements will apply. Interested students may obtain information from their advisor. Independent study is a program that allows a student to learn outside the confines of scheduled classes. As the name implies, much of the learning takes place without the direct involvement of an instructor. The delivery of course content may vary, but a student must achieve the same course competencies that exist in conventional classes.

General Education Core Competencies

Oconee Fall Line Technical College has identified a set of core general education competencies designed to prepare graduates for successful careers. OFTC has identified the following general education competencies:

- Basic Computer Skills
- Mathematical Reasoning Skills
- Reading and Analytical Skills
- Standard Written English Usage Skills

Students in degree or diploma programs will take general education competency exams. All general education competency testing will be scheduled as a part of the general education coursework.

Attendance Procedure

Attendance in classes, laboratories, and lectures is important. OFTC students are expected to attend all classes for which they

are registered as scheduled throughout the semester. Students must be present, on time, and academically engaged in all classes. Students who are called to military or jury duty should inform their instructors and, if appropriate, the Financial Aid and Veteran Affairs offices prior to their absence, and provide appropriate documentation. Students anticipating any other absences or tardiness should contact the instructor as soon as possible.

Students must not be absent from announced quizzes, laboratory periods, or final examinations unless the reasons for the absences are acceptable to the instructors concerned. Students should also understand that they are responsible for all material covered during their absences and that they are responsible for the academic consequences of the absences.

Some programs have attendance procedures in occupational courses as governed by requirements of accreditation/governing bodies. Students enrolled in occupational courses in the Associate Degree in Nursing Bridge, Cosmetology, Diagnostic Medical Sonography, Medical Assisting, Nurse Aide, Pharmacy Technology, Practical Nursing, Radiologic Technology, and Respiratory Therapy are subject to an attendance requirement. Attendance requirements will be listed on each class syllabus. Students who do not meet the attendance requirement for an occupational course in these programs cannot progress to subsequent program courses. Occupational courses for these programs include courses with the following prefixes: COSM, DMSO, MAST, NAST, PHAR, PNSG, RADT, RESP, and RNSG.

The attendance expectations will be stated in each course syllabus, which is distributed to students at the beginning of the semester in each class. Students who are absent because of their participation in college-approved activities, such as field trips and extracurricular events, will be permitted to make up the work missed during their absences provided the student communicates with their instructor in a timely manner.

Faculty will report any student who has not attended a physical class or participated in an online course by the no-show deadline of the academic term. A student who does not complete the Attendance Verification Activity (AVA) during the designated no-show period will be administratively withdrawn from the course and reported as a no show. Any student who is not submitted as a no show or who does not self-withdraw by the mid-term mark for the term will receive a grade of A, B, C, D, or F. All F grades will have a last date of attendance recorded and must be supported with an academically- related activity.

Attendance Verification

Attendance verification is required each semester before financial aid funds are disbursed. To remain on the class roster, all enrolled students are required to complete the attendance verification activity during the first seven (7) calendar days of each term. A student not meeting the attendance verification requirement will be reported as a no- show for the class.

Online Courses

The mistake most students make about online learning is in thinking they only have to log on once a week. To receive credit for accessing (attending) the class, students must log into Blackboard and then click on each course they are taking. Just logging into Blackboard does not count for attendance. Many courses require submission of work as proof of attendance.

The recommendation is to check the site at least equal to the number of contact hours for the course, just like attending class on campus on a regular basis. For example, if the class is a five (5) contact hour class, this would be the minimum number of times per week to log on to check announcements, complete assignments, etc.

Auditing Courses

A student who wishes to audit a course(s) and receive no credit may apply as a special admit student if not already enrolled as a regular student. By registering as an audit student and paying the regular fees and tuition, a student is permitted to audit a course. Exceptions to this policy are clinical courses, certain laboratory courses, and supervised work experience. Students auditing courses are not required to take exams; however, the instructor may request that students demonstrate required knowledge before being allowed to perform certain tasks or to operate equipment. A student is not permitted to change from audit to credit or from credit to audit after the first day of the semester. However, a student will be permitted to register for the course for credit at a later semester.

Advanced Placement

Students may be eligible for advanced placement through two methods—transfer credit and exemption credit. Advanced placement allows a student to receive course credit based on previous training and education or experience determined equivalent to courses offered at Oconee Fall Line Technical College.

Articulation and Transfer Credit

Oconee Fall Line Technical College may recognize course credits for courses not earned through instruction at OFTC. The following general provisions regarding articulation and transfer credits will apply:

1. **Residency Requirements for Degree/Diploma** - Each technical college shall require that a minimum of twenty-five percent (25%) of the course work of a particular program of study be completed at the technical college granting the award. Students in certain allied health programs which require licensure or certification examinations must complete at least fifty percent of the credit hours of the required curriculum for graduation in residency at OFTC.

2. **Prior Learning Assessment** - Colleges will engage in a prior learning assessment for awarding of credit for non-credit work-related experiences and/or training.
3. **Transferability of Credit** - Technical colleges must honor local secondary and post-secondary articulation agreements statewide when students move from one area of the state to another. Each technical college can determine its preferred method of competency validation.
4. **Learning Support** – Though credit reward is not required for learning support, college should make every attempt to ensure students do not repeat learning support courses already successfully completed at another technical college.
5. **Designation of Credit** - Technical colleges within the system should indicate exemption credit awarded by use of the letters “EX” on transcript/permanent records. Transfer credit awarded should be indicated on transcript/permanent records by the use of the letters “TR,” “TRA,” “TRB,” or “TRC.” The third letter indicates the grade earned in the course; however, this grade will not be counted in the cumulative Grade Point Average (GPA). Articulated credit awarded should be indicated on transcript/permanent records by use of the letters “AC.” Students may receive credit for course work at Oconee Fall Line Technical College (OFTC) through Institutional Exemption Exams, Standardized Exam Credit, Professional Certifications and Licensures, Military Training, and Non-Transferable Credit.

Transfer Credit

Oconee Fall Line Technical College recognizes previous postsecondary coursework by accepting credits earned from other regionally or nationally accredited institutions that are applicable to the student's program of study. A student who presents credit for evaluation and transfer must be aware that the awarding of credit does not guarantee that institutions subsequently attended by the student will accept those credits.

Credit for courses at an institution accredited by an institutional accrediting agency recognized by the U.S. Department of Education and TCSG and whose entrance requirements and curriculum are equivalent to or greater than Oconee Fall Line Technical College will be considered for award of transfer of credit. Credit may be granted for formal military schools, training and correspondence courses in accordance with American Council on Education.

Oconee Fall Line Technical College distinguishes between the acceptance of credit and the applicability toward program requirements. Applicability of credit toward a credential refers to the prerogative of the academic divisions to count specific credit toward the fulfillment of graduation requirements.

The registrar, in conjunction with the program faculty members, deans of academic affairs, or vice president of academic affairs, determines the transferability of courses taken at other postsecondary institutions by considering the educational quality

of the learning experience for which the student seeks transfer credit; the comparability of the nature, content, and level of the learning experiences to the courses offered at Oconee Fall Line Technical College; and the appropriateness and applicability of the learning experiences to the programs offered at Oconee Fall Line Technical College and how recently they occurred. The college established the following procedures to guide the registrar in awarding transfer of credit:

- In order for the registrar to evaluate credit, students must submit official transcripts from all colleges. All official transcripts must include final grades.
- Courses to be transferred must have the same number of credit hours (or greater) as the course at Oconee Fall Line Technical College.
- Students may receive transfer credit for courses for which they earned a “C” or better or other grades that denote successful completion. The registrar will not award transfer credit for courses with grades below a “C,” including “D,” “F,” “I,” “IP,” “S,” “U,” “EXE,” “AC,” “W,” and “Z.”
- Due to the rapid changes in technology and technical information, program specific technical courses will be considered for transfer of credit only if the coursework has been completed within the last 60 months. A student desiring consideration of credit for technical courses or experiences that are more than 60 months old can request transfer credit by exemption testing.
- Transfer credit will be considered without restriction of completion dates for courses in academic disciplines - language arts and communication, social/behavioral sciences, natural sciences/mathematics, and humanities/fine arts.
- Allied health programs may have more stringent transfer credit procedures. OFTC will accept the following courses within a three-year period of time: DMSO, IMSA, MAST, NAST, PHAR, PNSG, RADT, and RESP. OFTC will accept the following courses within five-year period of time: ALHS, BIOL, CHEM, and PHYS. If the student has been continuously enrolled at OFTC, the three-year and five-year period will not apply. Please check with the dean of academic affairs for allied health for these procedures.
- The Commercial Truck Driving program will accept transfer credit for CTDL 1010 provided the applicant holds a valid unexpired Georgia Class A Commercial Learners Permit. The credit must be less than 2 years old. The applicant will still be subject to all other requirements for admission into the OFTC CTD program.
- The registrar will not award transfer credit for learning support coursework taken at other colleges. Students transferring from another college or university are not required to retake learning support courses they have successfully completed, unless they undergo placement testing at OFTC which indicates they need to take learning support courses.
- The registrar transfers all coursework under the semester system. If students are coming in from institutions on the

quarter system, the registrar will convert the quarter hours to semester hours.

- The transfer credit is recorded as “TR,” “TRA,” “TRB,” “TRC,” or “TRM” on the OFTC transcript and is not included in the calculation of the semester, cumulative, or graduation grade point averages. The third letter indicates the grade earned in the course. For competitive admissions programs, grades for credit earned as transfer credit will be evaluated for GPA and calculated in the GPA under consideration for program admission.
- The registrar sends written or email notification regarding the award of transfer of credit. Students may also access their records online through the college website (BannerWeb) to verify the transfer credit awarded by the registrar.
- If coursework is earned at a nationally accredited college, OFTC reserves the right to evaluate instructor credentials applicable to the requested transfer coursework.
- A student who has attended a previous college and is eligible for transfer of credit for English and math is not required to take the placement exam. However, if the student for any reason takes the exam and scores at the developmental or provisional level, the student forfeits evaluation of his or her transcript, and the scores on the exam will determine placement.

Students wishing to transfer from Oconee Fall Line Technical College to another college must contact that college directly to determine transfer of credit.

International Credit

Course credit may be awarded for courses completed with a “C” or better, or its equivalent, from an international college, university, or other postsecondary institution that is authorized and/or accredited by applicable government and/or accreditation agencies in its own country. Credit may be awarded for courses, subject to the receiving institution assuring that state standards and applicable accreditation criteria are met.

International Credit Evaluation

OFTC may choose to receive accurate evaluations of international credentials for comparability to US credits from private credential evaluation services. Students should refer to the US Network for Education Information (USNEI), a US Department of Education (ED) administered website and public-private partnership that provides a list of possible credential evaluation services.

International Articulation

TCSG may establish an Articulation Agreement or Joint Diploma/Degree Plan with an international college, university, or other postsecondary institution that is authorized and/or accredited by applicable government and/or accreditation agencies in its own country. Courses from an international institution must be evaluated to show that state standards and applicable accreditation criteria are met.

Secondary School Articulation

OFTC may establish articulation agreements with interested area high schools to ensure that students receive course credit when established competencies have been achieved. Any articulation agreement must be a formal written agreement between interested area high schools and the technical college.

OFTC shall bank credit after a secondary student successfully passes the exemption exam required to articulate subject credit. This credit shall be applied to the student’s record once he/she matriculates to the technical college. The secondary student must matriculate within two (2) years after high school graduation, unless dictated by programs standards. No fee shall be charged to students taking an exam to evaluate articulated credit from high school. Each technical college is responsible for the academic quality of any course work or credit recorded on the technical college’s transcript.

Institutional Exemption Exam

Oconee Fall Line Technical College provides students an opportunity to receive credit for courses by successfully exempting courses. The student must demonstrate thorough mastery of written and/or performance tests that have been developed locally to adequately demonstrate achievement of the necessary competency level.

A student may receive credit for courses by passing an exemption examination only if the student has never attempted the course or made a grade of “D” or “F” in an equivalent course at OFTC or another postsecondary institution. The vice president of academic affairs may waive this due to extenuating circumstances. Students wishing to pursue credit by examination must meet the following requirements:

- Be admitted to OFTC.
- Complete the Application for Credit by Exemption Examination form in the Admissions Office.
- Pay a fee \$50.00 per course prior to taking the exam(s).
- Present photo ID to the test administrator.
- Earn a score of at least an “80.”

A student cannot exempt more than 50% of program requirements. A grade of “EXE” will be entered on the permanent record if the exemption exam is successfully completed. The hours for the exempted grades will not be computed in the grade point average which may affect financial aid status and/or eligibility for the President’s or Dean’s List. Exemption exams may NOT be taken more than once. If a student takes an exemption exam and does not make the required score, the student is required to take the course to receive course credit. A student competing for admission to a competitive program may only exempt two courses.

Standardized Exam Credit

OFTC will award credit based on nationally normed exams including:

- **CLEP** - Credit will be awarded for successful completion of any appropriate CLEP (College Level Examination Program) subject area examination. Credit will be awarded based on score recommendations of the Council on College Level Services.
- **International Baccalaureate Credit** - 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 International Baccalaureate Examination. The IB Examinations are offered by the International Baccalaureate Examination Board.
- **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 achieved a score of 3 or more on the Advanced Placement Examination. The Advanced Placement Examinations are offered by the College Entrance Examination Board.
- **DANTES DSST (DANTES Subjects Standardized Test)** - Credit will be awarded to students who score 400 or higher.

Credit earned through a nationally-standardized exam will be entered on a student's record as "TR."

Military Training Credit

OFTC is committed to ensuring military service members and Veterans receive credit for college-level knowledge gained through service to our country. American Council on Education (ACE) recommendations are used to evaluate military training experiences for college credit. Credit will be given when training experience meets the required competencies of the courses offered at the college. **PLA processing fees will be waived for evaluation of military training experiences for college credit.**

Prior Learning Assessment (PLA)

OFTC may award college credit for on the job learning, corporate training, independent study, military service, industry certification/credential, or volunteer service that is consistent with TCSG's mission and ensures that course work and learning outcomes are at the collegiate level and comparable to the institution's own academic programs. The college must engage in a process for evaluating the knowledge and skills acquired in order to award college credit. Each college assumes responsibility for the academic quality of any course work or credit recorded on the institution's transcript.

Non-Transferable Credit

Oconee Fall Line Technical College recognizes credit from other institutions if the institution has met the accrediting standards of the appropriate institutional accrediting association. OFTC

adheres to TCSG policy 5.1.8 for accepting transfer credit from postsecondary institutions accredited by an institutional accrediting agency recognized by the U.S. Department of Education. The policy is available on the TCSG and OFTC websites. A list of recognized accrediting agencies is available on the OFTC PLA webpage on the Regionally and Nationally Recognized Accreditation Agencies Tables. Coursework completed at postsecondary institutions accredited by agencies not recognized by TCSG under policy 5.1.8 may be eligible for course exemption credit.

Residency Requirement

OFTC will award degrees, diplomas, and certificates only to those students who have earned at least 25% of the work through instruction offered at OFTC. Due to the rapid changes in technology and technical information, program specific technical courses will be considered valid if coursework has been completed at OFTC or the former Heart of Georgia Technical College or Sandersville Technical College within the last 10 years. A student desiring consideration of credit for technical courses or experiences that are more than 10 years old can request transfer credit by exemption testing.

Students in certain allied health programs which require licensure or certification examinations must complete at least fifty percent (50%) of the credit hours of the required curriculum for graduation in residency at OFTC.

U.S. and Georgia Constitution and History Requirement

A Georgia law requires that all candidates for a degree from an institution supported by public funds shall pass an examination "of the History of the United States and the History of Georgia" and an examination "upon the provisions and principles of the United States Constitution and the Constitution of Georgia." The requirements for instruction in the above areas can be met by passing a test in each of the four areas by satisfactorily completing one of the following courses at either OFTC or another college in the Technical College System of Georgia or a university in the University System of Georgia: HIST 2111, HIST 2112, or POLS 1101.

If a student transferred in one or more of these courses into OFTC from a private or out-of-state institution, the student will have to take an exam to meet the mandated requirements. See the following exam options.

- If a student received AP or CLEP credit for POLS 1101, the student needs to take the Georgia Constitution exam.
- If a student received AP or CLEP credit for HIST 2111 or HIST 2112, the student needs to take the Georgia History exam.
- If a student transferred from another state or from a private institution and has taken POLS 1101, the student needs to take the Georgia Constitution exam.

- If a student transferred from another state or from a private institution and has taken HIST 2111 and/or HIST 2112, the student needs to take the Georgia History exam.

Students who fall into this category will receive a letter from the Registrar's Office and an email from the vice president of academic affairs with further directions.

OFTC Diploma Graduates to Degree Programs

BUSINESS SERVICES PROGRAMS DIPLOMA GRADUATES

Currently employed graduates of the Accounting diploma program, the Applied Business Technology diploma program, the Business Technology diploma program, the Business Management diploma program, the Computer Support Specialist diploma program, Cybersecurity, and the Networking Specialist diploma program who exceed the established time limits for course credit may return to OFTC and complete the associate degree-level core courses and remaining associate degree-level occupational courses to be granted an Associate of Applied Science Degree in the respective field. An employment verification form and a diploma-level capstone exam will be required prior to admission. The employment verification form may be obtained from the program faculty member, and the capstone examination may be scheduled with the program faculty member.

PHARMACY TECHNICIAN DIPLOMA GRADUATES

Practicing Certified Pharmacy Technicians who were graduates of the Pharmacy Technology diploma program may return to OFTC and complete the associate degree-level core courses to be granted an Associate of Applied Science Degree in Pharmacy Technology within five (5) years of graduation. An employment verification form and a diploma-level capstone exam with skills check off will be required prior to admission and can be obtained/scheduled with the program faculty member. The student must be enrolled continuously through completion of all core classes to avoid expiration of certain courses.

Double Majors

Oconee Fall Line Technical College does not allow a student to enroll in two different programs at the same time unless the program is a technical certificate of credit embedded in a diploma or degree. Oconee Fall Line Technical College's procedure is that a student must complete all requirements for one program before applying and being accepted into another program.

Change of Program

Students desiring to change their program of study must complete the appropriate forms prior to the start of the semester in which the program change is desired and meet all the admissions standards for their new program of study. If the program to which

the student is attempting to transfer has additional admissions requirements, the student must complete the requirements and will be admitted on a first-admitted, first-qualified basis. Students changing to an Associate of Applied Science Degree should complete a change of program form by midterm.

Change of Address/Name

Students are responsible for notifying the Registrar's Office of any change of address or name. OFTC will mail all notices and official correspondence to the last address on the student's record which then constitutes official notification. Students should complete and sign the Information Change Request on the OFTC website and provide proper documentation for name changes. If a student reapplies to the college with a different name, the student must also provide proper documentation for the change to be valid.

Adult Education

The mission of the Oconee Fall Line Technical College Adult Education Program is to enable every adult learner in our Service Delivery Area to obtain the necessary skills in language arts and math to be able to transition into post-secondary education, compete successfully in today's workplace, and be productive citizens.

Admission to the program may be for the purpose of High School Equivalency (HSE) preparation or basic skills upgrading. All applicants to the program are assessed with the Test of Adult Basic Education (TABE) prior to program entry. There is no charge for classes or TABE assessments. Books are available for student use while in class.

Classes

A variety of Adult Education class options are available to fit students' needs. Face to face and online classes are offered during the day and evening. The specific class schedules and days or hours of operation vary at each of the Adult Education locations.

Classes offered through the Adult Education Division may include instruction in the following areas:

- High school equivalency (HSE) exam preparation (GED® test and HiSET exam), including math, science, social studies, and English language arts
- Basic skills instruction in reading, math, job skills, computer literacy skills, and more
- Work Ready assessment remediation (GAP Training)
- Workplace literacy programs through integrated education and training (IET)
- Academic support for college credit students
- Remediation for high school exit exam
- English as a Second Language (ESL) instruction

A Career Services Specialist is available for all students to help them prepare for the next step after completing the Adult Education program, whether the student intends to transition to post-secondary education or enter the workforce by providing career advice, guidance, support and referral to resources.

Eligibility for Enrollment

- An individual must be sixteen years old or older to enroll in Adult Education.
- All individuals must have a state-issued photo identification card with proof of age. Acceptable forms of photo identification are a valid Driver's License, State Identification Card, Military I.D., or Passport.

- Proof of residence is NOT a requirement to enroll in the adult education program.

UNDER 18

- Individuals whose high school class has not graduated must provide an official withdrawal form from the last school attended or a letter signed by the superintendent/designee verifying the student is no longer enrolled in the public/private school system. If the student was homeschooled, an affidavit signed by the superintendent/designee verifying completion or withdrawal from the home study program will be required.
- All individuals under age 18 must provide a statement from a parent or legal guardian supporting the request to enroll in the Adult Education program.

Exceptions

An individual under 18 may enroll without a parent or guardian's permission if he/she is:

- Enrolled in a special program for at-risk students, i.e., State and Federal Social Service Agencies, Youth Challenge, and private providers (documentation required);
- Emancipated (documentation required);
- Court-ordered/adjusted (documentation required); or
- Married (documentation required)

Enrollment Procedure

To enroll in Adult Education, an individual must complete the Adult Education Pre-Registration Form on the Technical College System of Georgia (TCSG) website at:
<https://galis2016.tcsge.edu/StudentReg/Home/Index?org=54>

If you are unable to complete the online registration form, or for more information about enrolling in the program, please call 478-274-7848 for assistance.

TCSG will forward the individual's information to OFTC's Adult Education office, and OFTC will contact the applicant.

All applicants are required to take the Test of Adult Basic Education (TABE) as an assessment prior to program entry. There is no charge for taking the TABE.

The dean of adult education will review the application package and assessment results and enroll the individual based upon receipt of appropriate supporting documentation.

GED® Testing

At Oconee Fall Line Technical College (OFTC), GED® testing is conducted at the OFTC North and South Campuses, which are both official GED® testing centers. The GED® tests are made up of four sections, including reasoning through language arts, math, social studies, and science.

- A person must be 18 years old or older and out of high school to take the GED exam.
- A person must present his/her valid state-issued ID at registration and test time. The photo ID can be a license or state ID from any state.
- The GED® tests cost \$40 per test section or \$160 for all four tests (full battery).
- Individuals 16 or 17 years old may apply for special needs testing and be approved by the Office of Adult Education/ GED Testing. The Application for Special Needs Testing for Under-Age Youth must be submitted along with appropriate supporting documentation to the GED examiner for review and recommendation to the state GED administrator for approval/non-approval.
- Admission to the adult education program does not constitute permission for GED testing. Individuals must complete a minimum of twelve (12) classroom hours prior to applying for GED testing and score a minimum of 50 points on the official GED practice test.
- To pass the GED exam, the examinee must score 145 on each subject area test.

To register for the GED test (ages 18 and older), visit www.GED.com or call 1-877-EXAM-GED (392-6433).

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OFTC Adult Education Locations

BLECKLEY COUNTY

Bleckley Adult Learning Center
137 E. Beech Street, Cochran, GA 31014
478-231-1124

DODGE COUNTY

Middle Georgia State University, Eastman Campus
71 Airport Road, Eastman, GA 31023
478-374-6431

GLASCOCK COUNTY

Glascock Action Partners – Family Connection
370 W. Main Street, Gibson, GA 30810
706-598-0722

HANCOCK COUNTY

Oconee Fall Line Technical College, Hancock County Center
10571 Highway 15, Sparta, GA 31087
706-444-1259

JEFFERSON COUNTY

Oconee Fall Line Technical College, Jefferson County Center
1257 Warrior Trail, Louisville, GA 30434
478-625-1901

LAURENS COUNTY

Oconee Fall Line Technical College, South Campus
560 Pinehill Road, Dublin, GA 31021
478-274-7848

Oconee Cultural Center
511 Wabash Street, Dublin, GA 31021
478-304-1407

Transformer Program
223 Prince Street, Dublin, GA 31021
770-733-8001

TELFAIR COUNTY

Little Ocmulgee Instructional Center
140 N. Third Avenue, McRae-Helena, GA 31037
229-868-3084

WARREN COUNTY

Warren County Career Academy
115 Gibson Highway, Warrenton, GA 30828
706-465-9968

WASHINGTON COUNTY

Oconee Fall Line Technical College, North Campus
1189 Deepstep Road, Sandersville, GA 31082
478-553-2079

WHEELER COUNTY

Adult Learning Center
203 W. Forest Avenue, Alamo, GA 30411
912-568-1751 or 478-274-7848

WILKINSON COUNTY

Wilkinson County Adult Education Center
8156 Highway 57, McIntyre, GA 31054
478-946-1080

Certified Literate Community Programs

The Washington County Literate Community Program (WCLCP) believes literacy greatly influences the economic development and the quality of the life of citizens in our community. The goal of the WCLCP is to create and sustain a grassroots community awareness and public demand for a literate community.

www.OFTC.edu

OCONEE FALL LINE TECHNICAL COLLEGE is accredited by
the Southern Association of Colleges and Schools Commission on Colleges.