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Dear Student:

Welcome to Wiregrass Georgia Technical College! On behalf of the faculty and staff, I congratulate you on your decision to pursue your educational and career goals with us. Wiregrass Georgia Technical College is committed to changing lives through providing our students with hands-on educational experiences designed to prepare you to successfully enter or to enhance the skills needed to advance in your chosen career. Although we are the largest technical college in South Georgia, we pride ourselves on giving individual attention to the students we serve. It is our HOPE that you will see Wiregrass Tech as a place where you can grow, prosper, and thrive as you work toward your educational and career goals.

Whether you are coming to Wiregrass Tech directly out of high school, are returning after earning a previous diploma, degree or certificate at East Central or Valdosta Tech, or are coming here after being out of school for many years our faculty, staff, and administration are dedicated to helping you succeed. We pride ourselves on our strong record of preparing our graduates to go directly into the workforce. We also have partnerships with many four-year colleges and universities that will allow you to transfer associate degree level courses if you choose to continue your formal education. Regardless of your career or educational goals, Wiregrass Georgia Technical College is here to help.

Please take time to become familiar with the information provided in this student catalog and handbook. This important resource contains general information such as the college calendar, attendance policies, dress code, grading system, and academic policies. The handbook also provides important information regarding financial aid, graduation requirements by program, tutorial services, the library, and the student code of conduct.

Again, thank you for choosing Wiregrass Georgia Technical College as your education partner. We look forward to working with you as you build for your future.

Sincerely,

[Signature]
The mission of Wiregrass Georgia Technical College, a public two-year technical college and a unit of the Technical College System of Georgia, is to promote community, educational, and economic development by providing a highly trained workforce for South Central Georgia. The college fulfills the mission by providing quality technical and academic instruction leading to associate of applied science degrees, diplomas, and technical certificates of credit; customized training for new and existing industries; professional and personal development through continuing education; and adult education services to meet the needs of citizens, business, and industry in the service area.

A BRIEF HISTORY

On September 4, 2008, the State Board of Technical and Adult Education approved the merger of East Central Technical College and Valdosta Technical College to be effective July 1, 2010. Almost a year to the day that the merger was announced the local board, with input from stakeholders, decided on a new name for the combined college – Wiregrass Georgia Technical College.

Wiregrass Georgia Technical College has four campuses – Ben Hill–Irwin campus, Coffee campus, Cook County Workforce Development Center, and the Valdosta campus. Two extended campuses include the Wilcox Learning Center in Rochelle and a Moody Air Force Base location in Valdosta. The college provides Adult Education services in each of the eleven counties served by the college that include Atkinson, Ben Hill, Berrien, Brooks, Coffee, Cook, Echols, Irwin, Lanier, Lowndes and Wilcox counties.

Individually, ECTC and VTC have long, meaningful histories. The following histories of the two technical colleges demonstrate the impact of the colleges on their communities and how important training and educational opportunities have been and will continue to be to the citizens of the Georgia Wiregrass Region.

East Central Technical College

East Central Technical College (formerly Ben Hill-Irwin Technical Institute and East Central Technical Institute) was established in 1966. Ben Hill-Irwin Tech officially opened its doors to its first full-time student body of approximately 200 on September 21, 1970, occupying three buildings with large vocational-technical labs and a small administration area. The first full-time graduates received their diplomas on September 15, 1971.

During the next 30 years, East Central Technical College underwent enormous transformation and growth. On June 10, 1977 Ben Hill-Irwin Tech held groundbreaking ceremonies for a new $600,000 expansion to house new programs. The Charles Harris Learning Center opened in 1994 housing an auditorium, classrooms, and office space. In 1995, the Board of Regents deeded land, originally part of South Georgia College, to DTAE for the Coffee Campus. On November 7, 1996 the name officially changed to East Central Technical Institute. Further county expansions occurred including the addition of the Wilcox Lifelong Learning Center in Rochelle. On April 10, 2002, the state allocated $10,000,000 for a new technology building on the Ben Hill-Irwin Campus. 2006 saw the completion of the building and the college held a ribbon-cutting ceremony on April 27 of that year.

On February 1, 2006, Dr. Ray Perren became the fourth president of East Central Technical College and served until June 2008 when he left to serve as Assistant Commissioner of Technical Education for the Technical College System of Georgia. E.J. Harris, Vice President of Academic Affairs at VTC, served as Interim President until his retirement in August 2009. Following Harris’s retirement, Lisa Tomberlin became the Interim President. Tomberlin served in the position until the completion of the merger when she became the Provost of the Ben Hill–Irwin campus of Wiregrass Georgia Tech.

Valdosta Technical College

Valdosta Technical Institute was founded as a cooperative agreement by the state legislature, the Valdosta Board of Education, and the Lowndes County Board of Education in 1963 to serve the citizens of Berrien, Brooks, Cook, Echols, Lanier, and Lowndes Counties. From 37 students utilizing one building on 10.5 acres of land to over 2,600 students per quarter occupying eight buildings on 135 acres, Valdosta Tech’s original 40,300 square foot building, Building 100, opened for classes in September of 1963.

The first addition to the campus was a 7,200 square foot building to house the HVAC (Heating Ventilating and Air Conditioning) and Welding programs and is now known as Building 200. The vigorous economic growth of the area, sustained by a workforce that included an increasing number of technically trained Valdosta Tech graduates, initiated a need for an additional expansion that almost doubled the size of the facility. In 1984, the college completed its second addition to house the Horticulture, Electronics and Health programs.

A few short years later in 1989, a 7,800 square foot addition for the Auto Collision program completed the U-shape of Building 200. In 1989 the Georgia Legislature provided $175,000 for the purchase of 80.2 acres of land to continue the growth of the campus. Gov. Zell Miller then approved a $7.64 million dollar, 83,770 square foot expansion which would be the second largest technical school expansion at that time. From this expansion, Valdosta Tech Buildings 300, 400 and 500 were opened in 1997.

The Cook County Workforce Development Center in Sparks opened its doors as a branch campus of Valdosta Tech in June 2002. Valdosta Tech opened an office at Moody Air Force Base in February 2004. The Adult Education program eventually
relocated to its current location on East Park Avenue. In December 2007, Valdosta Technical College was accredited and approved for unconditional membership with the Commission on Colleges of the Southern Association of Colleges and Schools (SACS).

In February 2009, Building 700 officially opened housing the administrative offices of the President, business programs, a new 7,000 square foot library, an auditorium, early childhood education, drafting technology and printing & graphics programs. A new student center was also constructed and includes 6,625 square feet of space for the Upper Crust, security offices, and offices for student activities.

Dr. Ray Perren became the President of Valdosta Tech on July 1, 2009 following the retirement of Interim President, Dr. F.D. Toth. President Perren continues as the president of Wiregrass Technical College.

STATE BOARD OF TECHNICAL AND ADULT EDUCATION

Wiregrass Georgia Technical College is a unit within the Technical College System of Georgia (TCSG). The governing board for the college is the Georgia State Board of Technical and Adult Education.

The State Board of Technical and Adult Education became a statutory body on July 1, 1986, and it has subsequently assumed direct governance of the majority of Georgia technical colleges and associated university technical divisions. The State Board of Technical and Adult Education was established with the responsibility for the governance and management of all the state supported technical and adult colleges. The Board executes its responsibilities in two primary ways:

• By adopting policies to provide general guidelines for governing the system; and

• By appointing a Commissioner, who is given the responsibility and authority for the administration of the system in accordance with the adopted policies, and who is the chief executive officer of the State Technical College System of Georgia.

Wiregrass Georgia Technical College is authorized by the State Board of Technical and Adult Education (SBTAE) to award associate degrees, diplomas, and technical certificates of credit.

State Board of Technical and Adult Education:

First Congressional District
Ben Copeland, Sr., Lakeland

Second Congressional District
Sandra B. Reed, M.D., Thomasville

Third Congressional District
Vacant

Fourth Congressional District
Dean Alford, Conyers (Chair)

Fifth Congressional District
Don L. Chapman, Atlanta

Sixth Congressional District
Carl E. Swearingen, Atlanta

Seventh Congressional District
Michael L. “Sully” Sullivan, Lawrenceville

Eighth Congressional District
L. McGrath Keen, Jr., Dublin

Ninth Congressional District
Stephen W. Gooch, Dahlonega

Tenth Congressional District
Cedric J. Johnson, Augusta

Eleventh Congressional District
Otis Raybon, Jr., Rome

Twelfth Congressional District
Tommy David, Statesboro

Thirteenth Congressional District
John H. “Pepper” Bullock, Palmetto

Members at Large
Sylvia E. Russell, Atlanta
Michael C. Daniel, Athens
Mary Flanders, Savannah
Paul Holmes, Monticello
Earl E. Smith, Marietta
Shaw Blackmon, Warner Robins
Lynn Cornett, Sandy Springs
Ben J. Tarbutton, Jr., Sandersville
While the State Board of the Technical and Adult Education of Georgia is the governing Board of Wiregrass Georgia Technical College, a local board of directors operates in concert with the State Board to accomplish the mission of the college. Local boards were established for each college based on the philosophy that decisions regarding individual schools should be made at the local level, and a portion of the authority and responsibility of governance should be delegated to the local boards. The State Board delegates to the Local Board of Directors the authority to develop local policies and procedures to meet the needs of the college’s service area.

Wiregrass Georgia Technical College

<table>
<thead>
<tr>
<th>Local Board of Directors</th>
<th>County</th>
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<tr>
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<td>Lowndes</td>
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<tr>
<td>Glenn Bissett</td>
<td>Brooks</td>
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<td>Shirley Brooks</td>
<td>Ben Hill</td>
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<tr>
<td>Randy Crenshaw</td>
<td>Irwin</td>
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<td>Wyndi Damato</td>
<td>Ben Hill</td>
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<tr>
<td>Guy Daughtrey</td>
<td>Cook</td>
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<td>Carolyn Eager</td>
<td>Lowndes</td>
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<tr>
<td>Lon Gillis</td>
<td>Coffee</td>
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<tr>
<td>Robert Griner</td>
<td>Berrien</td>
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<td>Terrell Jacobs</td>
<td>Coffee</td>
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<td>James Lee</td>
<td>Coffee</td>
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<tr>
<td>Terri Lupo</td>
<td>Lowndes</td>
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<td>Calvin Marshall</td>
<td>Lowndes</td>
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<tr>
<td>James McGahee</td>
<td>Lowndes</td>
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<tr>
<td>Franklin Patten</td>
<td>Lanier</td>
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<tr>
<td>Clifford Pope</td>
<td>Atkinson</td>
</tr>
<tr>
<td>David Ragsdale</td>
<td>Brooks</td>
</tr>
<tr>
<td>Florence Staten</td>
<td>Echols</td>
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<tr>
<td>Hal Wiley</td>
<td>Ben Hill</td>
</tr>
</tbody>
</table>

THE EAST CENTRAL TECHNICAL COLLEGE FOUNDATION, INC.

The East Central Technical College Foundation, Inc. is a non-profit foundation established in April 1985 and operates in conformity with Section 501 (c) (3) of the Internal Revenue Code. The Foundation is organized under Georgia law and is fiscally and organizationally separate from the school. The Foundation is governed by a Local Board of Directors responsible for promoting education at East Central Tech by providing scholarships, endowments, research grants, and acquiring and administering cash, grants, and other funds and properties from industry, business, foundations, and friends of East Central Tech.

VALDOSTA TECHNICAL COLLEGE FOUNDATION, INC.

Valdosta Technical College Foundation was established in 1988 as a nonprofit organization whereby funds, property, and other types of financial assistance could be channeled to the college for support and development of educational, cultural, social, civic, and professional endeavors. The Foundation provides academic and institutional support, scholarships, endowments, and in various ways, promotes the mission of the college.

The members of The Board of Trustees, who are empowered to administer donations to the Foundation, are distinguished business and civic leaders from the counties within the college’s service area.
### ACCREDITATIONS, APPROVALS, & CERTIFICATIONS

Accrediting agencies for programs are: Professional Accreditation/Affiliations

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<th>Program Name</th>
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<th>Last Review Date</th>
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<tr>
<td>Cosmetology</td>
<td>Approved by the Georgia State Board of Cosmetology</td>
<td>No Periodic Review. Graduates sit for licensure from the Secretary of State of Georgia upon completion of program requirements.</td>
</tr>
<tr>
<td>Clinical Laboratory Technology</td>
<td>National Accrediting Agency of Clinical Laboratory Sciences. Graduates are eligible to apply to sit for a national MLT certification exam.</td>
<td>October 2009</td>
</tr>
<tr>
<td>Dental Assisting</td>
<td>American Dental Association, Commission on Dental Accreditation</td>
<td>October 2006</td>
</tr>
<tr>
<td>Dental Hygiene</td>
<td>American Dental Association, Commission on Dental Accreditation</td>
<td>October 2006</td>
</tr>
<tr>
<td>Emergency Medical Technician</td>
<td>Georgia Department of Human Resources-Division of Public Health- Office of EMS and Trauma. Graduates are eligible to sit for the National Registry of EMT-I-85 examinations and become certified as EMT-Intermediates. The license to practice as an EMT-I in Georgia is granted by DHR-OEMST.</td>
<td>October 2009</td>
</tr>
<tr>
<td>Medical Assisting</td>
<td>National Center for Competency Testing. Graduates are eligible to sit for NCCT certification in Medical Assisting, ECG Technician, Phlebotomy Technician, Medical Office Assistant, and Insurance and Coding Specialist</td>
<td>September 2003</td>
</tr>
<tr>
<td>Paramedic Technology</td>
<td>Georgia Department of Human Resources-Division of Public Health – Office of EMS and Trauma. Graduates are eligible to sit for the National Registry of EMT-P Examinations and become certified as Paramedics. The license to practice as a Paramedic in Georgia is granted by DHR-OEMST.</td>
<td>October 2009</td>
</tr>
<tr>
<td>Pharmacy Technology</td>
<td>American Society of Health-System Pharmacists (ASHP)</td>
<td>October 2009</td>
</tr>
<tr>
<td>Practical Nursing</td>
<td>Georgia Board of Examiners of Licensed Practical Nurses. Upon completion of program requirements, graduates are eligible to apply to sit for the Georgia Practical Nursing licensure exam.</td>
<td>July 2009</td>
</tr>
<tr>
<td>Radiologic Technology</td>
<td>The American Registry of Radiologic Technologists approves the Radiologic Technology program as one in a SACS-COC accredited college.</td>
<td>No periodic review. Graduates are eligible to apply to sit for the Radiography examination of the ARRT.</td>
</tr>
<tr>
<td>Surgical Technology</td>
<td>Review Committee on Education in Surgical Technology (ARC-ST) of the Commission on Accreditation of Allied Health Education Programs (CAAHEP)</td>
<td>April 2006</td>
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No accrediting agency has applied sanctions or taken negative actions in regard to Wiregrass Georgia Technical College or any of its programs during the past two years.
PROGRAM ADVISORY COMMITTEES

Wiregrass Georgia Technical College utilizes program advisory committees consisting of at least three 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 quarters.

CAMPUS INFORMATION

The instructional activities of Wiregrass Georgia Technical College are operated at four primary locations with extension sites located in almost every county served by the college. Adult Education programs are conducted at locations in each of the eleven counties served by the college. Economic Development and Continuing Education classes are also regularly conducted at various locations throughout the service area as well as the main campus locations.

Ben Hill-Irwin Campus
667 Perry House Road
Fitzgerald, GA 31750
Phone 229-468-2000
Fax 229-468-2110
Toll Free 1-800-575-0567

Coffee Campus
706 West Baker Highway
Douglas, GA 31533
Phone 912-389-4303
Fax 912-389-4309

Cook County Workforce Development Center
1676 North Elm Street
Sparks, GA 31647
Phone 229-549-7368
Fax 229-549-6286

Valdosta Campus
4089 Val Tech Road
Valdosta, GA 31602
Phone 229-333-2100
Fax 229-333-2129

Additional Instruction Sites and Adult Education Services Locations

Coffee Adult Education Center (Coffee County)
706 West Baker Highway
Douglas, GA 31533
912-389-0053

Irwin Adult Education Center (Irwin County)
311 Vo-Tech Drive
Ocilla, GA 31774
229-468-3310

Pine Street Adult Education Center (Ben Hill County)
115 East Pine Street
Fitzgerald, GA 31750
229-423-8200

Pearson Learning Center (Atkinson County)
201 Pearson Street
Pearson, GA 31642
912-422-7004

Wilcox Adult Education Center (Wilcox County)
239 Gordon Street
Rochelle, GA 31079
229-365-7983

Moody Extended Campus (Moody Air Force Base)
23rd FSS/FSDE
3010 Robinson Road
Moody AFB, GA 31699-1518
229-253-9571

East Campus (Lowndes County)
1410 East Park Avenue
Valdosta, GA 31602
229-333-2123

Berrien County
909 North Davis Road
Nashville, GA 31645
229-686-9680

Brooks County
400 East Courtland Avenue
Quitman, GA 31643
229-263-8144

Cook County (Cook Workforce Development Center)
1676 North Elm Street
Sparks, GA 31647
229-549-9271
Echols County
123 Essa Road
Lake Park, GA 31636
229-559-1207

Lanier County
1014 West Thigpen Lane
Lakeland, GA 31635
229-482-3332

Goodwill Center
100 North St. Augustine Road
Valdosta, GA 31602
229-333-2123

Performance Learning Center (Lowndes County)
930 Old Lake Park Road
Valdosta, GA 31601
229-333-2123

Department Of Labor (Lowndes County)
221 S. Ashley Street, room #125
Valdosta, GA 31602
229-333-2123

Valdosta Campus (Lowndes County)
4089 Val Tech Road Room #128
Valdosta, GA 31602
229-333-2123
STUDENT AFFAIRS

CAMPUSS TOURS AND VISITS

Wiregrass Georgia Technical College encourages visitations from individuals and groups at any time during normal operating hours. Prospective students and other individuals including groups (clubs, organizations, and local school class groups) wishing to visit any one of the campus locations may contact the office of Student Affairs to schedule a tour.

For the safety of all individuals the following information on children and pets should also be adhered to while on campus:

- Children are not allowed on campus unless accompanied by an adult.
- While on campus, WGTC asks that visitors do not leave children unattended at any time.
- Children should not be taken into classrooms, lecture programs or computer labs while a class is in session.
- Pets are allowed on campus only if required for assistance to the disabled.

Campus security may be asked to provide assistance if an individual or individuals cause or attribute to a disturbance to the normal operating activities of the college.

ORIENTATION FOR NEW STUDENTS

New students and students who are returning to Wiregrass Georgia Technical College after an absence of at least two years are required to complete an orientation for new students. The orientation is organized by the Department of Student Affairs. Orientations for students enrolled in classes at satellite campuses are conducted by Student Affairs personnel or qualified staff or faculty on those campuses. The purpose of the orientation is to familiarize new students with the college, its policies and procedures, state and federal rules and regulations, safety, work ethics, and other issues of importance to the students’ general welfare while attending classes at Wiregrass Georgia Technical College. Students are given information needed to access the Student Handbook and other documents that contain all the rules, regulations, and general information with which students should become familiar.

ADMISSIONS

The admissions policies and procedures of the Technical College System of Georgia and Wiregrass Georgia Technical College assure our citizens equal access to the opportunity to develop the knowledge, skills and attitudes necessary for them to secure personally satisfying and socially productive employment. By design and implementation, the policies and procedures governing admissions to Wiregrass Georgia Technical College will:

- Be nondiscriminatory on the basis of race, color, creed, national or ethnic origin, gender, religion, disability, age, political affiliation or belief, disabled veteran, veteran of the Vietnam Era, or citizenship status (except in those special circumstances permitted or mandated by law);
- Increase the prospective student’s opportunities;
- Complement the instructional programs of Wiregrass Georgia Technical College;
- Support the timely processing of applications and admission to the college.

Admission Categories

Wiregrass Georgia Technical College admission requirements are based on the minimum standards set forth by the Technical College System of Georgia for each degree, diploma, and technical certificate programs. A student’s admission status will fall into one of the following categories:

Regular Admission

A student will be granted regular admission status into a degree, diploma, or technical certificate program when he or she meets program and institutional admission requirements. Regular admission status is based on the credential (degree, diploma, or technical certificate of credit) being sought as declared by the student. Any status change will require the student to meet the admission requirements of the new credential.

Provisional Admission

Provisional Admission is based on an evaluation of placement test scores and other criteria as designated by the Executive Director of Admissions. Students classified in this category may be required to enroll in either short term remediation or learning support classes that are designed to assist students in improving basic language, reading, and mathematical skills. Provisionally admitted students must satisfy learning support and/or placement testing requirements prior to enrolling in or while enrolled in occupational courses as designated in the program-specific standards.

Learning Support Admission

Learning Support admission is granted to students who do not meet the regular or provisional admission requirements based on placement test scores.

Students classified in this category are required to enroll in learning support classes that are designed to assist students in improving basic language, reading, and mathematical skills. Students’ enrollment in occupationally-specific courses or core courses will be delayed until they have satisfied the requirements for provisional or regular admission into the program.
Special Admission

Special admission status may, under certain circumstances, be granted to students who are not pursuing a diploma, degree, certificate, or other award. Students admitted under this status may take an unlimited number of courses, but can transfer only 25 credit hours towards a specific program for award seeking purposes. Regular admission status may be obtained upon achievement of regular admission requirements. Students admitted under special admission status are not eligible for Pell Grant, HOPE Grant or Scholarship, or other traditional forms of financial aid.

Admissions Appeal

Students who believe that their admission decision is unfair or has been administered in error may appeal directly to the Executive Director of Admissions. If the applicant and the Executive Director of Admissions cannot reach an agreement, the applicant may appeal to the Vice President of Student Affairs.

ADMISSION REQUIREMENTS FOR DIPLOMA, DEGREE, AND CERTIFICATE PROGRAMS*

Education

Completion of secondary education or the equivalent (GED credential) is required for all diploma and associate degree programs and most technical certificates programs. The President of Wiregrass Georgia Technical College has the authority to grant a waiver of the admission requirement as it relates only to possessing a GED credential or high school diploma for secondary school students who are otherwise eligible to enroll in a program.

Age

For most programs, applicants must be at least 16 years of age. The minimum age for Cosmetology, Commercial Truck Driving, several health occupations, and other designated programs may be higher.*

Health

Applicants must be physically able to attend school regularly, whether on campus or online, and be able to perform the “essential functions” of the occupation for which they plan to train. Physical examinations, lab tests, and immunizations are required for students in designated programs after acceptance to the program and prior to participation in clinical training at an affiliated site, or before operating motor vehicles or other equipment required in training.*

ADDITIONAL ADMISSION REQUIREMENTS FOR ALLIED HEALTH PROGRAMS

Some health programs require completion of core courses (e.g. math, English, etc.) prior to enrollment in occupational courses. Certain health programs accept students into occupational courses once or twice per year; however, the student may enroll in core courses in any quarter. Information for program specific admissions requirements can be found in the program section of this catalog. Due to enrollment limits at clinical sites, many health programs maintain a waiting list of students who have met program requirements. Some programs require their students to maintain a minimum GPA; students whose cumulative GPA falls below the required minimum will be removed from the program list and referred to the Academic Support Center.*

Certain medical programs utilize a competitive admissions process.*

APPLICATION PROCEDURES

Students may apply to the college online through www.gacollege411.org or by submitting a hard copy application to the Admissions Office. Applications are available at all campuses and may be downloaded online at www.wiregrass.edu. A one-time $15 nonrefundable application fee is payable in the WGTC bookstore. Applications received without the fee will not be processed.

Students should submit an official, final transcript indicating graduation date and diploma type from an acceptable accredited high school or official GED transcripts, when required by program standards (See section on Proof of Secondary Education).

An official transcript from the last accredited postsecondary institution attended is required prior to acceptance to the college to determine admission status and academic standing, as well as for advisement purposes. Official transcripts from all other postsecondary institutions attended are required for transfer credit consideration for courses taken at those colleges, for verification of English and math course completion that would allow placement test exemption, and for HOPE Scholarship evaluation; therefore, students are encouraged to provide official transcripts from all colleges previously attended.

Applicants who have not taken Compass or Asset, the college’s state-approved assessment instruments, and who have not earned acceptable SAT, ACT, or CPE scores within the past 60 months will be required to take the college’s placement test. Applicants may exempt the placement test under certain conditions (see section on Assessment).

Proof of Secondary Education

Public School Graduates

Graduates of accredited public high schools must have satisfied attendance requirements, Carnegie unit requirements, and the state assessment requirements for graduation. An official transcript indicating that the student graduated with an acceptable diploma is required as verification that secondary requirements were met. High school awards that do not meet the minimum requirements, such as certificates of attendance or special education diplomas, are not considered as acceptable completion of secondary education for the purposes of admission. These
students may apply for a technical certificate of credit that does not require a regular high school diploma for program admission.

Private School Graduates

Private schools must meet accreditation guidelines established and published by the Technical College System of Georgia.

Recognized accrediting agencies are:

- Regional accrediting associations that are part of the Commission on Colleges (such as the Southern Association of Colleges and Schools)
- Georgia Accrediting Commission (GAC)
- Georgia Association of Christian Schools (GACS)
- Association of Christian Schools International (ACSI)
- Georgia Private School Accreditation Council
- Accrediting Commission for Independent Study
- Southern Association of Independent Schools
- Florida Council of Independent Schools
- Distance Education Training Council
- A public school regulated by a school system and state department of education.

Home School Graduates

Home school programs must meet accreditation requirements as specified in the approved list of accreditation agencies (see Private School Graduates) or submit documentation of home schooling that includes a letter from the local school superintendent’s office showing that the parents conformed to the requirements of the Georgia Department of Education by having:

- Notified the superintendent of the intent to home school the child prior to initiating home schooling;
- Submitted the required attendance reports to the superintendent’s office on a monthly basis as required by the regulations.

In addition to documentation of certified home schooling, applicants must present appropriate Compass or Asset placement test scores or acceptable SAT or ACT scores. Home school graduates who have not met the guidelines above may be admitted via a Presidential waiver through the Vice President for Student Affairs if the graduate shows sufficient readiness for a program. Students who seek a waiver of the academic requirements must be admitted to Wiregrass Georgia Technical College only in a Regular Admission category through placement testing or submission of acceptable SAT or ACT scores.

GED Graduates

An official GED transcript verifying that the student earned the GED credential is verification of acceptable secondary education.

SECONDARY EDUCATION VERIFICATION REQUIREMENT EXCEPTIONS

Exceptions to the verification of secondary education requirement may be made for prospective students who have attained an associate degree or higher, or who have successfully completed (C or better) a minimum of 30 semester or 45 quarter hours at an acceptable, accredited post-secondary institution. An official college transcript verifying the degree earned or credit hours completed is required.

TRANSFER STUDENTS

A student who has previously attended another postsecondary institution and who has completed less than 75 percent of a program of study at the previous institution is considered a “transfer student”. Any student wishing to transfer from another post-secondary institution must meet regular admission requirements and be in good standing at his/her former institution. Students whose academic standing was probationary at the point they left the last institution will be admitted to WGTC on academic probation. In making the admissions decision on students in academic dismissal from the last college attended, WGTC admissions staff will consider the re-admission rules of the previous college. Placement testing requirements for a transfer student may vary according to the actual courses taken at the previous institution and whether or not the student left the previous institution in good academic standing. According to the general admission requirements to programs at Wiregrass Georgia Technical College, a student who has taken and passed acceptable equivalent college level courses in English and math may exempt parts of or the entire placement test.

TRANSIENT STUDENTS

A student in good standing may be permitted to enroll as a transient student on a space-available basis at another accredited post-secondary institution in order to complete work to be transferred back to the student’s home institution. The home and host post-secondary institutions should sign a Transient Student Agreement. A new transient agreement must be completed for each quarter of attendance. A transient student should be advised in writing by the home institution concerning recommended courses.

Procedures For Transient Students With Wiregrass Georgia Technical College as the Home School

Students wishing to take a course at another accredited, post-secondary institution to be applied toward their program of study should obtain permission through a transient agreement form for each quarter in which the student plans to enroll. The student must also obtain verification of financial aid from the other college quarterly.

Students desiring to attend another college as a transient student must be in good academic standing. Wiregrass Georgia Technical College Registrar’s Office in coordination with the Financial Aid Office will initiate a transient agreement form
to the host college. The same above rules apply to a transient student who designates Wiregrass Georgia Technical College as his or her home college. Transient students requesting to take online classes must apply through Georgia Virtual Technical College at www.gvtc.org.

**Procedures For Transient Students With Wiregrass Georgia Technical College as the Host School**

- Submit an application for admission to Wiregrass Georgia Technical College with a one-time $15 nonrefundable application fee. Transient students requesting to take online classes must apply through Georgia Virtual Technical College, www.gvtc.org.
- The Admissions or Registrar’s Office at the home or previous college must submit a transient agreement stating that the student is in good academic standing and that the student is allowed to take courses at Wiregrass Georgia Technical College that will count toward graduation.

**RESIDENCY REQUIREMENT**

A student’s legal residence shall determine the tuition rate paid by the student. Residency also affects financial aid eligibility. There are three residency categories: in-state, out-of-state, and non-citizen.

**In-State:** Students who are lawfully documented residents of the United States and otherwise qualify as Georgia residents shall pay tuition and fees prescribed by the State Board for in-state residents.

**Out-of-State:** Students who are lawfully documented residents of the United States but do not qualify as Georgia residents shall pay tuition and fees prescribed by the State Board for out-of-state students.

**Non-Citizen:** Students who are lawfully documented residents in a country other than the United States and wish to study at Wiregrass Georgia Technical College shall pay tuition at a rate four times that charged in-state students and fees as prescribed by the State Board.

On the application for admission, Wiregrass Georgia Technical College will require students to identify their lawful residence and may require submission of other information necessary to make a determination of a student’s legal residency for tuition rate and financial aid eligibility purposes. Certain guidelines have been established concerning how Georgia residency is determined, as well as what documents are considered as acceptable forms of verification to prove residency. To be considered a Georgia resident, the student must have physically lived in the state of Georgia for at least the past twelve consecutive months. Listed below are examples of acceptable verification. Other documents may be used in lieu of those listed at the discretion of the Director of Admissions. All documents must show the student’s name, Georgia address, and an issue date older than one year.

- A valid Georgia Drivers License which has not expired and has an exam date older than one year.
- A bill or statement with an issue date older than one year. These documents cannot be hand written and must be on company letterhead or company paper.
- A copy of the previous year’s Georgia Income Tax Return. Federal Tax return is not sufficient.
- A Voter Registration Card with an issue date older than one year.
- A public assistance check-stub notification.

Two or more forms of verification may be required in order for a residency determination to be made.

*The legal residency of the parents of students under the age of 24 is considered in determining the student’s residency status unless the student is emancipated through pregnancy, birth of a child, marriage, or financial independence (parents did not claim student on previous year’s income tax return).

**INTERNATIONAL STUDENT ADMISSION REQUIREMENTS**

WGTC is approved to accept international students entering or already residing in the United States under F visas for associate degree programs of study offered on the Valdosta campus only. Program offerings and approved campus locations are subject to change. Please check with the Admissions office for updated information.

1. Submit a completed Application for Admission and non-refundable $15 application fee in U.S. currency by credit card, money order or check drawn on a U.S. bank payable to Wiregrass Georgia Technical College.

2. Submit official transcripts from your high school (or GED) and all colleges attended. All transcripts must be received in envelopes sealed by the sending institution. Applicants with a college degree are not required to submit a high school or GED transcript. All Non-Citizen transcripts must be evaluated by an approved evaluation service and sent directly to WGTC. We recommend the following evaluation agencies:

   Josef Silny & Associates, Inc. World Education Services (WES)
   7101 SW 102 Avenue P.O. Box 745 Old Chestnut Station
   Miami, FL 33173 New York, NY 10113-0745
   Telephone: (305) 273-1616
   Telephone: (800) 937-3895
   Fax: (305) 273-1338
   E-mail: info@jsilny.com

   Lisano International
   P.O. Box 407
   Auburn, AL 36831-0407
   Telephone: (334) 745-0425
   E-mail: LisanoINTL@AOL.com

   High school transcripts or diplomas should be evaluated by the document by document evaluation method.
Students with college credit or a degree from a college or university outside the United States must submit a course by course evaluation of the transcript.

Documents not in English need to be translated.

3. Submit official scores from one of the following placement tests taken within the last 60 months: SAT, ACT, CPE, ASSET, or COMPASS.

If you are applying for, or have, an F student visa, supply the following additional documentation:

If English is NOT your first language, and you are abroad, submit official score of the Test of English as a Foreign Language (TOEFL): A score of 500 or higher on the written test, 173 or higher on the computerized version, or a score of 61 on the internet version of TOEFL is required.

Submit original financial documentation as required by the U.S. government. The school estimates it will cost $18,480 USD to study at VTC for one academic year. One academic year equals 3 academic quarters or 9 months. For one academic year:

- Tuition and Fees (estimated cost): $3,480 USD
- Books and Supplies (estimated cost): $1,600 USD
- Room and Board (estimated cost): $9,000 USD
- Transportation (estimated cost): $3,600 USD
- Miscellaneous (estimated cost): $800 USD

The student or sponsor must provide a bank letter verifying a minimum of $18,480 USD is available to finance the first year of education. All bank correspondence should be written on official bank stationary and certified or notarized by an officer of the bank with the bank address and telephone number printed clearly. Financial documentation must be dated within the last three months, and funds must be stated in the U.S. currency equivalent. U.S. sponsors must complete the Form I-134 Affidavit of Support and have it properly notarized. Sponsors abroad are required to submit a letter of support.

Transfer Students: If you are currently attending a college or university in the United States and wish to transfer to WGTC, notify your school’s International Office of your desire to transfer. Ask them to fill out and sign the WGTC Transfer Clearance Form and send it to WGTC’s Admissions Office, International Department. The Transfer Clearance Form is a notification procedure important to the process of transferring your SEVIS records to WGTC and the maintenance of your student status. Follow all admission procedures previously listed.

Change of Status: Students who need change-of-status or adjustment of immigration status to comply with government regulations should contact the Admissions Office, International Department, for advisement. The office can assist the eligible student with the change-of-status process and/or issue documents that enable the student to apply for a student visa.

Obtaining a Student Visa

When all academic and visa requirements are met, follow these steps to obtain a student visa:

- Obtain Form I-20 and a letter of acceptance from the school.
- Pay SEVIS I-901 Fee. Fee must be paid prior to the visa appointment with the U.S. Embassy. For payment options and further information, visit http://www.fmjfee.com/index.jhtml. Student is required to bring a copy of the SEVIS fee payment receipt (showing proof of payment) to the visa interview.
- Find the U.S. Embassy closest to your home at http://travel.state.gov/travel/abroad_embassies.html. Check the consular site to see if there are any special instructions for the consulate you will be visiting.
- Make an appointment with the embassy for the visa interview.

Arrival Information

At the port-of entry to the U.S., the student will be interviewed again and the Arrival/Departure Form I-94 will be issued. The earliest date of entry into the U.S. that is allowed is typically 30 days prior to the start date indicated on your Form I-20. The student will not be allowed entry into the U.S. beyond the start date. The student is required to notify the International Center of arrival and make an appointment to complete U.S. Citizenship and Immigration Service requirements. An international student orientation will be provided before the term begins.

Important Information: Wiregrass Georgia Technical College will not accept faxed or photocopied documents as “official” documents.

The Admissions Office, International Department is the resource center for international students to obtain information and student services that are specific to international students. Questions concerning international admissions, visa advisement and documents, orientation, and any other issue related to the international student can be addressed to:

Admissions Office, International Department
4089 Val Tech Road
Valdosta, GA 31602 USA
Telephone: 229-333-2105
Email: bhamrick@wiregrass.edu

All admission documents should be sent to the address above.

Admission status of an applicant cannot be determined until:

- Admissions Office, International Department, has received all official documentation and has approved all documents for admission.
HOUSING INFORMATION FOR STUDENTS

WGTC does not maintain student housing.

SUMMARY OF INTERNATIONAL STUDENT ADMISSION STEPS:

Academic
• Admission application
• $15 application fee
• Evaluation of international transcripts or diplomas
• High School (document-by-document evaluation method)
• College (course-by-course evaluation method)
• SAT, ACT, CPE or ASSET scores
• COMPASS or placement test (if SAT, ACT, CPE, ASSET or college degree is not available and student is in the United States.)

Immigration F Visa Applicants
• TOEFL scores (if English is not your native or official language)
• Certified or notarized bank letter on official bank stationary in the amount of $18,480 USD (must be dated within the last 3 months)
• Affidavit of Support or letter of support
• Completion of I-901 and payment of SEVIS fee.

Transfer Students
• All of the above
• Current visa documentation
• Passport
• I-94
• I-20 or other paperwork related to current status
• Transfer Clearance Form

Change-of-Status
• All of the above (except Transfer Clearance Form)
• Form I-539
• Check or money order in the amount of $300 for Form I-539 fees

PROGRAMS FOR HIGH SCHOOL STUDENTS

Dual Enrollment
Dual Enrollment is a program through which high school students may enroll in classes under the direction of Wiregrass Georgia Technical College. The student will receive Carnegie unit credit from the high school while obtaining college credit toward the completion of a certificate or diploma program. Students may attend full-time or part-time, depending on scheduling and the remaining minimum academic requirements for high school graduation. Dual enrolled students may receive the HOPE Grant for tuition and fees and the HOPE book allowance to help offset the cost of books for classes.

High school students who are interested in the Dual Enrollment program must be approved by the high school and must meet all minimum regular admission requirements for a program at Wiregrass Georgia Technical College. These students cannot be admitted on a “provisional” basis. Dual Enrollment is available in all programs except for specified health occupations and other programs in which the student must meet minimum age or secondary completion requirements. Students may not take any academic core classes through Wiregrass Georgia Technical College or any other classes that duplicate classes offered at the high school.

Joint Enrollment
Joint Enrollment is a program through which high school students may enroll in classes under the direction of Wiregrass Georgia Technical College. Joint Enrollment students earn only technical college credit for the postsecondary courses taken within a technical certificate or diploma program. Joint enrollment students can qualify for the HOPE grant which pays for tuition, fees, and up to $100 for books.

High school students who are interested in the Joint Enrollment program must be approved by the high school and must meet all minimum regular admission requirements for a program at Wiregrass Georgia Technical College. These students cannot be admitted on a “provisional” basis.

Accel
Accel is a program through which high school students may enroll in classes under the direction of Wiregrass Georgia Technical College. The student will receive Carnegie unit credit from the high school while obtaining college credit toward the completion of an Associate Degree program. Accel students can take only degree-level academic core classes that are approved by the Georgia Department of Education and the Georgia Student Finance Commission. Accel students may receive an Accel Award for tuition and fees and a book allowance to help offset the cost of books for classes.

High school students who are interested in the Accel program must be approved by the high school and must meet all minimum regular admission requirements for a program at Wiregrass Georgia Technical College. These students cannot be admitted on a “provisional” basis.

High school students who are interested in Dual Enrollment, Joint Enrollment, or the Accel program must initiate the process by contacting their high school counselor.
Articulated Course Credit

Locally signed articulation agreements are in place between Wiregrass Georgia Technical College and our area high schools for the purpose of allowing high school graduates to receive advanced technical college course credit for certain high school classes. Articulated course credit creates a “seamless” transition for high school students to bridge over to technical college programs of study while reducing duplication of work.

Within 18 months of the student’s high school graduation date, the student must meet all the college admissions requirements including submission of a high school transcript for articulated course evaluation. Students will also have to pass a subject test or assessment to receive technical college course credit. The type of subject test and passing score is determined through agreements between the WGTC faculty and high school teachers.

Credit by articulation will appear on a student’s college transcript as a grade of “AC.” It will count toward graduation requirements, but will not be calculated into the student’s institutional GPA. Diploma seeking students may be allowed to take the degree level core equivalent of a course included in their diploma program curriculum if they have the acceptable placement test scores required for the degree program.

CHANGE OF PROGRAMS AND DUAL MAJORS

Students wishing to request program changes or dual majors may obtain the required forms in the Admissions Office or the Academic Support Center. Director of Admissions will review the request and determine, based on admission requirements, if the student is eligible to enroll in the new program and whether learning support classes are required based on placement test scores. Admissions Counselors or Academic Support staff will approve or disapprove the request; if approved, the form will be forwarded to the Financial Aid Office for review and to the Executive Director of Admissions or their designee for final approval.

Note: With certain exceptions, dual programs can only be attempted at the same award level (degree, diploma or certificate).

CHANGE FROM DIPLOMA PROGRAM TO DEGREE PROGRAM

Students wishing to change from a diploma level program to a degree level program may obtain the required forms in the Admissions Office. The Admissions office staff will discuss this change with the student and check the student’s placement test scores and academic history. If the change is approved, the student will be referred to the Financial Aid office. Financial Aid staff will explain the financial aid implications of the change, check the student’s potential eligibility for HOPE Scholarship, and have the student complete a HOPE Scholarship Evaluation Form. All appropriate paperwork is sent to the Registrar’s Office for completion of the eligibility determination for HOPE Scholarship.

Students who enroll for a degree-level course without having officially changed status from diploma to degree may be responsible for any fees or other costs incurred.

DROP/ADD PERIOD

Students who withdraw from a course by the end of the third instructional day of the quarter shall receive a 100 percent refund, excluding the application fee. Students who withdraw after the third instructional day of the quarter shall receive no refund. In addition, courses dropped after the drop/add period will be counted as “attempted” for financial aid purposes and the student will receive a grade of “W” or a final letter grade of A, B, C, D, or F.

WITHDRAWING FROM THE COLLEGE

A student who is withdrawing from attendance at the college must confer with his or her advisor to complete a withdrawal form. The timely and accurate completion of this form is critical and may have financial aid implications. Failure of the student to complete this form and properly withdraw may affect future aid decisions as well as decisions on re-admittance. For students who withdraw without proper notification, a withdrawal form will be completed by the advisor using the best available information.

Students can withdraw from a course prior to the midpoint of the scheduled course dates of the quarter. After such date, a grade of “F” will be given if a student does not complete a course or is found in fault of course abandonment.

GRADE REPORTS

Grade reports can be accessed by authorized users via the internet at http://banweb.wiregrass.edu. A letter academic grade and a numeric work ethics grade is issued for each course in which a student was enrolled.

GRADING SYSTEM

Evaluation of each student’s progress, conduct, and attitude is continuous. Instructors report irregularity in attendance and progress to the Dean of Academic Affairs or Vice President of Academic Affairs whereby corrective steps may be taken to assure quality training. At the end of each quarter, the achievement of each student is reported using the following system of grade assignment:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>A (4)</td>
<td>Excellent 90-100</td>
</tr>
<tr>
<td>B (3)</td>
<td>Good 80-89</td>
</tr>
<tr>
<td>C (2)</td>
<td>Average 70-79</td>
</tr>
<tr>
<td>D (1)</td>
<td>Below Average 60-69</td>
</tr>
<tr>
<td>F (0)</td>
<td>Failure below 0-59</td>
</tr>
<tr>
<td>I</td>
<td>Incomplete</td>
</tr>
</tbody>
</table>
A grade of “I” (incomplete) may be issued to any student not completing all required coursework by the end of the quarter. If the incomplete “I” is not removed before the 10th class day of the following quarter, it will be recorded as a failure “F” on the student’s official transcript.

A grade of “IP,” (in progress), indicates the course continues beyond the end of the quarter. The final grade is reported at the end of the following quarter.

A grade of “W” indicates the student withdrew from school prior to completion of the course(s).

A grade of “AU” indicates the student audited the course. A student is permitted to audit a course/program and attend classes without meeting all admission requirements for the course/program and without receiving credit.

Grades are based upon quality and quantity of achievement in both the classroom and the laboratory. Students failing to maintain a standard of satisfactory progress will be withdrawn from Wiregrass Georgia Technical College.

CALCULATING GRADE POINT AVERAGE

The formula for calculating grade point average is:

\[
\frac{\text{Sum of Quality Points Earned}}{\text{Number of Credit Hours Attempted}}
\]

Quality Points Earned equals the credit hour value of a course times the value of the grade received.

Subjects receiving grades “I, IP, W, TR, AC or EX” are not included in the GPA calculation.

Students will be awarded quality points for each credit course grade according to the following scale:

- A = 4 Quality Points
- B = 3 Quality Points
- C = 2 Quality Points
- D = 1 Quality Point
- F = 0 Quality Points

The quality points awarded are then multiplied by the credits for that course to get the quality points earned for the course. Quality points earned for all courses are then added together and divided by the total credits for the quarter to obtain the quarterly grade point average (GPA).

 Grades of “W” are not calculated in GPA. Hours transferred in via course exemption and/or prior credit for training are not counted in GPA.

Example:

Grade Quality Points x Credits = Quality Points Earned

<table>
<thead>
<tr>
<th>Grade</th>
<th>Points</th>
<th>Credits</th>
<th>Quality Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>4</td>
<td>5</td>
<td>20</td>
</tr>
<tr>
<td>B</td>
<td>3</td>
<td>10</td>
<td>30</td>
</tr>
<tr>
<td>C</td>
<td>2</td>
<td>5</td>
<td>10</td>
</tr>
</tbody>
</table>

Total Credits 20
Total Quality Points Earned 60
Grade Point Average = 60 / 20 = 3.0

FORFEITURE OF CREDIT

By registering for and attending courses for which the student has already received credit, a student forfeits the previous credit in the course for graduation purposes. The student’s official grade in the course will be the one earned on repetition. Although both grades remain on the record and are computed in the cumulative grade point average, only the final grade will be calculated for the purpose of graduation requirements.

PRESIDENT'S LIST

Students who complete 12 or more credit hours (with no grades of “I”) in a quarter and achieve a 3.66 or better grade point average will be designated as honor roll students and will be recognized on the President's List.

SATISFACTORY ACADEMIC STANDING

Students must maintain a minimum 2.0 quarterly GPA to be in satisfactory academic standing.

Academic Warning

The first quarter a student fails to earn a 2.0 quarterly grade point average, he or she will be placed on academic warning. The purpose of this warning is to alert the student that their academic performance is not acceptable and to inform them of the consequences if their quarterly GPA does not meet the 2.0 requirement during the next quarter of enrollment. The student will receive written notification, and completion of the Study Skills program through the Academic Support Center will be recommended.

Academic Probation

Students placed on academic warning must attain a minimum 2.0 quarterly GPA during the next quarter of attendance in order to remove themselves from academic warning status. Students who fail to do so will receive written notification that they have been placed on academic probation and will be required to complete the Study Skills program through the Academic Support Center. Students will be unable to register for subsequent quarters until the Study Skills requirements are met. Students on academic probation may not be allowed to participate in online or transient
classes and may not graduate while on probation. Probationary status is reflected on the academic transcript.

Note: Probation and dismissal rules may differ for certain Health Occupations programs. For certain health occupations which require licensure, once program accepted, students will be required to maintain the progress standards specifically designed for their particular program. Radiological, Surgical Technology, Dental Assisting, Dental Hygiene, Practical Nursing, and Paramedic Technology require a minimum program GPA of 2.5. New students will receive a written explanation of the satisfactory progress standards for their particular program in accordance with WGTC and TCSG policies. In these programs, failure to maintain the minimum GPA would result in dismissal from the program, but not the college. Students in these programs who fail to maintain specified standards will be referred to the Academic Support Center for career assessment and advising.

ACADEMIC DISMISSAL

Students who fail to remove themselves from academic probation by attaining a minimum 2.0 GPA the next quarter of attendance after being placed on probation are subject to academic dismissal and financial aid suspension. Students dismissed due to academic deficiency must appear before the Re-admit Committee to determine their status. In certain circumstances, a student may be dismissed or suspended from an academic program or the technical college without first being placed on probation. These circumstances may include program specific GPA deficits, attendance issues, or other requirements as outlined in the program specific academic requirements. Students dismissed under the above circumstances will be required to appear before the Re-admit Committee prior to applying for readmission. Students who are dismissed due to academic or other misconduct are subject to disciplinary sanctions as outlined in the Student Conduct Code and will be required to meet with the Vice President of Student Affairs prior to applying for readmission.

Any student dismissed from a program for the second time due to academic deficiency cannot reapply to that program for 60 months, but may apply for another program in another department.

READMISSION DISCIPLINARY STANDING

The Re-admit Committee meets once per quarter to review all requests for readmission. Students must contact the Registrar’s Office to be scheduled for the Re-admit Committee meeting. Students will be notified of the date, time, and place of the meeting. Applicants for readmission are required to make a personal appearance before the committee. Those who fail to appear before the committee will not be considered for readmission. In making a determination of the student’s eligibility for readmission, the committee will consider the following criteria:

- Prior enrollment data including academic record, attendance, work ethics, conduct, input from instructors and other staff, etc.
- Prospects for successful completion of the program.
- Unusual or mitigating circumstances.
- Other factors which may affect the student’s readmission are the welfare and safety of the student body and staff.

Upon review, they may be allowed to return on probation. As a condition to return on probation, the Re-admit Committee may recommend no future online classes, career counseling and/or career assessment in the Academic Support Center, a limit of maximum credit hours or any other action that is deemed in the best academic interest of the student. Recommendations of the Committee and the Academic Support Center, where applicable, must be met prior to readmitment. Students allowed to attend on probation will not be allowed to register for the subsequent quarter until final satisfactory grades are received. Students will not be eligible for financial aid until they have successfully completed 12 quarter credit hours, after which financial aid eligibility will be reviewed upon request.

The student will be notified in writing within 10 working days of the committee’s recommendation and of any conditions imposed on the student’s readmission. Appeal of the committee’s decision must be made in writing to the Executive Director of Admissions within ten (10) business days of notification of the Committee’s decision.

Upon readmission, the student must attain a minimum 2.0 GPA on at least 12 quarter credit hours to return to satisfactory academic standing. Failure to meet this requirement will result in a subsequent dismissal. A second academic dismissal from the same program of study will constitute a final dismissal from the program and the student must appear again before the Re-admit Committee. Students who enroll in a second or subsequent program will have their quality points and credits earned in one program transferred to the new program for all certificate, diploma, or degree credit classes.

The decision to re-admit students dismissed for academic dishonesty or for other disciplinary reasons will be made by the Re-admit Committee.

READMISSION GOOD STANDING

Students who withdraw in good standing and who wish to re-enter must make application to the Admissions Office. Students who are dismissed for academic, attendance, or disciplinary reasons, or who voluntarily withdraw while not in good standing and desire reinstatement, may be required to make their request for re-admission in writing to the Admissions Office, and in some cases may be required to provide documentation of having completed required actions. All students who wish to change programs will complete a change of program request form and obtain approval from the Academic Support Center, the financial aid office, and the Admissions Office. Transfer credits will be reviewed by the Registrar. A course transfer form will be completed and sent to the new program instructor. Statewide minimum admissions requirements will determine the student’s status in the new program.
TRANSFER OF CREDIT

Transfer credit will be considered for courses completed at an institution that meets the accreditation guidelines established and published by the Technical College System of Georgia. The student must provide official transcripts from all post-secondary institutions to the Registrar’s Office. Transfer credit will be awarded after receipt and review of an official transcript from all previous educational institutions. Transfer credit will automatically be assessed and applied for all students. Additionally, credit may be awarded for successfully completed course work for students previously enrolled at Wiregrass Georgia Technical College, provided the subject matter is the same or similar to the requirements of the program in which the student is currently enrolled. Occupationally specific courses may not be more than 60 months old when initially considered. Certain general education courses have no transfer time limitations.

Coursework accepted for credit must have been completed at a college accredited by an acceptable national or regional accrediting agency at the time the coursework was completed. Wiregrass Georgia Technical College must have documentation that the credit awarded represents postsecondary coursework relevant to the diploma or degree with comparable and appropriate course content and level of instruction resulting in student competencies comparable to those of students in the college’s programs and that the coursework was taught by faculty qualified to teach at the appropriate level. The student must have passed the course with a minimum grade of “C”, and the course must correspond in description and competencies to courses offered at Wiregrass Technical College. Transfer credit for up to 75 percent of a program of study may be applied toward graduation.

Wiregrass Georgia Technical College reserves the right to test the proficiency of students for coursework to be transferred. Therefore, Wiregrass Georgia Technical College reserves the right to disallow transfer credit if the student cannot demonstrate acceptable proficiency.

Credit by transfer will appear on a student’s transcript as a grade of “TR”. It will count toward graduation requirements but will not be calculated into the student’s institutional GPA.

TRANSCRIPTS

Transcripts are a vital part of the student’s personal record. No transcript of a student’s record will be issued without the express, written authorization of the student (substituted only by authorized user requests via the internet at http://banweb.wiregrass.edu). No telephone or third-party requests will be honored by the college for information from or transmittal of the student record. In addition, the college will not issue transcripts of an official or unofficial nature if the student’s financial accounts are in arrears or if there is a disciplinary hold on the transcript.

Transcript Requests

Official transcripts may be requested by authorized users via the internet at http://banweb.wiregrass.edu or via paper request form at the admissions or registrar’s office.

Official copies of a student’s transcript may be mailed to a designated address or picked up at the registrar’s office. Official transcripts are designated by the WGTC Seal and the registrar’s signature. Official transcripts are provided at no charge for the first one, and $5 for additional copies, considering that the student is free of financial obligations to WGTC.

Unofficial transcripts may be viewed or printed by authorized individuals through the internet at http://banweb.wiregrass.edu.

COURSE SUBSTITUTION

Students may elect to take higher level academic core courses within their programs without actually converting to degree-seeking status. A course may be taken as a substitute for a regular diploma-level course but cannot be taken as a substitute if the diploma-level course has already been taken.

Although students using this option do not have to be degree-seeking, they do have to meet the minimum entrance level scores on the placement test for the degree-level course. Students who entered Wiregrass Georgia Technical College on the basis of satisfactory SAT or ACT scores may also be eligible for course substitution. Financial aid will not be affected by the proper substitution of courses.
Students who do not have the minimum scores required to take degree courses and who have not otherwise met the admissions requirements for degree-level courses cannot register for these courses. However, they may schedule a placement test in the Admissions Office and attempt to obtain scores necessary on the relevant section of the placement test. A student who registers for a degree-level course without meeting the minimum requirements will be withdrawn from those classes.

Courses that are allowed as substitutes for diploma level courses are:

- ENG 1101 - Composition and Rhetoric
- ENG 1102 - Literature and Composition
- ENG 1105 - Technical Communications
- ENG 2130 – American Literature
- MAT 1111 - College Algebra
- PSY 1101 - Introduction to Psychology
- *BIO 2113 - Anatomy and Physiology I
- *BIO 2114 - Anatomy and Physiology II

* Diploma students who wish to substitute the degree-level “Anatomy and Physiology” must pass both courses with a grade of “C” or better to satisfy the diploma requirements.

GENERAL EDUCATION

Rationale: General education requirements for degree seeking students must provide a broad knowledge in communication, humanities and/or fine arts, social and/or behavioral sciences, and natural science and/or mathematics. This breadth of knowledge transcends simply the basic and advanced technical skills that may be required for entry into a chosen profession. A well-rounded general education at the collegiate level in the twenty-first century prepares graduates with an ability to communicate, both orally and in writing, a capacity to appreciate natural science and creative art, and an understanding of appropriate mathematical concepts. In addition, the general education requirements for all programs will support success in the workplace and in the society, so as to facilitate the achievement of lifelong learning.

GRADUATION

Diplomas will be awarded at four graduation exercises, scheduled shortly after the start of each academic quarter. Student participation in graduation exercises is strongly encouraged. To be eligible for graduation, students must have completed all college and program requirements satisfactorily and be in good academic standing having at least an overall grade point average of 2.0 (2.5 for designated medical licensure programs). Students who have met all program requirements with a graduation GPA of 3.66 or better will be designated as honor graduates. All financial obligations to the college must be met prior to graduation. Students may not participate in graduation exercises until all requirements have been met.

It is the responsibility of the student to apply for graduation by completing an “Application for Graduation” no later than the end of the second week of the last quarter of enrollment. These forms are available from the Student Affairs Office or online at www.wiregrass.edu. Diplomas will be mailed to all graduates.

WARRANTY OF GRADUATES

The Technical College System of Georgia (TCSG) guarantees the skills of its students for two years after they graduate from a degree or diploma program of study. Graduates who are found to be deficient in one or more competencies as defined in the curriculum standards can retake the related course work at no instructional cost to the graduate or employer, at any TCSG institution within the state. This warranty applies only to graduates who are employed in their fields of training. Contact the Academic Affairs office for more information.

CAREER PLACEMENT AND FOLLOW-UP

The purpose of Job Placement/Career Services at Wiregrass Georgia Technical College is to assist graduates, and current students in locating gainful employment in their field of study or other chosen area, and to partner with business and industry to provide qualified applicants. Working with local employers, the Georgia Department of Labor, and other professional organizations, the Job Placement/Career Services Staff provides students with information about available openings. Jobs are posted on the Job Placement Bulletin Boards, and shared with faculty, students, and graduates. They are posted on the college website.

ACCESS TO STUDENT RECORDS

Student records will be maintained by the Registrar.

The college will abide by the following guidelines concerning student records:

- Inform students and parents of students of their rights concerning records kept by WGTC;
- Allow parents and spouses of students who have the written permission of their children or spouses access to the educational records of their children/spouses;
- Nondisclosure of personally identifiable information from the educational record of a student without the prior written consent of the student; and
- Maintain a record of disclosure to outside agencies of personally identifiable information from the educational records of the student.

The following information will be kept by the Registrar and will remain in the student’s academic file:

- The official academic transcript;
- The original application for admission;
- Secondary and post-secondary official transcripts;
- Application for graduation and/or degree;
- Official notice of admission;
• Evaluation of transfer credits; and
• Memoranda or correspondence pertaining to:
  • Registration form;
  • Grades, grade changes, explanations, and special course descriptions;
  • Drop/Add, official withdrawals; and
  • Special honors or special problems.

As a general rule, all academic files are kept for five years after graduation, withdrawal, or suspension of the student, with the exception of the official transcript, which is kept indefinitely. (As technology and governing regulations allow, certain of these documents and files may be stored electronically and in off-campus locations.)

ACADEMIC SUPPORT CENTER

The philosophy of Wiregrass Georgia Technical College is that a student’s career path should be one suited to him or her and that each student should receive the guidance and support needed to succeed academically, from the initial quarter of enrollment through graduation. The Academic Support Center (ASC) is designed to support these goals, providing individualized guidance to students from the time they attempt to select a program of study to the time they receive their degree, diploma, or certificate. Services offered through the Academic Support Center include career counseling, career assessment, short term remediation, tutoring services, personal counseling referrals, substance abuse awareness, and services to students with disabilities.

Career Counseling

Career counseling is available upon request to both potential and current students. Counseling sessions provide individuals with the information necessary to make more realistic and informed choices about careers. Career counselors meet with students to review all program options (including wage data), discuss the students’ interests, academic history, work history and other areas of concern. Information available to students includes: Extensive information on individual programs of Study Employment trends and salary ranges from regional and national sources including GCIS Meetings with and shadowing of program coordinators or student mentors Career assessment (interest and/or aptitude testing).

Career Assessment

A person’s success in a given field depends on his or her interest in the field and on his or her potential to learn and excel in that area of work. Standardized career assessment is available to assist students in exploring career opportunities by discovering their interests, aptitudes and abilities in different types of employment. Career Assessment Tools currently being utilized to assist the student and counselor in making an informed career path choice include Career Scope, Georgia Career Information System (GCIS), and GA College 411.

Short-Term Remediation

Many students taking the placement test fail one or more sections by only a few points. Many of these students do not need a full quarter of remediation through Learning Support; they simply need to be refreshed in areas with which they were familiar in the past, but have forgotten over time. The Academic Support Center offers brief tutorial sessions, free of charge, to students whose placement test scores fall below the requirements for their program of study in one or more areas of the test, if time permits prior to the beginning of the subsequent quarter. After receiving prescribed assistance, students are allowed to retest (a $5 retest fee per section applies). Students earning the required scores on the retest will not be required to take a Learning Support class. Students who do not earn the minimum scores required by their program will be required to enroll in the appropriate Learning Support classes and will receive more extensive remediation.

Tutorial Services

Students who are experiencing difficulties in courses may request special tutorial assistance. This assistance is provided at no cost to the student and is based on services provided by volunteer or paid tutors. Tutors are usually employees or students of the institution who want to assist others in their quest for an education by devoting off duty time to help with mastering competencies.

When students desire assistance, their first step should be to contact the course instructor. Often, the instructor can assist the student after class and at a mutually convenient time. Sometimes, however, another point of view regarding a competency is helpful. In those cases, the instructor should be contacted with a tutorial request. The instructor will work with the Academic Support Center to locate a volunteer tutor, and will provide the student with the available tutors name, schedule, and location information.

Self-Help Website Information

Stations have been established within the ASC for those students needing assistance in specific areas of study, and who wish to help themselves to the information available on free tutorial websites. Multiple sources of excellent tutorial assistance are available on virtually every subject and provide a tremendous source of academic assistance for our students.

Assistance to Students on Academic Dismissal

Students in academic dismissal, as a part of the re-admit process, may be directed to contact the ASC to schedule an appointment for career counseling, which can include interest and aptitude testing to help determine whether or not the student should remain in his or her current program of study. Upon request of counseling, ASC staff will meet with the student, review his or her academic history, and suggest appropriate
remediation and/or that the student consider changing to a program of study to which he or she is better suited. For students required to appear before the re-admit committee, consideration will be given to Career Scope results and the recommendations of ASC staff.

**Services to Students with Disabilities**

Wiregrass Georgia Technical College provides equal educational opportunities to qualified students with documented disabilities. Assistance is available for students with physical or psychological disabilities or with learning disorders, including but not limited to attention deficit disorder, acquired brain injury and specific learning disabilities. To receive services, a student must self-disclose, request accommodations, and provide recent documentation that meets the guidelines set forth by the college and by the Technical College System of Georgia. Evaluations submitted as documentation must clearly indicate that a physical, psychological or learning disorder is present and substantially limits one or more of the major life activities. For all types of disabilities, certain accommodations are provided in order to offset as much as possible the effect the disability may have on learning, classroom performance and testing. Based on the student’s documentation and a personal interview, an accommodation plan is developed by the Special Populations/Disabilities Coordinator. Accommodations may include, but are not limited to the following:

- Assistive technology (e.g. magnification software, hearing amplification devices, electronic readers)
- Extended time for class/work projects/tests (extended time is not allowed for course criteria that require time as part of the competency; for example, typing speed of 25 words per minute)
- Preferred seating in classrooms
- Permission to use audio tapes for classroom lectures
- Sign language interpreters

To request reasonable accommodations based on valid documentation or to schedule an appointment to receive additional information, students should contact the Special Populations/Disabilities Coordinator. If the Coordinator is not available, students may contact the Executive Director for Student Support, the Director of Retention or the Academic Support Center.

**Services to Students in Special Populations**

Wiregrass Georgia Technical College provides support services for students who are in special population categories including single parents, displaced homemakers, economically disadvantaged, non-traditional (students enrolled in programs non-traditional for their gender), ESL students (students whose first language is not English) and students with disabilities. Lunch and Learn sessions are offered free of charge to special population students and are designed to help build a range of skills including financial management and planning, nutrition basics, study skills, stress management, and parenting skills. Sessions begin at 12:00 noon and last about 50 minutes.

Email announcements and flyers are used to notify students of upcoming events. For information on this and other services, students should contact the Special Populations Coordinator.

**Lunch and Learn**

Lunch and Learn programs are designed to help students build a range of skills including financial management and planning, nutrition basics, study skills, stress management, and parenting skills. Sessions last about 50 minutes and are offered at 12:00 noon. Flyers and announcements notify students of upcoming events. Lunch and Learn sessions are free of charge to currently enrolled students. These sessions are organized and conducted by the Special Population Coordinator.

**Personal Counseling Referrals**

Regardless of a student’s potential for success, other factors may interfere with his or her academic achievement. Difficulties in personal matters such as substance abuse, depression, anxiety, marital problems and other areas can have a negative effect on a person’s performance. To assist students in obtaining the help needed to deal with such issues, the college offers confidential referrals for professional counseling through outside agencies and organizations. Students in need of referral assistance should contact the Disabilities Coordinator. If the Coordinator is not available, students may contact the Executive Director for Student Support, Director of Retention or staff in the Academic Support Center.

**Substance Abuse Awareness**

Wiregrass Georgia Technical College provides students and faculty with opportunities to receive information on drug and alcohol abuse. While WGTC does have a Zero Tolerance policy on drugs and alcohol, we provide information and confidential referrals for professional assistance to those suffering from the disease of addiction.

Persons requiring accommodations due to a special need should contact the Disabilities Coordinator or his/her designee.

**ASSESSMENT**

**The Placement Test**

The ability of a student to succeed in an occupational program at a technical college is greatly determined by the math and language skills he or she possesses. Wiregrass Georgia Technical College is committed to ensuring that our students possess the academic skills necessary to reach their career goals. Therefore, all students applying to Wiregrass Georgia Technical College must be assessed prior to acceptance to a program of study. Students will then be admitted in accordance with the admissions policies. Wiregrass Georgia Technical College utilizes COMPASS, published by ACT, as its primary state approved assessment instrument for testing applicants for program readiness. For applicants that are uncomfortable with taking computerized tests, or in certain other situations, Wiregrass
Georgia Technical College offers ASSET, another state approved instrument published by ACT.

**COMPASS** consists of a series of four tests: Writing, Reading, Numerical Skills and Algebra. This test is an un-timed, multiple choice examination given by computer. Algebra scores are required only for Associate Degrees and certain other programs of study identified in the program section of this catalog. All other programs require a Numerical Score. Sample test questions may be viewed online at: http://www.act.org/compass/sample/index.html. Students may also review sample test questions and answers for any or all sections of the test at: http://www.testprepreview.com/compass_practice.htm.

**ASSET** consists of a series of four tests: Writing, Reading, Numerical Skills and Elementary Algebra. These tests are paper and pencil multiple choice tests, with each section timed at 25 minutes. Elementary Algebra scores are required only for Associate Degrees and certain other programs of study as identified in the program section of this catalog. All other programs require a numerical skills score.

Applicants approved for testing will receive a testing permission slip from the Admissions Office. This slip, along with a valid photo ID, must be presented to the Testing Center to gain entrance to testing. Applicants who do not possess a photo I.D. may notify the Admissions Office in advance of the testing date and prove identification through a combination of birth certificate, social security card, and other forms of identification.

Students who earn the required placement test scores on all sections of the placement test and who meet other admissions requirements are classified as regular admit students and may register as such. Students who do not earn the required placement test scores on one or more sections of the test will be given the opportunity for free short-term remediation through the Academic Support Center, if time permits prior to the beginning of the subsequent quarter. When remediation is complete, usually within one month, students may retest on the applicable section or sections (a $5 retest fee per section will apply).

If, after remediation, regular admit scores are earned, students may register per guidelines for regular admit students. Students whose scores still fall below regular admit status will register for the appropriate Learning Support classes for their first quarter of enrollment. Learning Support courses are designed to prepare students to be successful when they enter their regular core and occupational classes. At the completion of the student’s quarter in Learning Support, he or she may retest on the appropriate section(s) of the placement test. If minimum placement test scores are earned, the student may register as a regular admit student for his or her subsequent quarter of enrollment.

If regular admit scores are not earned, the student will repeat the Learning Support class or will move to the next Learning Support class in the sequence. Academic Support and Learning Support staff members are eager to assist students in achieving their academic goals.

**Exemption from Placement Testing**

Students with acceptable SAT, ACT, Compass or ASSET scores no more than sixty months old may exempt the placement test. If a student’s Compass or Asset placement test scores are over five years old, they are considered to be invalid and the student will be required to retest. Students will not be required to pay the $5 per section retest fee if their test scores are invalid due to age.

Official transcripts from an accredited institution approved by the United States Secretary of Education documenting equivalent program-level English and math coursework successfully completed (i.e. a grade of “C” or better was earned) at other post-secondary institutions may be used to document a student’s basic education skills and eliminate the need to complete that portion of the assessment instrument. Equivalent coursework includes coursework of the same or higher level (e.g. algebra or calculus coursework may exempt the student from taking the equivalent or lower level of the math portion of the placement test).

**Test of Essential Academic Skills**

As part of the competitive admissions process for the Practical Nursing program, applicants must take the Test of Essential Academic Skills (TEAS) in addition to achieving regular admission scores on the placement test. Students will be scheduled for the TEAS only after achieving the minimum placement test scores for the program. The student must meet or exceed the national average score at the time of testing to be considered for entry. The top scores will be selected for entry.

Each quarter, the Nursing Department at Wiregrass Georgia Technical College will provide permission slips, along with written instructions regarding testing fees, registration location, sign-up period, etc., to students eligible to take the Test of Essential Academic Skills (TEAS). A student may present his or her permission slip, to register for the test. The registration fee will be $40. The student will receive a receipt, which must be presented, along with picture ID, to gain entrance to the testing center. Any student appearing without valid picture ID will not be allowed to test.

Applicants will be notified of conditional acceptance as soon as all the TEAS results are completed. Official acceptance will be determined after the last day of the quarter and all grades are entered. Applicants who are not selected for admission may elect to re-submit an application for the following entry date and are considered with the next applicant pool. Applicants are allowed up to three attempts to enter before career counseling is required. (See page 143 for more information)
GED TESTING

Wiregrass Georgia Technical College is an official General Educational Development (GED®) Testing Center. The GED tests are developed by the General Educational Development Testing Service (GEDTS) of the American Council on Education and are designed to provide an opportunity for adults who have not graduated from high school to earn a high school level educational diploma. The GED tests measure the major academic skills and knowledge associated with a high school program of study, with increased emphasis on workplace and higher education. GED credentials are accepted by industry, government, licensing boards, colleges and universities, and employers as the equivalent to a high school education.

The GED test consists of five-parts covering the following subject areas: Language Arts Writing, Language Arts Reading, Social Studies, Science, and Mathematics. Partial tests are administered throughout the month in day and evening sessions, with all five sections of the test offered approximately twice per month. Pre-registration and advance payments are required. For more information concerning the Adult Education and GED Programs, contact the Valdosta Adult Education Department at (229) 333-2123 or the Ben Hill-Irwin Adult Education Department at (229) 423-8200.

STUDENT ORGANIZATIONS AND ACTIVITIES

Student organizations and activities are an integral part of student life at Wiregrass Georgia Technical College and are strongly supported by the faculty and staff. Because the faculty and staff believe that a student’s academic life is greatly enhanced through involvement in activities that develop and promote professionalism and interaction with other students, students are strongly encouraged to participate in one or more of several student professional organizations supported by the college.

Student Leadership Council

Student Leadership Council (SLC) is a representative body of students composed of students from each diploma and degree program at Wiregrass Georgia Technical College. The members are trained to foster the general welfare of students through committee work, volunteer experience, and leadership skills training. Composed of representatives from each instructional program, governed by the SLC Constitution, and led by a staff of elected student officers, SLC voices students’ issues concerning school policy, rules, and practices. SLC also provides activities open to the entire student body each quarter. By assisting other student organizations, SLC is able to serve the WGTC student population. SLC has a state-level affiliation with the Statewide Student Leadership Council of Georgia’s Technical Colleges.

Skills USA

SkillsUSA is a professional student organization that consists of students from technical, health occupations, and business programs. SkillsUSA members participate in activities that promote leadership and professionalism through competitive events at the local, state, and national levels, as well as through various community service functions each year. SkillsUSA has a state and national level affiliation with SkillsUSA, Inc. SkillsUSA leadership consists of elected student officers and faculty advisors.

Phi Beta Lambda (PBL)

PBL is the college counterpart of the secondary level Future Business Leaders of America and consists primarily of students in business programs. PBL members organize and sponsor various activities on and off campus that promote leadership and professionalism. PBL members also participate in competitive events at the local, state, and national levels. WGTC has a state and national level affiliation with PBL, and their leadership consists of club officers and faculty advisors.

Delta Epsilon Chi (DECA)

DECA is the college counterpart of the Distributive Education Clubs of America in high schools and consists primarily of students in the Marketing Management program. DECA gives students the opportunity to match skills and knowledge with Marketing students at other colleges in areas such as management, decision-making, sales presentations, advertising, speech-making, individual research, and other areas related to the field of training. DECA members participate in competitive events at the local, state, and national levels that promote professionalism and leadership. WGTC has a state and national affiliation with DECA, and its leadership consists of club officers and a faculty advisor.

Society of Radiologic Technology Students

The Society of Radiologic Technology Students is composed of students in the Radiologic (X-ray) Technology program. Students compete in local and state competitions designed to promote technical and leadership skills in categories related to the education and training received in the program.

Association of Surgical Technologists Student Association (ASTSA)

The Association of Surgical Technologists Student Association promotes leadership and education for program surgical technology students through planned activities within Wiregrass Georgia Technical College and through planned seminars around the state and nation. ASTSA is nationally affiliated with Association of Surgical Technologists.

National Technical Honor Society (NTHS)

NTHS is an organization for honor students where membership is by invitation only. Full-time and part-time students are recommended for membership by their instructors, approved by the administration, and must meet local and national membership standards. Membership is determined by overall grade-point-average, work ethics, and professionalism. WGTC has a state and national affiliation with NTHS and is governed by selected student officers and a faculty advisor.
Student American Dental Hygiene Association (SADHA)

The Student American Dental Hygiene Association is an organization for students enrolled in the Dental Hygiene program. This organization supports student participation in networking, clinics, and competitions. SADHA is a component of the American Dental Hygiene Association, a constituent of the Georgia Dental Hygienists’ Association, and is affiliated nationally with Sigma Phi Alpha. SADHA is governed by student officers and a faculty advisor.

Dental Assisting Technology Student Organization (DATSO)

The purpose of DATSO is to advance the science of dental assisting technology. Students enrolled in the Dental Assisting program have the opportunity to participate in this organization. This group works to promote public awareness of good oral health, provide community service during dental clinics, and improve student awareness of the profession. The organization is affiliated with the Georgia Dental Association for Expanded Functions (GDA) and the American Dental Assistants Association (ADAA).

Wiregrass Georgia Technical Collegiate Fellowship (WGTCF)

All Wiregrass Georgia Tech students are invited to join and participate in the activities of the WGTCF. The purpose of the organization is to provide members with opportunities to grow, learn, and develop in Christian faith and fellowship. WGTCF members participate in local ministries and in community activities, such as service to The Haven and area nursing homes. This organization is affiliated with the VSU Baptist Collegiate Ministries.

Student meetings or assemblies on campus must be approved by the President or appointed representatives.

CAMPUS AMENITIES

The four main instructional campuses for Wiregrass Georgia Technical College offer amenities to students, faculty, and staff and create an opportunity for on campus social interaction.

Each campus location offers student lounge areas for study, to congregate, and hold meetings. Additionally there are food and snack areas located on each campus. Vending machines are placed in public gathering areas. Some locations offer wireless connectivity.

Food Services

Valdosta Campus Student Center and “Upper Crust” Student Lounge

The student center is located between buildings 200 and 700. The lounge provides a comfortable place for students to eat, meet, and mingle, or to just relax between classes. The lounge offers seating inside, outside on the open patio, or outside under the covered patio. The Upper Crust is a full kitchen providing breakfast, lunch, and dinner options. In addition, the student center houses the office of the Campus Life coordinator and the student leadership council.

Ben Hill-Irwin Campus

The Ben Hill-Irwin Campus Building 800 has an ultra modern high tech student lounge with televisions, a cyber-café, vending machines, and microwave. In addition, there are study areas in the student lounge and on the patio adjacent to the student center. Building 100 has a television, vending machines, microwaves, and areas for food service use. Additionally, outside Building 100 is a covered gazebo where students enjoy meeting, studying, relaxing, and eating.

Coffee Campus

The Coffee Campus has an open area for studying, eating, and computer usage. Adjacent to this area is a covered patio with picnic tables and benches for relaxing and use during class breaks. Vending machines are located in this area as well.

Cook Campus

A snack area and student lounge area is located in the middle of the main building and provides vending options as well as a microwave for student use. In addition, there is outside seating available when the weather permits.

Bulletin Boards and Posters

The Student Affairs Department maintains financial aid information, job opportunities, registration information, club information, and other current items of interest on several bulletin boards located around all campus locations. Career Services also maintains listings of jobs on the college website. Posters announcing special events and services are placed strategically throughout the college in an effort to keep the student body informed. All postings must be approved through Student Affairs.

Telephones

Office phones are not for student use. A phone is located on the Valdosta campus in the student center adjacent to building 700 and is available to students for local calls only. Telephones are located on the Ben Hill-Irwin Campus across from the student center and on the Coffee Campus in the student center. Otherwise, students needing assistance requiring use of a telephone should ask any department secretary to assist them with making the emergency phone call.

Lost and Found

Each campus provides a point person for lost and found items. The Valdosta campus location is the library in Building
The Cook, Coffee, and Ben-Hill-Irwin campus locations for lost and found are the main receptionist desk. Articles not claimed within 30 days are given to an appropriate charity.

**Bookstore**

The bookstores are owned and operated by the college and are located on the Valdosta, Cook, Ben Hill-Irwin, and Coffee campuses. The stores provide required texts, supplies, and a variety of logo and gift items. Normal operating hours are posted at each location and are subject to change during holidays, quarter breaks, and at the beginning of the quarter.

Current booklists are available online prior to the beginning of each quarter. Information regarding title, author, ISBN, and pricing (when available) is listed alphabetically by course number.

**Library**

The mission of the Library/Media Services Center at Wiregrass Georgia Technical College is to stimulate a desire for life-long learning in users by ensuring the diverse academic and individual needs of students as well as the instructional, professional, and individual interests of faculty/staff are met by providing a current and relevant collection, state-of-the-art technology, and services that support the mission of the college to all campuses.

The Valdosta campus library is a 7,200 square foot facility with spacious reading and study areas. The new facility located in Building 700, Room 7147A contains three study rooms, eight study carrels, a classroom, and a conference room. The library maintains a variety of learning resources readily accessible to faculty, staff, students, business and industry, and the general public. Library resources include items from open stacks, a reserve area, and twenty-two computers with Internet access, over 130 periodical titles, and availability of interlibrary loans. The hours of operation for the Valdosta campus library are from 7:30 a.m. until 9:00 p.m., Monday through Thursday, and 7:30 a.m. until 12 noon on Friday. Students, faculty, and staff have access to the library with a current WGTC ID card. In addition, current students, faculty, and staff have full privileges to Valdosta State University (Odum) Library.

The Cook County library resource center is located at the Cook County Workforce Development Center (CCWDC) in Sparks, Georgia, Room 112. Materials are available at all hours of operation through staff members located at the front desk of the facility. Scheduled library hours are posted and announced on a quarterly basis for the center.

The Lewis I. Brinson, Sr. Library is located in room 101 of the Ben-Hill Irwin Campus. It is housed in a 3,172 square foot room with seating for 29 students. A computer lab accommodates ten students. Library resources include items from open stacks and 52 periodical titles with the availability of interlibrary loans. The hours of operation are as follows: Monday through Thursday 8:00 a.m. until 8:00 p.m.; Friday 8:00 a.m. until 12 p.m. In addition, current students, faculty, and staff have full privileges to the South Georgia College (Smith) Library.

The Coffee Campus Library, housed in a 350 square foot facility, is located in room 180. Library resources include items from open stacks and 41 periodical titles with the availability of interlibrary loan. The library reading and study areas can seat ten students. Current students, faculty, and staff also have full privileges to the South Georgia College (Smith) Library. Hours of operations are Monday through Thursday 8:00 a.m. until 8:00 p.m., and Friday 8:00 a.m. until 12 noon.
Financial Information

Wiregrass Georgia Technical College believes that the primary purpose of student financial aid is to provide assistance to students who, without such assistance, would be unable to attend college. The main responsibility for educational financing is the obligation of the student and his/her family.

In most cases financial aid is awarded to eligible students on the basis of financial need. Exceptions are scholarships, which have been provided by donors for the purpose of recognizing academic promise or achievement, and the Georgia HOPE Scholarship and Grant. Students may be eligible for more than one type of financial aid. Special Admit students are ineligible for any federal or state financial aid. The college does not participate in any education loan programs.

Students may apply online for the federal Pell Grant and Georgia’s HOPE Program at http://fafsa.gov or for HOPE at http://www.gacollege411.org. Applications, computers, and assistance are available in the Financial Aid Office.

Financial Assistance

The determination of financial need is provided to Wiregrass Georgia Technical College electronically through the use of the Free Application for Federal Student Aid (FAFSA). Financial aid is available in the form of federal and state grants, scholarships, federal work-study, and private sources. Information can be obtained online at http://federalstudentaid.ed.gov and www.gacollege411.org.

All students applying for financial aid should complete the FAFSA. A FAFSA booklet can be requested by calling 1-800-433-3243 or 1-319-433-3243. The completed application must be mailed in the envelope provided. The FAFSA can also be filed electronically at www.fafsa.gov (which is the fastest and preferred method); or lastly through FAFSA on the Phone by calling 1-800-433-3243 to speak with a Federal Student Aid Information Center (FSAIC) customer service representative. The information reported must be accurate and is subject to verification. High school students and students possessing a bachelor’s degree (or higher) should apply for financial aid by completing the GSFAPPS.

Application for aid must be completed each academic year. The academic year begins on July 1 and ends on June 30. All applications for the current year must be completed and processed by the end of Spring Quarter of that year. Students wishing only to participate in Georgia’s HOPE program may apply online at http://www.gacollege411.org. Students can access all necessary forms for financial aid in the Financial Aid Department or by download at http://www.wiregrass.edu.

General Eligibility Requirements — Who Gets Aid?

Most students receive some type of financial aid. To receive federal and state financial aid a student must meet eligibility requirements:

- Be enrolled as a regular or provisional student in an eligible certificate, diploma or degree program of study and meet all specific program requirements;
- Be a U.S. citizen or eligible non-citizen;
- Demonstrate financial need (not applicable to the HOPE Programs);
- Be at least 16 years of age;
- Have earned a high school diploma or equivalent;
- Not hold a bachelors degree (not applicable to the HOPE Grant);
- Maintain satisfactory academic progress;
- Be registered with the Selective Service (Males 18 years of age and older); (or show proof of registration);
- Not be in default on a federal student loan or owe a refund on a previously received grant; or have completed all requirements of a satisfactory payment arrangement (this option will not restore HOPE eligibility); completed an acceptable rehabilitation plan, or have an approved loan consolidation;
- Agree to use any funds received for educationally related purposes only;
- Certify that he/she will not engage in the unlawful manufacture, distribution, possession, or use of a controlled substance while receiving financial aid;
- Must not be recently convicted on felony drug related charges.

Federal Financial Aid Programs

Federal Pell Grant

Wiregrass Georgia Technical College participates in the Federal Pell Grant program. Pell Grants are awarded to students who do not have a bachelor’s or professional degree and are enrolled in a certificate that is at least 480 clock hours: diploma, associate degree, or eligible technical certificate. The Federal Pell Grant Program is the largest federal student aid program available. Unlike educational loans, grants do not have to be repaid. To determine eligibility, a student must submit an application for federal student aid on an annual basis. The Department of Education uses a standard formula revised and approved annually by Congress, to evaluate the information reported when applying for a Pell Grant. The amount actually awarded will depend on enrollment status (full-time or part-time), length of annual enrollment, and the cost of education. Early application is encouraged to ensure availability of funds for enrollment. The Pell Grant is not available to students who are accepted as a special student or as learning support, or who is concurrently attending two or more colleges as a regular student.

Federal Student Aid Verification

It is the policy of Wiregrass Georgia Technical College to verify all Student Aid reports selected by the central processor for verification. This verification procedure will be conducted
in compliance with the latest regulations published by the U.S. Department of Education in the Title IV Student Financial Aid Handbook.

Applicants selected by the central processor for the verification process will be notified by the Financial Aid Office as to the documentation they will be required to provide. The Financial Aid Office must receive all documents within 45 days of the date of notification. Applicants who do not provide all of the requested documentation will be considered not eligible for the Pell Grant or any other Title IV Aid Programs. Students will be notified of the results of the verification process.

**Federal Supplemental Education Opportunity Grant (FSEOG)**

Grant recipients with exceptional financial need may be eligible for the FSEOG which is a campus-based program administered through the Financial Aid Office. The award amount is contingent upon the availability of FSEOG funds, and the amount of other aid received by the student. Eligible students are processed first by selection of those with the lowest Expected Family Contributions (EFC) attending at least half-time and making satisfactory academic progress. The FSEOG Grant is not available to students whose admission status is learning support, or students who are concurrently attending two or more colleges as a regular student.

**Federal Work-Study (FWS)**

Federal Work-Study (FWS) is a campus-based program that provides Pell Grant applicants with part-time employment to assist with the cost of their college education. Students must be enrolled in a diploma or an associate degree program and attending classes to be eligible. Students must be enrolled at least half time and demonstrate financial need based on their official EFC and the cost of attendance. Students normally work 19 hours per week and income from work study and all other aid cannot exceed their cost of attendance for any given quarter. FWS pay rate may vary based on place of employment and type of work. If at all possible, students are employed on campus in jobs related to their area of study. Any interested students should check the Wiregrass Tech Job Listings and apply in the Human Resources Office. The FWS is not available to students whose admissions status is learning support, or students who are concurrently attending two or more colleges as a regular student.

**State Aid Programs**

**HOPE Scholarship and Grant Program – Helping Outstanding Pupils Educationally**

The **HOPE Grant** program, funded by the Georgia Lottery for Education and administered by the Georgia Student Finance Commission, provides financial assistance to qualified Georgia students and active duty military personnel stationed in Georgia and their dependents. *(See Georgia Residency Requirements section below for more information on residency eligibility requirements.)*

The HOPE grant pays for tuition and mandatory fees and a book allowance of either $50 (five credits or less) or $100 (six credits or more) per quarter on certificate and diploma program. The HOPE Grant will pay for up to 95 quarter hours or 63 semester hours of study (except for programs longer than 95 quarter or 63 semester hour; in such cases the HOPE Grant will pay the number of hours required by the program of study, up to a maximum of 130 quarter hours or 86 semester HOPE Grant paid hours).

Technical certificate or diploma credit hours attempted prior to Summer term of 2003 are not counted as Paid-Hours, regardless of HOPE Grant payment.

Technical certificate or diploma credit hours for which a student received HOPE Grant payment for Summer term 2003, Fall term 2003, Winter term 2004, Spring term 2004, or Summer term 2004 are not counted as Paid-Hours, if the student was enrolled in high school as a Joint Enrollment or Dual Credit Enrollment student for such term.

Technical certificate or diploma credit hours for which a Dual Credit Enrollment high school student received HOPE Grant payment for Summer term of 2008, and all terms following Summer term of 2008, are not counted as Paid-Hours. However, such credit hours for which a student received HOPE Grant payment prior to his or her high school graduation must be counted as Paid-Hours, if the student was participating in Joint Enrollment, rather than Dual Credit Enrollment.

**The HOPE Scholarship** program, also funded by the Georgia Lottery for Education and administered by the Georgia Student Finance Commission, is a merit-based scholarship program with specific academic and grade point average (GPA) requirements, for students seeking associate degree level programs. The HOPE Scholarship provides financial assistance to qualified students who previously graduated from a HOPE-eligible high school or completed a HOPE-eligible home study program since 1993. Entering freshmen graduating with college preparatory curriculum must have a minimum of a 3.00 cumulative GPA on a 4.00 scale in order to meet the academic requirements as a HOPE Scholar, and career/technology curriculum track graduates must have a minimum of a 3.20 cumulative GPA on a 4.00 scale. The student’s GPA is reported by the high school to the Georgia Student Finance Commission by July 1 of each year.

A student who, in 1997 or later, graduated from a high school that is not an eligible high school or completed a home study program that is not an eligible home study program, may receive HOPE Scholarship payment as an entering freshman if such student earns a 3.00 Postsecondary Cumulative GPA after having accumulated 30 semester or 45 quarter attempted-hours of degree credit and meets all other HOPE Scholarship requirements, including GPA checkpoints.

A student who graduates from an ineligible high school completes an ineligible home study program or earned a GED diploma that was awarded by the Technical College System of Georgia after June 30, 1993, may qualify for the HOPE Scholarship as an entering college freshman if such student earns a score from a single test administration in or above the national composite 85th percentile on a standardized test such as the SAT or ACT tests.
Eligibility for the HOPE Scholarship is determined in the Registrar’s Office by designated staff. Applications for HOPE Scholarship evaluation must be submitted to the Registrar’s Office. Official transcripts must be received from all previously attended post-secondary schools prior to the HOPE Scholarship evaluation being processed. All previous degree level course work counts in a student’s attempted-hours and towards their GPA. Students may be required to provide additional residency verification for HOPE Scholarship. (See Georgia Residency Requirements section below for more information on residency eligibility requirements.)

Eligible students receive first-year HOPE assistance for the first 45 quarter hours attempted. HOPE Scholarship eligibility is checked at the 45th, 90th, and 135th quarter hour marks, called tiers, to see if the student is still meeting HOPE Scholarship standards. Additionally, GPA is checked at the end of each spring quarter. If the student loses the HOPE Scholarship at the first check point due to GPA dropping below 3.0, he or she is eligible to reapply for HOPE Scholarship at the 90th or 135th attempted quarter hour mark, provided the cumulative GPA is a 3.0. Regardless of the funding source, once a degree seeking student has attempted 190 quarter (127 semester) hours of degree credit, or has received any combination of HOPE Scholarship, HOPE Grant and/or Accel Program payment for a combined total of 190 quarter (124 semester hours), or has earned a baccalaureate (four-year) degree, the student is no longer eligible for the HOPE Scholarship/Grant program.

For complete regulations and definitions regarding the HOPE Scholarship/Grant program, go online to, https://www.gsfc.org/gsfcnew/SandG_regs_2009.cfm, or gacollege411.org, or call the customer contact center at 1-800-505-GSFC (4732) or (770) 724-9000 in Metro Atlanta. GSFC’s mailing address is 2082 East Exchange Place, Tucker, Georgia, 30084.

**Georgia Leveraging Educational Assistance Partnership Grant Program (LEAP)**

LEAP is a campus-based grant that provides aid to residents of Georgia who demonstrate substantial financial need of at least $2,000. The award amount is contingent upon the availability of LEAP funding.

**Other Financial Assistance**

**WIA Workforce Investment Act**

The Workforce Investment Act (WIA) is a federal grant program that pays training costs for economically disadvantaged individuals and dislocated workers. Training costs can include tuition, books, insurance, tools, and uniforms. In addition, a stipend is available to help defray the cost of childcare and transportation. The WIA grant may be received in conjunction with Pell and HOPE Grants. Applicants must complete the assessment and eligibility process at Wiregrass Georgia Tech’s WIA Office in Building 100, Room 111B or meet with the WIA representative assigned to each campus location.

**Veterans Benefits**

Wiregrass Georgia Technical College is approved for veterans’ training under U.S. Code 38. Eligible persons should complete an application through their local or regional Veterans’ Administration (VA) Office. The VA coordinator in the Financial Aid Office is available to assist applicants in filing for educational benefits. Students receiving financial assistance from the VA are personally responsible for paying tuition and fees at the time of registration if they are not eligible for other financial aid (including the VA Chapter 33 benefit program). In order to receive benefits, students must meet VA attendance requirements. If a student drops or is dropped from a class, termination is forwarded to the VA Regional Office. However, the student may continue attending other classes without veterans’ benefits. VA will not pay for any courses that are not listed in the student’s program curriculum. Applicants should contact the VA Education Benefits Office at 1-888-GIBILL or online at http://www.va.gov/education for more information and required certification forms.

**HERO Scholarship**

HERO is a non-need based scholarship to provide educational scholarship assistance to members of the Georgia National Guard and U.S. Military Reservists who served in combat zones, and the children and the spouses of such members of the Georgia National Guard and U.S. Military Reserves. Eligible recipients may receive up to $2,000 per academic school year. Award amounts are prorated for school terms in which recipients are enrolled for less than full time (12 hours).

**Iraq and Afghanistan Service Grant**

Effective with the 2010-2011 academic year, the IASG is available to eligible students whose parents or guardians died as a result of U.S. military service in Iraq or Afghanistan after September 11, 2001 and who are not eligible for the Pell Grant. If your parent(s) or guardian(s) died as a result of U.S. military service in Iraq or Afghanistan after September 11, 2001 and you are eligible for the Pell Grant, you may qualify for an increase.

**Vocational Rehabilitation**

Individuals with disabilities who qualify may receive financial assistance while attending Wiregrass Georgia Technical College. Contact your local vocational rehabilitation counselor for assistance.

**Law Enforcement Personnel Dependents (LEPD) Grant**

The LEPD Grant, funded by State Appropriations and administered by the Georgia Student Finance Commission, provides educational grant assistance to the dependent children of law enforcement personnel, firefighters, and corrections officers/prison guards permanently disabled or killed in the line of duty.

For more information see a financial aid administrator or contact GSFC.

**Georgia’s Public Safety Memorial (GPSM) Grant**

The GPSM grant funded by the Georgia Lottery for Education and administered by the Georgia Student Finance Commission was created to provide educational assistance to the dependent children of public safety officers permanently disabled or killed in the line of duty. The Georgia General Assembly appropriates funds each year during the preceding legislative
session. For more information contact the financial aid office or GSFC.

**Valdosta Technical College Foundation, Inc. Student Emergency Fund**

Students with a crisis situation in need of financial assistance can apply for help through the College Foundation. The student must prove the need to and be recommended by an instructor. Examples of situations considered for assistance: childcare, car repairs, gas, eyeglasses, or other special needs.

**Ben Copeland Scholarship - $1250**

To be eligible for the Ben Copeland Scholarship, applicant must be a resident of Lanier County under twenty five years of age, attending Wiregrass Georgia Technical College as a full-time student (enrolled in at least twelve credit hours) OR a Lanier County High School Senior that will be attending Wiregrass Georgia Tech upon graduation. Applicants must have and maintain a minimum of a 2.0 GPA if selected. Scholarship is open to all programs of study.

**Dan Hatfield, Jr. Memorial Scholarship - $1000**

To be eligible for the Dan Hatfield, Jr. Memorial Scholarship, applicant must be attending Wiregrass Georgia Technical College as a full-time student (enrolled in at least twelve credit hours). Applicants must have and maintain a minimum of a 2.0 GPA if selected. Scholarship is open to all programs of study.

**Carolyn King Panizzi Memorial Scholarship – exam and certification fee scholarships**

To be eligible for the Carolyn King Panizzi Memorial Scholarship, applicant must be attending Wiregrass Georgia Technical College as a full-time student (enrolled in at least twelve credit hours). Applicants must have and maintain a minimum of a 2.0 GPA if selected. Scholarship is open to Accounting Program students.

**Kevin DeMarcus Acree Memorial Scholarship - $500**

To be eligible for the Kevin DeMarcus Acree Memorial Scholarship, applicant must be attending Wiregrass Georgia Technical College as a full-time student (enrolled in at least twelve credit hours). Applicants must have and maintain a minimum of a 2.0 GPA if selected. Scholarship is open to Culinary Arts Program students.

**Wilson Eye Center Ophthalmic Scholarship - $1000**

To be eligible for the Wilson Eye Center Ophthalmic Scholarship, applicant must be attending Wiregrass Georgia Technical College as a full-time student (enrolled in at least twelve credit hours). Applicants must have and maintain a minimum of a 3.0 GPA if selected. Scholarship is open to Optical Program students.

**100 Black Men of Valdosta Inc. Scholarship - $100**

To be eligible for the 100 Black Men of Valdosta, Inc. Scholarship, applicant must be attending Wiregrass Georgia Technical College as a student enrolled in at least ten credit hours. Applicants must have and maintain a minimum of a 3.0 GPA if selected. Scholarship is open to Clinical Laboratory Technology Students.

For more information about scholarships offered through the Valdosta Technical College Foundation, please visit our website at www.valdostatech.edu/foundation/scholarships.asp or contact the Foundation Office at 229-293-6190. The Foundation Office is located on the Valdosta Campus, building 500, room 502.

**FINANCIAL AID SATISFACTORY ACADEMIC PROGRESS POLICIES**

Federal and state regulations require that students make “Satisfactory Academic Progress” (SAP) in order to continue to receive aid. SAP measures whether students applying for financial aid are in good academic standing and making SAP toward completion of their programs. Satisfactory progress is evaluated at the end of each Fall and Spring quarter for all students and at the end of each quarter for students on financial aid probation or suspension. (A student is not required to be meeting the Eligible Postsecondary Institution’s SAP policy to receive payment from the HOPE GED Grant Program; however, all other requirements (except Georgia residency) must be met.)

1. **Qualitative Standard: GPA Requirement**

Financial aid recipients must maintain the same minimum GPA as any other student enrolled at Wiregrass Georgia Technical College. Please refer to the Academic Regulations section of the Student Handbook for the method of determining GPA. The minimum graduation GPA allowed is 2.0. Students falling below those minimums at the time of review will be placed on financial aid probation and will have one quarter to remove themselves from that status by completing 12 quarter hours of work with a 2.0 or higher GPA. Financial aid is extended for the probationary quarter for classes not previously taken. Students who do not attain the 2.0 quarterly GPA at the end of the probationary quarter are on financial aid suspension and their financial aid award is terminated. HOPE Scholarship/Degree students must maintain a lifetime/cumulative GPA of 3.0 to retain eligibility for the Scholarship.

2. **Quantitative Standard: Completion Rate**

Financial aid recipients must successfully complete at least 67 percent of the credit hours attempted to remain eligible for financial aid. Students falling below the 67 percent successful completion rate at the time of review are placed on financial aid probation. Students placed on financial aid probation must complete the probationary quarter of at least 12 credit hours with at minimum 2.0 GPA. Failure to do so will result in financial aid suspension. Students returning from academic suspension must pay for and successfully complete 12 hours of course work to have aid reinstated.

3. **Maximum Time Frame**

Students must complete their educational objective within a maximum time frame of one and a half (150 percent) times the length of the program in which they are enrolled. This means that students will no longer be eligible to receive financial aid once
they have attempted one and one-half times the number of credit hours required for graduation in the program in which enrolled.

4. Grades

Grades of I, IP, and W are not included in calculating a student’s GPA, but with the exception of IP grades are counted as coursework attempted.

Grades received for learning support do not affect the GPA, but the hours are calculated in the formula to determine the 67 percent completion rate.

5. 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.

6. Appeal Process/Reinstatement of Aid

Students have the right to appeal the denial of financial aid if they have extenuating circumstances which prevented them from making satisfactory progress. The appeal must be made in writing by contacting the Financial Aid Office or the Admissions Office. The student must complete the form and attach documentation to support the appeal. The completed form will be returned to the Financial Aid Office. The Financial Aid Committee will review the appeal and if properly documented may approve the appeal for one quarter. If not documented, the appeal will be denied and the student will not be awarded financial aid for the quarter. Written notification will be provided for all decisions.

RETURN OF TITLE IV FUNDS CALCULATION

Students receiving assistance from Title IV programs (Pell Grant, FSEOG, and Work Study) will be awarded aid depending upon the amount of aid earned. If the student completed more than 60 percent of the term, he/she would 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 computed as follows:

- Determine the calendar days completed in the enrollment period divided by the total calendar days in the enrollment period (exclude scheduled breaks of 5 days or more and any days that a student was on approved leave of absence)
- If this amount is less than or equal to 60 percent, multiply this amount by the scheduled award amount, this is the amount earned by the student less any applicable charges
- If the student withdraws after the 60 percent mark, all Pell is earned and amount is equal to the aid that could have been disbursed for that quarter less applicable charges.

NOTE: Students who withdraw before completing the enrollment period are responsible for all charges they have incurred. Students are awarded Pell funds before they are earned and should realize that they may owe monies if they withdraw.

DEADLINES

The Free Application for Federal Student Aid (FAFSA) is available in January for students to reapply for financial aid for the following award year. Application for financial aid is made once each year. Once approved, it is effective summer quarter through spring quarter of that award year. All HOPE and Pell financial aid expires on June 30 of the current year.

FINANCIAL AID APPLICATION PROCESS

Degree/Diploma/Certificate Students: Complete the Free Application for Federal Student Aid (FAFSA) (http://fafsa.gov) at least six to eight weeks prior to the expected registration date.

Georgia residents and active duty military stationed in Georgia and their dependents will automatically receive the HOPE Grant based on results of the FAFSA if pursuing a diploma or certificate of the required length. Students wishing only to participate in Georgia’s HOPE program may apply online at http://www.gacollege411.org HOPE Degree seeking students must have their HOPE Scholarship eligibility determined by Wiregrass Georgia Technical College’s Registrar’s Office.

Students must complete the Wiregrass Georgia Technical College’s Financial Aid Information Sheet each year.

Students who receive aid must report any other assistance received regardless of source to the Financial Aid Office.

Students who are selected for verification by the U.S. Department of Education must submit all required documentation and complete and sign the Federal Verification Worksheet and send this to the Financial Aid Office in order to be eligible for aid.

Federal Citizenship and State of Georgia Residency Requirements for Student Financial Aid

Federal Citizenship Requirements

To be considered for any form of student financial aid from the Federal government, a student must be a U.S. citizen or an eligible non-citizen. An eligible non-citizen is defined as a student who is:

A United States permanent resident with an Alien Registration Receipt Card (1-551), or a conditional permanent resident (1-551C) or A non-citizen with an Arrival-Departure Record (1-94) from the U. S. Immigration & Naturalization Service (INS) showing any one of the following designations: “Refugee”, “Asylum Granted”, Indefinite Parole”, “Humanitarian Parole”, or “Cuban-Haitian Entrant”. The following examples of
U.S. Immigration and Naturalization documents DO NOT meet the eligible non-citizen criteria:

- An F1 or F2 student visa
- A J1 or J2 exchange visitor visa
- A G series visa (pertaining to international organizations), or any other temporary U.S. visa

**Georgia Residency Requirements**

In addition to being a U.S. citizen or eligible noncitizen, a student must meet the Georgia residency requirement to be considered for almost all the State of Georgia scholarships and grants. Verification documentation that may be requested include, but are not limited to a copy of your (or your parents’) most recent Georgia income tax return; a copy of your driver’s license; or a copy of your voter’s registration card; location of property, including home purchase, and taxes paid thereon; reason for initially coming to Georgia; location of checking, savings or other banking accounts and automobile title registration and tag taxes.

All documents must verify 12 consecutive months of domicile in the State of Georgia (which indicates the person’s intent to maintain a permanent presence (Domicile) in the State of Georgia). For more information, please see Technical College System of Georgia, Policy and Procedure Manual online at, http://www.dtae.org/dtaepolicy/docs/Entrance_Requirements.htm.

**Residency Requirements for HOPE Grant**

Applicants wishing to pursue a diploma or certificate program of study that is approved for Georgia’s HOPE Grant Program must establish Domicile (Permanent Residence) in the State of Georgia, and maintain such Domicile for 12 consecutive months immediately preceding the first day of classes of the school term for which you are seeking assistance. Military personnel on active duty that are stationed in the state of Georgia and their dependents are considered residents of the State of Georgia for HOPE Grant purposes. (See Georgia Residency Requirements section above for more information on residency requirements and associated documentation.)

**Residency Requirements for HOPE Scholarship Program**

Applicants for the Georgia’s HOPE Scholarship in a degree program must meet the Georgia Residency requirements at the time of his or her high school graduation, or equivalent, and must also meet such Georgia Residency requirements for 12 consecutive months immediately preceding the first day of classes of the school term for which the HOPE Scholarship is sought.

Students who graduated from high school, or equivalent, on or after July 1, 2008 that do not meet the Georgia Residency requirements at that time, must meet Georgia Residency requirements for 24 consecutive months immediately preceding the first day of classes of the school term for which the HOPE Scholarship is sought. A Dependent Child of Military Personnel who is stationed in Georgia on active duty shall be treated as a Georgia Resident, for purposes of HOPE Scholarship eligibility.

For more information, please see complete Georgia Residency Requirements for State Programs and definitions online at, http://www.gsfc.org/main/publishing/pdf/2009/residency_regs.pdf.

**HOPE GED GRANT PROGRAM**

A student is not required to meet Georgia Residency requirements in order to receive payment from the HOPE GED Grant Program.
FEE CATEGORIES AND GENERAL INFORMATION

TUITION AND FEES

The amount of tuition assessed each quarter varies based on program of study, residency, and the number of credit hours enrolled. Tuition and fees are assessed in accordance with the policies set forth by the State Board for Technical and Adult Education and are subject to change without notice. The most current tuition and fee schedule may be obtained on the college website. Continuing education and business contract training fees are assessed differently based on the course content or individual needs of the business requesting development of the course.

DIPLOMA AND DEGREE TUITION AND FEES – CREDIT COURSES
(EFFECTIVE SUMMER QUARTER 2010)

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TECHNICAL CERTIFICATE TUITION AND FEES – CREDIT COURSES
(EFFECTIVE SUMMER QUARTER 2010)

<table>
<thead>
<tr>
<th>Credit Hours</th>
<th>Tuition</th>
<th>Registration Fee</th>
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</tr>
</tbody>
</table>

* Out-of-state students pay double tuition.
* International students pay four times tuition.
* State residents 62 years of age or older are responsible for fees but are not required to pay tuition (space available basis).

COMMERCIAL TRUCK DRIVING PROGRAM
TUITION AND FEES
Tuition of $3,870 ($4,092 total including fees - $33 Registration, $4 Accident Insurance, $20 Activity fee, $130 Fuel Surcharge, and $35 Instructional Technology Fee).

### ADDITIONAL FEES

<table>
<thead>
<tr>
<th>Fee</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Application Fee</td>
<td>$15 (one-time fee)</td>
</tr>
<tr>
<td>Compass/Asset Retest Fee</td>
<td>$5 per section</td>
</tr>
<tr>
<td>Exemption Test</td>
<td>Equal to 25 percent of tuition for class being exempted</td>
</tr>
<tr>
<td>Graduation Fee</td>
<td>$35</td>
</tr>
<tr>
<td>ID Card Replacement Fee</td>
<td>$5</td>
</tr>
<tr>
<td>Late Registration</td>
<td>$30</td>
</tr>
<tr>
<td>Parking Fine</td>
<td>$10 ($25 maximum)</td>
</tr>
<tr>
<td>Parking Permit</td>
<td>$20 annual in fall ($15 winter, $10 spring, $5 summer)</td>
</tr>
<tr>
<td>Returned Check Fee</td>
<td>$30 (or 5 percent of face value, whichever is greater)</td>
</tr>
<tr>
<td>Official Transcript Fee</td>
<td>No charge for first copy. $5 each thereafter; unofficial copies available at no charge from Banweb</td>
</tr>
<tr>
<td>Student Liability Insurance</td>
<td>$3 (clinical portions of medical, cosmetology, and childcare)</td>
</tr>
</tbody>
</table>

### Payment Deadlines

All tuition and fees are due by the stated deadlines and may be paid by cash, check, credit/debit card, money order, or approved financial aid. Students whose tuition and fees are not paid before the first day of the quarter will be dropped from classes.

### Withdrawal / Dropping Classes

Dropping classes or withdrawing completely can result in a reduction of a student’s financial aid. Students who drop classes or withdraw may not have enough financial aid to cover their current tuition, fees, or book charges or may have already received a HOPE or Pell refund to which they are no longer entitled. As a result, the student will be held financially responsible for any balance due to the college. See the refund policy below for more information on Title IV (Pell & SEOG) funds.

### Drop/Add Period

Students who withdraw from a course by the end of the third instructional day of the quarter shall receive a 100 percent refund, excluding the application fee. Students who withdraw after the third instructional day of the quarter shall receive no refund. In addition, courses dropped after the drop/add period will be counted as “attempted” for financial aid purposes and the student will receive a grade of “W” or a final letter grade of A, B, C, D, or F.

### Withdrawing from the College

A student who is withdrawing from attendance at the college must confer with his or her advisor to complete a withdrawal form. The timely and accurate completion of this form is critical and may have financial aid implications. Failure of the student to complete this form and properly withdraw may affect future aid decisions as well as decisions on re-admittance. For students who withdraw without proper notification, a withdrawal form will be completed by the advisor using the best available information.

Students can withdraw from a course prior to the midpoint of the scheduled course dates of the quarter. After such date, a grade of “F” will be given if a student does not complete a course or is found in fault of course abandonment.

### Financial Obligations

A student with a balance due to the college for any reason is subject to being dropped from classes or having a hold placed on his/her student account. The hold will prevent the student from obtaining grades, transcripts, or registering for future classes until all financial obligations have been cleared.

### Types of Fees

**Application Fee:** This one-time, non-refundable fee of $15 is due when the individual applies for a certificate, diploma, or degree program.

**Student Activity Fee:** All students, with the exception of strictly online students, are required to pay a quarterly activity fee of $20. The fee supports student activities sponsored by the Student Leadership Council.
**Registration Fee:** Students are required to pay a quarterly registration fee of $33.

**Instructional Technology Fee:** Students are required to pay a quarterly instructional technology fee of $35. Transient students enrolled in more than one college will only pay the fee at their home college. This fee is not covered by HOPE and must be paid out-of-pocket unless the student is eligible for Pell, third-party assistance, or has authorized the fee to be deducted from the HOPE book voucher.

**Liability/Malpractice Insurance Fee:** All students enrolled in clinical portions of cosmetology, child care, and medical programs must pay a quarterly liability/malpractice insurance fee of $3. This fee is not covered by HOPE and must be paid out-of-pocket unless the student is eligible for Pell, third-party assistance, or has authorized the fee to be deducted from the HOPE book voucher.

**Auditing Fees:** Students who wish to take a class without receiving credit may audit the course and pay the normal tuition and fees. Audited classes are not eligible for financial aid.

**Exemption Test Fee:** Students may take an exemption test to obtain credit for a given course without having to register for and attend the class. The test fee is equal to 25 percent of the normal tuition for the class being exempted.

**Late Registration Fee:** Students who do not register for class and pay fees at the designated registration time(s) are subject to a $30 late fee.

**REFUND POLICY**

**Individual Payment:** Students who are no-shows or withdraw from a course by the end of the third instructional day of the quarter shall receive a 100 percent refund, excluding the application fee. Students who withdraw after the third instructional day of the quarter shall receive no refund.

**Federal Title IV Financial Aid:** The Department of Education regulations require that the unearned portion of Title IV funds (Pell grant, FSEOG) be returned if a student withdraws from classes prior to the 60 percent attendance point in the quarter. When a student withdraws prior to completion of 60 percent of the quarter, the financial aid award must be reduced. The amount of the student’s Title IV aid earned is calculated as follows:

\[
\text{Number of days completed ÷ number of days in quarter} = \text{percent of Title IV aid earned}^*
\]

*100 percent earned if greater than 60 percent. None earned if number of class days completed is three or less.

If funds are remaining after tuition and fees are deducted from earned Title IV funds, the business office will issue payment to the student for the remaining balance after the fourth week of the quarter. Any student who is issued a Title IV refund and then found to have dropped or withdrawn from classes prior to completion of the 60 percent attendance point in the quarter must return the unearned funds back to the college. Students who have amounts due will not be allowed to receive grades, transcripts, or register for classes until the amount owed is paid in full.

**Disbursement of Refunds:** Students may choose to receive refunds of tuition, fees, and excess HOPE or Title IV funds by direct deposit (ACH credit) or by check. Check refunds will be mailed to the current address on the student’s BANWEB account. Students who choose direct deposit are responsible for notifying the Business Office in writing of any changes in bank account information or to cancel the process. This information must be received within the first two weeks of the quarter to be effective for that quarter’s refund.

**Refunds of Books and Supplies:** The bookstore issues refunds for previously purchased books and supplies under certain conditions. Bookstore refund policies are outlined below:

- The original receipt is required for all refunds or returns. The bookstore does not provide copies of individual student receipts for this purpose. Students are responsible for keeping the original receipt provided at the time of purchase.
- Students must present a valid student ID for refunds, returns, and purchases applied to grant funds.
• Textbooks may be returned within 10 days of purchase, provided they are in original condition, with no writing, and shrink wrapping intact.

• Returns of textbooks will be allowed after 10 days if student presents a valid drop form or if the class is canceled due to low enrollment, provided books are still in new condition, with no writing, and shrink wrapping intact.

• No returns are accepted on general merchandise, supplies, or equipment unless defective. Items must be returned within 10 days of purchase.

• Refunds are given in the method of payment as indicated on the original receipt (subject to cash availability).

• Purchases originally made by cash, check, credit/debit card, will not be reversed to HOPE or Pell after purchase. Students will receive refund checks for any unused balances according to the established refund disbursement schedule for each quarter.

Continuing Education Classes: Refunds are given if a student cancels at least 48 hours prior to the beginning of the program. No refunds will be given with less than 48 hours notice, but fees may be transferred to a colleague or tuition credit may be granted for another continuing education course within the current academic year. Full refunds are given if the college cancels a course.
ADVANCED PLACEMENT

Applicants to Wiregrass Georgia Technical College who have attended an acceptable accredited college or other educational program that meets Wiregrass Georgia Technical College’s criteria will be considered for advanced standing admission. The policy of this College is to grant credit for previous coursework from another college that meets the quality of established standards of Wiregrass Georgia Technical College (WGTC). Credit is awarded only in areas which fall within the regular curricular offerings of Wiregrass Georgia Technical College, and must be related to the student’s current educational goals.

Credit by examination may be given for course exemption. Hours earned by exemption exam will be credited toward graduation requirements and will appear on a student’s transcript carrying a grade of “EX” but will not be calculated into the student’s institutional GPA.

The Registrar has the overall responsibility for ensuring this policy is implemented.

FULL-TIME STUDENT STATUS

A student registered for a minimum of twelve credit hours is considered a full-time student.

COURSE LOAD

A student may not register for more than 18 credit hours without the express written permission of a Dean of Academic Affairs or the Vice President for Academic Affairs. A student registering for courses outside his or her declared diploma or certificate track may be charged additional tuition and fees in accordance with the published fee schedule.

WORK ETHICS – INSTRUCTION AND GRADES

Wiregrass Georgia Technical College has developed and implemented a system for the instruction, development, and evaluation of work ethics in which the student is assigned grades reflecting his or her overall performance at the end of the quarter. In addition to letter grades that are assigned for academic performance in the class, the final quarterly numerical work ethics grade is assigned onto his or her permanent transcript.

Areas of instruction, emphasis, and grading are: Attendance; Attitude; Appearance; Respect; Character; Productivity; Cooperation; Teamwork; Organizational Skills; and Communication. Grades will be assigned as follows: “3” Exceeds Expectations; “2” Meets Expectations; “1” Needs Improvement; “0” Does Not Meet Expectations.

The Quarterly Grade Point Average (QGPA) is the average calculated on all credit courses taken each quarter at the institution.

CUMULATIVE GRADE POINT AVERAGE

The Cumulative Grade Point Average (CGPA) is a reflection of the total credit instructional activity attempted by the student. The CGPA is not affected by program of study, changes in program, or student classification. It is inclusive of all attempts at all credit courses taken at the institution. CGPA is recalculated after each quarter to include the currently completed quarter’s grade(s).

Graduation Grade Point Average

The Graduation Grade Point Average (GGPA) used for graduation is calculated only on those courses required in the student’s course of study from which he or she is graduating.

TIME FORMAT FOR SCHEDULED CLASS OFFERINGS

Regularly scheduled classes fall into three time-frames: Day, Extended Day, and Evenings.

Day: Generally scheduled from 8:00 a.m. through 4:30 p.m., Monday through Thursday. Some courses are also offered through 4:50 p.m. Certain Health Education courses will have clinical sessions that are on “shift” schedules, lasting into the evenings.

Extended Day: Generally scheduled to begin between 2:00 p.m. and 5:30 p.m., the end of normal day classes and the beginning of normal evening classes. For example, Cosmetology has an extended day component from 2:00 p.m. to 10:00 p.m. Monday through Thursday.

Evenings: Generally scheduled between 5:30 p.m. and 10:00 p.m., Monday through Thursday. Certain courses meet Mondays & Wednesdays and others meet Tuesdays & Thursdays. Some are scheduled for all four evenings, while others meet one night each week.

ABSENCES & TARDIES - POLICY AND PROCEDURE

Students are expected to be punctual and attend all classes for which they are registered. Each student should recognize at the beginning of his or her postsecondary career that a mature acceptance of his/her responsibilities is a requirement for reasonable accomplishment in postsecondary work; this applies particularly in the area of class attendance.

The attendance policy for each course will be outlined in each course syllabus. Some programs and courses at Technical College may have more stringent attendance requirements due
to the nature of the course or program. Therefore, attendance policies of courses may differ. All make-up work will be at the discretion of the instructor and will be identified in course syllabus.

Class attendance is calculated from the first officially scheduled class meeting through the last scheduled meeting. A tardy is defined as not being present for a portion of a class period which is detailed in each course syllabus. Instructors will keep an accurate record of class attendance.

If a student misses five straight days of a course without advance notification to the instructor, the student will be found in fault of course abandonment and will be withdrawn from the course.

Any student who has violated a course attendance policy will be withdrawn from the class. If the withdrawal is prior to the mid-point of the course, the student will receive a grade of W. If the mid-point of the course, the student will receive a grade of F. The mid-point of the quarter will be the 50 percent date of all scheduled class meetings. The midpoint will differ per course due to the varying nature of course scheduling.

Students anticipating an absence or tardiness should contact the instructor in advance or provide notification as soon as possible. It is the responsibility of the student to account for instructional time missed and to make arrangements for make-up work at the convenience of the instructor. Failure to maintain contact with the instructor either by attending classes, submitting assignments, or contacting the instructor (either in person or by telephone) may result in a failing grade(s).

METHODS OF INSTRUCTION

Academic courses are conducted using four basic methods of instruction:

Classroom Lecture: Instruction in a traditional classroom setting combining instructor lecture, student participation, and testing.

Laboratory/Industrial: Demonstration by instructors and performance by students in a realistic setting which replicates the work place to the maximum extent possible.

Internship/Externship/Apprenticeship: Job performance by the student in an actual work place with oversight and instruction by WGTC instructors and preceptors employed by the company or institution.

Online: Instruction delivered via an online learning management system. Certain online courses may require students to attend on-campus sessions or proctored testing.

Hybrid: Instruction which combines online instruction and traditional classroom instruction. No more than 49 percent of the hybrid courses can be taught online.

Web-enhanced: Instruction supplemented by Internet resources. These courses meet every class session on campus.

ONLINE COURSES

Wiregrass Georgia Technical College is part of a state network of colleges called Georgia Virtual Technical College (GVTC). Through GVTC, technical colleges throughout the state offer technical certificates, diplomas, and degrees online.

All online courses follow TCSG guidelines regarding curriculum, objectives, and competencies. A complete list of these guidelines, objectives, and competencies can be found at the TCSG web site (www.TCSG.org).

Programs offered online through the Georgia Virtual Technical College have admission, retention and credential requirements that are qualitatively consistent with those in effect for on-campus programs. In addition, Wiregrass Georgia Technical College’s online classes follow quality assurance criteria standards as set forth by the Georgia Virtual Technical College Board.

Students registered for online courses should consult the online student manual for information regarding beginning an online course and other course/login guidelines.

Questions regarding online instruction may be directed to the WGTC Online office. The e-mail address is online@wiregrass.edu.

ELECTIVE CREDITS

Within academic programs there are courses which are designated as elective courses that may be chosen to fulfill the academic requirements of the program. Students should confer with their advisor while choosing which electives will be taken for credit.

ACADEMIC GRIEVANCE/APPEAL

Students receiving a final course grade that they believe is incorrect should first discuss the matter with their instructor. This appeal should be completed within the first two weeks of the quarter following the term in which the grade is questioned. The instructor will determine whether a grade change is warranted. A student who is not satisfied with the instructor’s decision may request a review by a Dean of Academic Affairs within four weeks of the following term in which the grade is posted. A student who is not satisfied with the Dean’s decision may request a review by the Vice President for Academic Affairs within six weeks of the following term in which the grade is posted. The reviewer will examine the facts and any applicable documentation to determine if the grade was determined fairly according to the course syllabus and will communicate the results of this review to both the student and the instructor. The decision of the Vice President for Academic Affairs is final.

STUDENT RECORDS (FERPA)

Wiregrass Georgia Technical College adheres to the Family Educational Rights and Privacy Act of 1974 (FERPA) as amended. In summary, the act entitles parents of dependent
students the right to inspect and review the student’s educational records. Parents of dependent students or eligible students have the right to contest inaccurate or misleading information contained in the records. The college must have written permission from the student before it will release information from a student record.

- The college will abide by the following guidelines concerning student records:
- Inform students and parents of students of their rights concerning records kept by WGTC;
- Allow parents and spouses of students who have the written permission of their children or spouses access to the educational records of their children/spouses;
- Non disclosure of personally identifiable information from the educational record of a student without the prior written consent of the student; and
- Maintain a record of disclosure to outside agencies of personally identifiable information from the educational records of the student.

As a general rule, the following information will be kept by the Registrar or Student Affairs and will remain in the student’s academic file:

- The official academic transcript;
- The original application for admission;
- Secondary and post-secondary official transcripts;
- Application for graduation and/or degree;
- Official notice of admission;
- Evaluation of transfer credits; and
- Memoranda or correspondence pertaining to:
  a. Registration form;
  b. Grades, grade changes, explanations, and special course descriptions;
  c. Drop/Add, official withdrawals; and
  d. Special honors or special problems.

**CONFIDENTIALITY OF RECORDS**

The student’s rights of privacy and access to records are outlined in the Family Educational Rights and Privacy Act. Only faculty and staff who have “legitimate educational interest” in the student’s records are permitted access. Except in the case of dependent students”, parents also have no access to the records of students. Certain records and information are not included among “educational records” under the law and may be released to third parties. Students may declare these records “confidential” by request to the Registrar’s Office. Educational Records and Information “confidential” included, can be disclosed to a third party if a proof of dependency on the most recent Federal Income Tax form, a subpoena, or written consent of the student is provided. These include:

- Name of Student
- Address
- Phone Number and E-mail
- Date and Place of Birth
- Program of Study
- Student Organizations
- Dates of Enrollment
- Diplomas and Awards

**STUDENT ACCESS TO RECORDS**

WGTC gives public notice on an annual basis concerning student access and the right to challenge academic records. Only students and former students have access to these records. Applicants who never enrolled in a regular program of study do not have the same right of access to their educational records. In relation to their educational records, students and former students have the right to:

- Inspect and review information contained in their educational records.
- Challenge the contents of their educational records.
- A formal hearing if the outcome of the challenge is unsatisfactory.
- Submit explanatory statements for inclusion in their files if they disagree with the hearing.

Records to which students do not have access include:

- Law enforcement records
- Job placement or employment records
- Financial information submitted by parents
- Confidential letters and recommendations related to admissions
- Honors to which students have waived their rights of inspection

As a general rule, all academic files are kept for five years after graduation, withdrawal, or suspension of the student, with the exception of the official transcript, which is kept indefinitely. (As technology and governing regulations allow, certain of these documents and files may be stored electronically and in off-campus locations.)

**ADULT EDUCATION AND GED**

Adult Education, English Literacy, Workplace Literacy, and GED Preparation classes offered by Wiregrass Georgia Technical College are specifically designed for adults who have different backgrounds and educational needs. A flexible program has been designed to meet the needs of adult learners who wish to improve their literacy skills or obtain their GED credential. The educational services are available at various locations in the college’s eleven-county service area.

Adult Education and GED Preparation classes include instruction in language arts reading, language arts writing, science, social studies, and mathematics, as well as basic math,
reading, and an introduction to writing and grammar. These classes are designed to focus on preparation for the GED test. The English Literacy classes provide instruction with an emphasis on learning to speak English for students where English is their second language. Workplace Literacy classes provide customized instruction addressing specific industry needs. Services include, but are not limited to the following: reading, writing, math, and problem solving skills.

Wiregrass Georgia Technical College is an official GED testing center. Candidates must complete demographics information and verify eligibility to test before permission is granted to schedule GED tests. Pre-registration and advance payments are required. Successful completion of the GED tests qualifies an individual for a state of Georgia General Educational Development (GED) credential. GED credentials are accepted by industry, government, licensing boards, technical colleges, and employers as the equivalent to a high school education. For GED testing information visit the Adult Education Office or GED testing official on campus.

The GED tests consists of five-part, covering the following subject areas: Language Arts Writing, Social Studies, Science, Language Arts Reading, and Mathematics. These tests are designed to enable people who did not graduate from high school to demonstrate that they have acquired the knowledge and skills usually associated with the completion of a four-year high school program of study. If an individual wishes to take the GED tests, he or she must be 18 years of age or older and the high school class of which he or she was most recently a member must have graduated.

SECTION 504, TITLE IX, TITLE VI, AND ADA GRIEVANCES

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, gender, religion, disability, age, political affiliation or belief, disabled veteran, veteran of the Vietnam Era, or citizenship status (except in those special circumstances permitted or mandated by law). This nondiscrimination policy encompasses the operation of all educational programs and activities, including admissions policies, scholarship and loan programs, athletic and other Technical College System and Technical College-administered programs, including any Workforce Investment Act of 1998 (WIA) Title I financed programs. It also encompasses the 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.

Any violation or questions should be directed to the VP for Administrative Services, Title IX and Section 504 Coordinator, Building 500, Office 535, 4089 Val Tech Rd, Valdosta, GA 31602, or call (229) 333-2103; or the Human Resources Director, Room 630C, 667 Perry House Road, Fitzgerald, GA 31750 or call (229) 468-2027. Telephone numbers are accessible to persons who are deaf or hard of hearing through the Georgia Relay by dialing 711 or 1-800-255-0056 from a TTY/TDD.

Retaliation in any form against individuals bringing grievances is prohibited and will subject the offender to disciplinary action. In many instances it is also a violation of state and federal law.

Student Grievances

The procedures listed below include sexual harassment and all other forms of harassment listed in the preceding Equal Opportunity Statement. A student may opt to pursue his or her complaint using the informal complaint procedure or the formal complaint procedure. In either case, the student shall receive a copy of the Student Grievance Procedure for information and reference.

Informal Complaint Procedure. Student complaints may be resolved on an informal basis without the filing of a formal grievance.

1. A student has 90 calendar days from the date of the incident being grieved to report his or her complaint informally to the office of the Title IX & Section 504 Coordinator, or designee, depending on the nature of the grievance. At that time, the Coordinator will present the student with the Student Grievance Procedure for information and reference. The Coordinator will conduct an informal investigation by discussing the alleged incident(s) with the instructor, department chair, other staff or faculty members, students or other parties directly involved. The complainant and respondent shall have opportunity to present witnesses and evidence to support their statements. Following the investigation, the Coordinator will attempt to reconcile the complaint. A written report shall be issued to the complainant and the respondent within 30 calendar days.

2. Where this process does not result in a resolution of the grievance, the student may proceed to the formal grievance procedure. Note: At any point during the informal complaint procedure, the student may elect to switch to the formal grievance procedure.

Formal Complaint Procedure. Where a student cannot resolve his or her complaint informally, he or she shall use the formal grievance procedure.

- Within 90 calendar days of the incident being grieved, the student must file a formal grievance in the office of the Title IX & Section 504 Coordinator, or designee, depending on the nature of the grievance. Barring extenuating circumstances, formal grievances filed after 90 calendar days will not be considered.
- If the grievance is against the Title IX & Section 504 Coordinator, the student shall file the grievance in the Office of the President.
- Both the complainant and the respondent shall be given opportunity to present witnesses and evidence to support their statements. The Title IX & Section
504 Coordinator, or designee, will investigate the complaint and supply a written response to the complainant and to the respondent within 30 calendar days. Note: The President, at his or her discretion, may allow additional time to investigate and provide a written response if circumstances warrant a timeframe extension. Written notice shall be provided to the complainant and to the respondent advising of the extension.

- If the grieved incident is closely related to an incident being processed through the disciplinary procedure, the disciplinary procedure will take precedence and the grievance will not be processed until after the disciplinary procedure has run its course.

**Appeal:** If a student is unsatisfied with the response from the Title IX or ADA & Section 504 Coordinator, the student may appeal the decision to the President of the College.

- A student shall file a written appeal to the President within 10 calendar days of receiving the response.
- The appeal will be decided based entirely on documents provided by the complainant, the respondent and the administration during the initial grievance process; therefore, all parties must ensure that they have provided all relevant documents during the initial grievance process.
- The President or his designee will review the information provided by the complainant, respondent and administration and make the final decision within 30 calendar days of the date of the appeal. Both the complainant and the respondent shall be notified in writing of the decision.
- The decision of the President may be appealed to the Wiregrass Georgia Technical College Board of Directors (Board contact information is found on the WGTC website) and to the Commissioner, Technical College System of Georgia, respectively.
The purpose of the Economic Development Department at Wiregrass Georgia Technical College is to meet the training needs of businesses, industry, and individuals throughout the eleven county service areas. The Economic Development Department provides continuing education, contract training, and other services to enhance the skill levels of the area’s workforce.

The Department provides short term instruction in areas such as technical, business, industrial, health/safety, management/supervisory, and leadership. The delivery of this training is offered through either continuing education offerings or contract training opportunities through an employer.

CONTINUING EDUCATION

Continuing Education programs at Wiregrass Georgia Technical College are a significant educational service. Courses, workshops, seminars and other learning formats are designed to assist in updating present occupational skills and to teach new skills for projected job requirements. Course offerings may include but are not limited to those in the technical areas of electrical and automated manufacturing; health/safety areas such as CPR, first aid, blood borne pathogens, and AED; and business areas such as computer software applications, real estate, customer service, and supervisory and management. Personal enrichment courses such as conversational Spanish, floral design, sign language, and more are offered to individuals who seek learning opportunities.

The college also offers courses for Professional Learning Units (PLUs) through the Economic Development Department.

CUSTOMIZED/CONTRACT TRAINING

Customized Contract Training is provided to meet a company’s specific training needs. Through collaboration between the college and the company, a training program is designed to enhance the skill level of a company’s workforce. The programs include but are not limited to training consultation, training analysis, course development, and instruction. Facilities are available or courses can be delivered on site or at another location suitable for the type of training required. The cost for the training varies depending upon the complexity of the training. An evaluation is conducted to ensure that the training outcomes meet the objectives of the company.

QUICK START

QuickStart provides award winning training assistance to new and expanding industries to help growing companies achieve maximum productivity in a minimal amount of time. Each QuickStart program is specific to that business and is developed by highly trained professionals. Most QuickStart projects include training plan development, facilities and equipment, instructor training, pre-employment training, and on-the-job training with usually little to no cost to the company.

WORK READY

Through the Work Ready initiative, WGTC’s Department of Economic Development assists job seekers as well as workers currently employed in Georgia in pursuing a Work Ready Certificate to help them better market their skills to current and future employers. As part of the certification process, individuals complete an assessment that utilizes the nationally accredited WorkKeys® assessment system developed by ACT to measure their core skills and work habits. Participating individuals then receive a Work Ready Certificate that indicates their level of work readiness based on their performance. For individuals who want to improve their scores and gain a higher-level certificate, free online gap training is available through Wiregrass Georgia Technical College to help them accomplish their goals.

E-LEARNING AND TESTING / ACT TRAINING CENTER

E-Learning and Testing at Wiregrass Georgia Technical College is an on-line delivered education system designed for the entire community. The E-Learning and Testing Center offers computer-delivered certification and licensure tests, workforce development for business and industry, skill acquisition/upgrades, and enrichment programs.

E-Learning courseware category offerings include: adult education, test preparation (GED, SAT/ACT, LSAT, GMAT, GRE and more), computer basics, information technology, healthcare, real estate, writing, business, management/leadership skill development, industrial technology, safety skills, ESL, personal enrichment, graphic design and paralegal training. Some courses are also available in Spanish.

E-Testing at Wiregrass Georgia Technical College encompasses a variety of tests inside the technical, trade, vocational, and professional disciplines.

For more information concerning Economic Development at Wiregrass Georgia Technical College, call (229) 333-2122.
STUDENT BEHAVIOR

DRUG-FREE CAMPUS

Wiregrass Georgia Technical College makes every effort to ensure that effective drug and alcohol abuse prevention information is made available to students and employees. Assistance is provided to students through the Student Affairs Office.

No student or employee may engage in the unlawful possession, use, or distribution of illicit drugs or alcohol on the college’s property or as part of any of its sponsored activities. Such unlawful activity by students may be considered sufficient grounds for serious punitive action, including expulsion and incarceration. Violations by employees shall result in disciplinary action in keeping with the Technical College System of Georgia Policy. Wiregrass Georgia Technical College reserves the right to have random drug checks. Wiregrass Georgia Technical College honors the federal Drug Free School and Communities Act Amendment of 1989 (Public Law 102-226). Any violations should be reported to the Vice President of Administrative Services and to security.

Policy

- The Federal Drug Free Schools and communities Act Amendment of 1989 (Public law 102-226) contains Section 22, Drug-Free Schools and Campuses, which was enacted to ensure that any institution of higher education that receives funds under any federal program has adopted and implemented a program to prevent the use of illicit drug and abuse of alcohol by students.

- No student may engage in the unlawful possession, use, or distribution of illicit drugs and alcohol on the institution’s property or as part of any of its sponsored activities. Such unlawful activity may be considered sufficient grounds for serious punitive action, including expulsion.

- If a student is convicted (including a plea of nolo contendre) of committing certain felony offenses involving any criminal drug and/or alcohol statute of any jurisdiction, regardless of whether the alleged violations occurred at the college or elsewhere, the student will be suspended immediately and denied state and/or federal funds from the date of conviction.

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

- Within 30 days of notification of conviction, the college shall with respect to any student so convicted:
  
  Take additional appropriate action against such student up to and including expulsion as it deems necessary

  Provide such student with a description of any drug or alcohol counseling treatment, or rehabilitation or re-entry programs that are available for such purposes by a federal, state or local health, law enforcement, or other appropriate agency.

FEDERAL, STATE, AND LOCAL LAWS

WIREGRASS GEORGIA TECHNICAL COLLEGE CONSIDERS A STUDENT TO BE AN ADULT AND EXPECTS HIM/HER TO OBEY THE LAW AND TAKE PERSONAL RESPONSIBILITY FOR HIS/HER CONDUCT.

A student is responsible for the observance of all federal, state, and local laws. The doctrine of in loco parentis which often protected a student is no longer effective. In “Student Freedoms and Responsibilities: A Working Paper” published by the American Association of State Colleges and Universities, it is pointed out that students should not expect college officials to come to their defense for activities committed in violation of civil codes. In fact, the college, as a member of the community, is responsible for cooperating with and contributing to the enforcement of all laws.

Wiregrass Georgia Technical College has deep concern and sympathy for those students experiencing educational or personal difficulties. Referrals to community drug treatment centers can be made by the Disabilities Service Coordinator or his or her designee, but for those who might find themselves in violation of the law, understanding, sympathy, and concern are about all Wiregrass Georgia Technical students as a special group whose violations of law are to be treated as pranks or youthful exuberance and experimentation. Furthermore, should such violations indicate the student’s continued presence on campus creates a clear and present danger to the educational process of the community, Wiregrass Georgia Tech may find it necessary to institute disciplinary or legal action.

CAMPUS CRIME AND SECURITY ACT

Wiregrass Georgia Technical College complies with the Campus Crime and Security Act of 1990 and publishes the required campus crime and security report on or before October 1 or each year. The report is available from the Admissions Office or by calling 800-575-0567.

Our approach to campus security is service oriented and multi-purposed. The primary focus is to protect life and property. In addition, our approach serves to enhance and assist the educational process by providing a safe environment in which to learn and work. Obeying laws and regulations is part of being an educated, contributing member of society.

CAMPUS SEX CRIMES PREVENTION ACT

(Section 1601 of Public Law 106-386) is a federal law enacted on October 28, 2000, that provides for the tracking of convicted sex offenders enrolled at or employed by institutions or higher education. Information concerning registered sex
offenders may be obtained from the local Sheriff’s office or by searching the Georgia Bureau of Investigation web site at www.ganet.org/gbi/sorsch.cgi.

**CRIMINAL ACTIONS AND EMERGENCY REPORT**

The procedure for reporting criminal actions and emergencies is for any faculty, staff, student, or visitor to report any questioned activity/incidents to any administrative office in the college. Any one of the vice presidents, directors, or the president will respond. Current procedures require that at least one designated college official be available to respond to any situation as required. The campus switchboard operator is always aware of whom to contact in an emergency. Please note that this procedure is in no way meant to prohibit or impede the reporting of an emergency directly to the appropriate party (i.e., police department, fire department, hospital/ambulance, and so on). Emergency procedures and the 911 emergency numbers are posted in all areas of the college.

**SECURITY AND ACCESS TO CAMPUS FACILITIES**

All staff members at Wiregrass Georgia Tech are informed of the need to be alert to campus emergencies or possible security violations. All suspicious activity is reported and responded to as indicated above. The Wiregrass Georgia Tech Maintenance Supervisor and outside maintenance workers are informed of their need to be alert to campus emergencies or possible security violations that occur on the outside of the buildings and in the college’s parking areas.

Security considerations are emphasized during the general maintenance of campus facilities. Shrubbery is cut back; areas are well lit and maintained as needed. In general, the physical plant is regularly checked and maintained to provide a safe environment.

**Campus Law Enforcement**

Wiregrass Georgia Tech reports all violations of federal, state, and local laws to Wiregrass Georgia Tech Police Department for appropriate action. Officers are dispatched to investigate all reports. Law enforcement reports applicable to incidents on campus are obtained and are on file in the Security Office.

**EMERGENCY PROCEDURES**

**Fire**

The fire alarm will be activated in case of fire or fire drill. Students and all Wiregrass Georgia Tech personnel should evacuate the building according to evacuation procedures posted in each area. Students should wait at the designated place until given the signal to return to class. The “all clear” signal (one long continuous ring) will indicate when it is safe to return to the building.

**Bomb Threat**

In the event a bomb threat occurs, an announcement will be made over the PA system or by messenger that it is necessary to evacuate the building. Students and all Wiregrass Georgia Tech personnel should evacuate the building according to evacuation procedures posted in each area. Everyone should wait at the designated place until given the signal to return to class. The college president/designee will indicate when it is safe to return to the building.

**Tornado**

Tornado evacuation routes to shelters are posted in each area. Everyone in portable buildings will evacuate to the nearest permanent building. In case of tornado or tornado drill, the intercom system or a messenger will be used to announce the need to report to the shelter areas. When the danger has passed, a member of the administrative staff or his/her designee will, through a verbal announcement via PA or messenger, notify the instructor when it is safe to return to class or of any other proper procedures.

**Accident or Illness**

In case of an accident or sickness while on campus, students should notify their instructor immediately. The instructor will call for emergency transportation when needed. Ambulances will be called when required, but students will be billed for the cost of the ambulance. Dial 911 or other local emergency numbers.

Minor first aid kits are available in each department. Minor first aid can be provided when necessary.

**Emergency Closing**

The president or designee is authorized to close the college if conditions exist that may threaten the health and safety of students and employees. The President is also authorized to delay the opening hour of the academic day or to release students and employees before the normal day ends if hazardous conditions exist. Closing or delayed openings will be announced by area radio, television, and cable stations.

**CAMPUS SECURITY INFORMATION PROGRAM**

Campus security information is given out quarterly at student orientation. In addition, faculty and Student Leadership Council meetings are used as forums to provide security and safety information. The Wiregrass Georgia Tech Safety Committee reviews all reports of incidents involving health and safety violations on campus. The goal of the information program is to encourage students and employees to be responsible for their own security and the security of others.
INCIDENT REPORT, STATISTICS, AND OTHER NOTIFICATIONS

All incidents on campus involving safety and security violations are reported in a written format to the Wiregrass Georgia Technical Police Department. Reports are submitted on an “Incident Report” form. Copies of all law enforcement reports of incidents occurring on campus are filed in the Wiregrass Georgia Technical Police Department Main Office.

Crime statistics are kept by the Wiregrass Georgia Technical Police Department Main Office in compliance with the Crime Awareness and Campus Security Act. These statistics include the occurrence on campus of the following criminal offenses: murder, rape, robbery, petty theft, aggravated assault, burglary, and motor vehicle theft. In addition, statistics are kept for the following crimes occurring on campus: liquor law violations, drug abuse violations, and weapons possessions.

Law enforcement agency information concerning registered sex offenders may be obtained through local sheriffs’ offices. Also, the Georgia Bureau of Investigation maintains a Web Site of registered sex offenders at www.ganet.org/gbi/sorsch.cgi.

COLLEGE LIABILITY

Students are responsible for equipment, books, personal articles, and material brought in for repair. Wiregrass Georgia Tech will not be liable for any personal articles left or brought to the campus that might be stolen or broken. Wiregrass Georgia Tech will not be liable for damage or theft of articles or vehicles brought to the college for repair.

STUDENT CONDUCT

Wiregrass Georgia Tech exists to educate its students; to advance, preserve, and disseminate knowledge; and to advance the public interest and the welfare of society as a whole. In order to provide an environment conducive to learning, the institution has established regulations and obligations to govern conduct. As members of the academic community, students are subject to all established behavior standards. Postsecondary students, as adults, are expected to exercise mature and responsible self-discipline, to behave with courtesy and integrity, and to maintain appropriate conduct standards. Any student, acting individually or in concert with others, who violates any part of the student conduct code, shall be subject to disciplinary procedures including dismissal from a class session by the instructor or suspension or expulsion by the authorized administrator. Such misconduct shall include the commission of, or the attempt to commit, any of the following offenses:

- Academic dishonesty, including, but not limited to, cheating, plagiarism, and collusion. Cheating and/or plagiarism are the unauthorized use or close imitation of another’s work without permission and/or acknowledgement.
- Forgery, alteration, or misuse of college documents or records.
- Falsifying information with the intent to deceive.
- Physically abusing or intentionally inflicting severe emotional distress upon another person on campus (including sexual harassment as defined by State policy).
- Theft or malicious destruction, damage, unauthorized possession, or misuse of college property or the private property of another member of the academic community whether occurring on or off campus.
- Engaging in activity that disrupts the educational process of the institution or infringes upon the privacy, rights, or privileges of another person on campus.
- Verbal or physical abuse of, or insubordination toward any student, faculty member, administrator, or employee of the college.
- Participation in any form of gambling while on college property.
- Unauthorized entry into any portion of college facilities or campus which has been reserved, restricted in use, or placed off limits, as well as unauthorized presence in college facilities after closing hours, or unauthorized possession or use of a key to college facilities.
- Possession, use, or distribution on campus of any narcotic, dangerous or unlawful drug, or alcoholic beverage as defined by laws of the United States or the State of Georgia.
- Lewd, indecent, and obscene behavior or expression.
- Violation of any federal, state, or local law.
- Intentional misuse of any fire alarm or fire-fighting equipment at the college.
- Use of tobacco in any form is prohibited within any of the college buildings or vehicles. Smoking will be allowed on campus in privately owned vehicles and in designated areas. The use of smokeless tobacco is prohibited on the college campus, except within privately owned vehicles.
- Disorderly conduct, including rioting, inciting to riot, assembling to riot, raiding, inciting to raid, or assembling to raid properties of the college.
- Failure to make proper identification when requested to do so by any properly identified instructor, administrator, or staff person in the performance of his/her duties.
- Loitering in the hallways or classrooms/labs when classes are in session.
- Operation of student organizations not approved by the college administration and Board of Directors.
- Failure to follow established program or departmental regulations.

WEAPONS POLICY

It shall be unlawful for any person to carry, to possess, or to have under control any weapon within a school safety zone or at a school building, during a school function, or on school property or transportation furnished by the school. The term “weapon”
means and includes any pistol, revolver, or any weapon designed or intended to propel a missile of any kind, or any dirk, bowie knife, switchblade knife, ballistic knife, any other knife having a blade of three or more inches, straight-edge razor, spring stick, metal knucks, blackjack, any bat, club, or other bludgeon-type weapon, or any flailing instrument consisting of two or more rigid parts connected in such a manner as to allow them to swing freely, which may be known as a nun cha ha, nun chuck, nunchaku, shuriken, or fighting chain, or any disc, or whatever configuration, having at least two points or pointed blades which is designed to be throw or propelled and which may be known as a throwing star or oriental dart, or any weapon or like kind and any stun gun or laser defined in O.C.G.A. 16-11-106. Punishment: A fine of not more than $10,000, imprisonment for not less than two or more than ten years, or both. A juvenile who violates this shall be subject to provision of O.C.G.A. 15-11-37.

DISCIPLINARY MEASURES

It is the responsibility of all Wiregrass Georgia Tech personnel to maintain an atmosphere conducive to learning, free from intimidation, and wholesome in every respect. An atmosphere that is conducive to learning must be maintained, and no student will be allowed to prevent other students from having this privilege. Any behavior that reflects adversely upon Wiregrass Georgia Technical College, its personnel, or its students will make the individual involved liable for disciplinary action.

If and when it is necessary to discipline students to maintain safety, order, discipline, and the educational process, one or more of the following disciplinary measures will be taken:

REMOVAL

The instructor of a training area is responsible for all activities that occur therein. Therefore, he/she may refer any person from the training area to the appropriate administrative office when he/she feels that an institutional policy violation justifies this action. In so doing, the instructor will identify the reason for the referral. When any student has been instructed to leave the instructional area because of unruly or disruptive behavior, the Vice President for Academic Affairs or Provost is to be notified immediately. No student will be allowed to return to the class until counseling and/or disciplinary action has been taken.

Probation

A student will be placed under specified restrictions.

Suspension

A student will be forced to be dropped from the college for a specified time.

Dismissal

A student will be removed from enrollment from the college under specific conditions for future re-enrollment.

Appeals

Wiregrass Georgia Technical College students have the right to appeal adverse actions, including denial of admission, probation, suspension, or expulsion for circumstances involving areas such as failure to meet financial obligations, academic grades below minimum allowable requirements, excessive absences, inappropriate conduct, and other student conduct code violations contained in the Student Handbook.

All appeals should be submitted to an appropriate administrator of the college department involved in the adverse action within ten calendar days of the date that the student learned of or reasonably should have learned of the adverse action except dismissal for excessive absences, for which the time limit is two days. The department involved in the adverse action will convene a committee to review the appeal, within three work days of submittal of the appeal. Further appeals to the Vice President of Academic Affairs and to the college President must be made within five calendar days following the announcement of the decision in each case.

An unfavorable ruling by the department appeals committee may be appealed by the students to the vice president of the department involved in the adverse action. Unfavorable rulings by the vice president on probation, suspension, and dismissal may be appealed further to the college president. The decision by the college president will become the final campus decision on an appeal. For all other appeals, the decision of the department vice president will be final.

COMPUTER USE POLICY

Students and employees utilizing Wiregrass Georgia Technical College provided Internet access are responsible for good behavior on-line just as they are in a classroom or other area of the college. Using a computer without permission is theft of services and is illegal under state and federal laws. Federal law prohibits misuse of computer resources. In addition, the following specific computer crimes are prohibited by state law in Georgia (O.C.G.A. 16-9-90 et seq):

- Computer theft (including theft of computer services, intellectual property such as copyrighted material, and any other property);
- Computer trespass (unauthorized use of computers to delete or alter data or interfere with others’ usage);
- Computer invasion of privacy (unauthorized access to financial or personal data or the like);
- Computer forgery (forgery as defined by other laws, but committed on a computer rather than on paper);
- Computer password disclosure (unauthorized disclosure of a password resulting in damages exceeding $500 – in practice,
Misleading transmittal of names or trademarks (falsely identifying yourself or falsely claiming to speak for a person or organization by using their name, trademark, logo, or seal).

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.

The purpose of WGTC-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 Department. Access is a privilege, not a right. Access entails responsibility.

Users should not expect files stored on Department or Technical College-based computers to be private. Electronic messages and files stored on Technical College-based computers shall be treated like other Technical College premises that are temporarily assigned for individual use. Administrators may review files and messages in an effort to maintain system integrity and in an effort to insure that users are acting responsibly. Moreover, Department and Technical College officials shall cooperate with law enforcement officials who are properly authorized to search Department and Technical College computers and computer systems.

All information created, stored or transmitted by Department or Technical College computers or networks is subject to monitoring for compliance with applicable laws and policies.

Students will be provided a Computer Use Policy agreement that must be signed prior to being computer access. TCSG’s complete Computer Use Policy may be found in the State Board Policy and Procedures Manual C.IV. Computer and Internet Use Policy.
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<tr>
<td>Jul 1-2 Annual Leave/In Service</td>
<td>Jan 3 Holiday (New Year’s Day)</td>
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<td>Jul 5 Holiday (Independence Day)</td>
<td>Jan 4-5 Annual Leave/In-Service</td>
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<tr>
<td>Jul 6-9 Annual Leave/In Service</td>
<td>Jan 6 New Student Orientation</td>
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<td>Jul 12 New Student Orientation</td>
<td>Jan 7 In Service</td>
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<tr>
<td>Jul 13 First Official Day of Class – Day &amp; Evening</td>
<td>Jan 10 First Official Day of Class – Day &amp; Evening</td>
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<tr>
<td>Jul 15 Last Day to Drop Class Without Penalty</td>
<td>Jan 12 Last Day to Drop Class Without Penalty</td>
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<tr>
<td>Jul 20 Last Day to Add Classes</td>
<td>Jan 17 Holiday (Martin Luther King Birthday)</td>
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<tr>
<td>Aug 19 Advisement Day for Returning Students</td>
<td>Jan 18 Last Day to Add Classes</td>
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<tr>
<td>Aug 28 New Student Registration Begins</td>
<td>Feb 17 Advisement Day for Returning Students</td>
</tr>
<tr>
<td>Sep 3 Annual Leave/In Service</td>
<td>Returning Student Registration Begins</td>
</tr>
<tr>
<td>Sep 6 Holiday (Labor Day)</td>
<td>Feb 18 Annual Leave/In Service</td>
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<tr>
<td>Sep 24 GRADES DUE NO LATER THAN 3PM / Annual Leave/In-Service</td>
<td>Feb 28 New Student Registration Begins</td>
</tr>
<tr>
<td>Sep 27-29 Annual Leave/In-Service</td>
<td>Mar 23 Last Day of Classes</td>
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<td>TBD GRADUATION</td>
<td>Mar 24 GRADES DUE BY 3PM / In-Service/Annual Leave</td>
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<tr>
<td><strong>FALL QUARTER 2010 (OCT 4 – DEC 16)</strong></td>
<td><strong>SPRING QUARTER 2011 (APRIL 4 – JUNE 16)</strong></td>
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<tr>
<td>Sep 30 New Student Orientation</td>
<td>Mar 31 New Student Orientation</td>
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<tr>
<td>Oct 1 Annual Leave/In Service</td>
<td>Apr 1 Annual Leave-In Service</td>
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<tr>
<td>Oct 4 First Official Day of Class – Day &amp; Evening</td>
<td>Apr 4 First Official Day of Class – Day &amp; Evening</td>
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<tr>
<td>Oct 6 Last Day to Drop Class Without Penalty</td>
<td>Apr 6 Last Day to Drop Class Without Penalty</td>
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<tr>
<td>Oct 11 Last Day to Add Classes</td>
<td>Apr 11 Last Day to Add Classes</td>
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<tr>
<td>Nov 4 Advisement Day for Returning Students</td>
<td>Apr 22 Annual Leave/In Service</td>
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<tr>
<td>Nov 15 New Student Registration Begins</td>
<td>Apr 25 Holiday (Confederate Memorial Day 2011 - Observed)</td>
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<tr>
<td>Nov 24 Annual Leave/In Service</td>
<td>May 12 Advisement Day for Returning Students</td>
</tr>
<tr>
<td>Nov 25 Holiday (Thanksgiving)</td>
<td>Returning Student Registration Begins</td>
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<tr>
<td>Nov 26 Holiday (Robert E. Lee’s Birthday – Observed)</td>
<td>May 23 New Student Registration Begins</td>
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<tr>
<td>Dec 16 Last Day of Classes</td>
<td>May 27 Annual Leave/In Service</td>
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<td>Dec 17 GRADES DUE BY 3PM / Annual Leave/In-Service</td>
<td>May 30 Holiday (Memorial Day)</td>
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<td>Dec 20-22 Annual Leave/In-Service</td>
<td>Jun 16 Last Day of Classes</td>
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<tr>
<td>Dec 23 Holiday (Washington’s Birthday - Observed)</td>
<td>Jun 17 GRADES DUE BY 3PM / In-Service/Annual Leave</td>
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<td>Dec 24 Holiday (Confederate Memorial Day 2010 - Observed)</td>
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<td>Dec 27 Holiday (Christmas Day)</td>
<td>Jun 20-30 Annual Leave/In-Service</td>
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<td>Dec 28-29 Annual Leave/In-Service</td>
<td>TBD GRADUATION</td>
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<tr>
<td>Dec 30 Holiday (Columbus Day - Observed)</td>
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<td>Dec 31 Holiday (Veteran’s Day – Observed)</td>
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<td>TBD GRADUATION</td>
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