



# WIREGRASS

GEORGIA TECHNICAL COLLEGE®

## DUAL ENROLLMENT

@ WIREGRASS TECH

# APPLICATION PACKET

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Equal Opportunity Institution/A Unit of the Technical College System of Georgia

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W \_\_\_\_\_  
M \_\_\_\_\_  
A \_\_\_\_\_

\_\_\_\_\_  
**NAME**

Revised 4/22/20

# EASY INSTRUCTIONS FOR FILLING OUT WIREGRASS PAPERWORK

1. **Complete the GA Futures Dual Enrollment Application** at <https://www.gafutures.org/hope-state-aid-programs/scholarships-grants/dual-enrollment/application-procedure-and-deadline/>
  - a. This **MUST** be completed prior to turning in this printed packet.
  
2. **Complete this Dual Enrollment Application Packet** which includes the following:
  - a. Welcome to College – Dual Enrollment Agreement – Must be signed by student and parent
  - b. Wiregrass Application for Admission
  - c. Student Code of Conduct – Must be signed by student.

DUAL  
ENROLLMENT

@ WIREGRASS TECH

# Dual Enrollment Agreement

## WELCOME TO COLLEGE!!!

You are enrolling in a Wiregrass Georgia Technical College course, and this is great opportunity for you and your family to get ahead on your college career! This class is a college-level course, and you will receive college credit and high school credit for it. The information listed below is extremely important, and you and your parent should read it in its entirety. Please contact [highschoolservices@wiregrass.edu](mailto:highschoolservices@wiregrass.edu) should you have any questions.

### Benefits of Dual Enrollment

- Degree level core classes may transfer to any University System of Georgia or Technical College System of Georgia college or university PLUS many other colleges/universities outside of the state of Georgia! Starting your college career at Wiregrass can really take you anywhere you want to go.
- College credits taken and paid through Dual Enrollment Funding do not count against HOPE Scholarship or HOPE Grant hours after you graduate from high school.
- College core credits ARE counted as rigor courses for HOPE Scholarship and Zell Miller Scholarship calculations.

### Dual Enrollment Program Information and Eligibility Requirements

- 1) Students should complete **the GA Futures Dual Enrollment Application** at <https://www.gafutures.org/hope-state-aid-programs/scholarships-grants/dual-enrollment/application-procedure-and-deadline/>.
- All Dual Enrollment programs are operated in partnership with local school systems. Students must first meet the requirements of the local school system to establish eligibility to participate in the Dual Enrollment program at Wiregrass Georgia Technical College (WGTC).
- Once approved by the high school, students must meet all admissions requirements at WGTC.
- Dual Enrollment Funding is available to any 10-12th grader in occupational/CTAE courses; and any 11-12th grader in academic core courses. Additionally, 2020-2021 10th graders are eligible for any core or occupational courses if they were enrolled in Dual Enrollment during the 2019-2020 school year.
- 9th graders are not eligible for Dual Enrollment funding but can self-pay or have their tuition paid by their school system or another partner.
- Students are limited to 30 hours of Dual Enrollment Funding starting Summer of 2020.
  - Students who have taken 18 or fewer hours prior to Summer of 2020 are eligible for 12 additional hours of Dual Enrollment Funding.
  - Students who have taken 19 or more hours prior to the Summer of 2020, are eligible for 12 additional Dual Enrollment funded hours (regardless of how many they have already taken).

- The HOPE Grant and HOPE Career Grant can be used to fund additional courses for regular Dual Enrollment students after the student has exhausted their 30 Dual Enrollment Funded hours. Students should choose from a HOPE Career Grant program.
  - Students who use the HOPE Grant/HOPE Career Grant must meet HOPE residency requirements.
  - Any HOPE Career Grant or HOPE Grant hours used will count against HOPE caps.
- Students who are not covered by either Dual Enrollment Funding or HOPE/HOPE Career Grant funding are required to pay for their courses.
- Starting with Summer 2020, students with 2 or more withdrawals become ineligible for Dual Enrollment Funding.
- For complete information about HB444 and Dual Enrollment funding, please visit [www.gsfc.org](http://www.gsfc.org)

### **Dual Enrollment Course Delivery**

- Taught face-to-face at your high school by a Wiregrass instructor.
- Taught face-to-face on one of Wiregrass' campuses by a Wiregrass instructor.
- Taught online by a Wiregrass instructor.
- Taught in a team-teaching approach using a face-to-face high school instructor and an online Wiregrass instructor.
- Taught as a concurrent enrollment course where your high school teacher is credentialed to teach the course for Wiregrass as a concurrent enrollment instructor.

### **Academic Information**

Dual Enrollment students are required to adhere to all high school and technical college rules and regulations. Please refer to the complete version of the Wiregrass Georgia Technical College Student Handbook online at <https://www.wiregrass.edu/course-catalog/current>.

- Dual Enrollment students are registered and admitted as either degree-seeking, diploma-seeking, or technical certificate-seeking students, in compliance with state Admissions standards, including placement testing. College courses taken are recorded on the student's official Wiregrass transcript. For complete information on Wiregrass Admissions policies, please see the Wiregrass Student Catalog at: <https://www.wiregrass.edu/course-catalog/current>
- Dual Enrollment students are expected to follow the same pre-requisite procedures as regular Wiregrass college students. For a complete list of pre-requisite courses, please see Wiregrass' Student Catalog at: <https://www.wiregrass.edu/course-catalog/current>
- Dual Enrollment students will receive two grades from Wiregrass = a letter grade for academic coursework, and a work ethics grade of 0, 1, 2, or 3. The student will also receive a numerical grade from his/her high school which will count toward high school graduation requirements.
- Wiregrass High School Coordinators and/or Wiregrass instructors will notify the high school of grades earned for each grading period.

- The grade earned for Wiregrass is often the same grade earned for the high school course. However, some Wiregrass courses require specific assessments, like final exams, that cannot be exempted regardless of what grade you are in. In those instances, it is possible for the Wiregrass grade earned to be different than the high school grade earned.
- Wiregrass courses failed may impact high school graduation and GPA and may prohibit students from continuing in the Dual Enrollment Program.
- Students taking a Dual Enrollment class are expected to complete the work as assigned by the instructors. These assignments are centered around college curriculum and may contain sensitive material or access to resources that contain sensitive material.

### Attendance Policy

- 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 Wiregrass Georgia 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.
- Failure to comply with the Wiregrass attendance policy can affect course grades and continuation in the program.
- Students anticipating an absence or tardy 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 plan 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 or email) may result in failing grade(s).

### Withdrawal Policy

- Dual Enrollment students can drop courses following the same standards as regular Wiregrass students.
- Dual Enrollment students wishing to drop a course should contact their high school prior to withdrawing. The student and parent(s) or guardian(s) acknowledges that should a participating Dual Enrollment student choose to withdraw from a college course, the high school will make its best attempt to place that student in a corresponding high school course or credit recovery opportunity to meet course completion and graduation requirements. If no corresponding course or credit recovery opportunity is possible, the local district shall determine how the course will be recorded on the student's high school record.

- Dual Enrollment Funding and withdrawals:
  - Dual Enrollment funding will not pay for the same attempted class twice.
  - Students who withdraw from 2 or more classes starting with Summer Semester 2020 become ineligible for Dual Enrollment funding. They can continue in the program and self-pay.

### **Academic Dishonesty**

- All forms of academic dishonesty including, but not limited to, cheating on tests, plagiarism, collusion, and falsification of information will call for disciplinary action. Please refer to the “Student Code of Conduct” section of this packet for complete information.

### **Financial Aid Information**

- Students must maintain satisfactory academic progress in their chosen program of study to remain eligible for financial aid for future courses taken, which means that they must successfully complete at least 67% of their attempted coursework with a minimum of a 2.0 GPA.
- Withdrawing from Dual Enrollment courses can negatively impact a student’s satisfactory academic progress. Please use discretion when withdrawing from courses.
- Dual Enrollment students are not eligible for additional forms of financial aid while still in high school.
- Some costs (insurance, tools, kits, supplies, etc.) associated with some programs may not be covered by Wiregrass. These costs are the responsibility of the student.

### **Authorization for Release of Records to a Third Party/FERPA Information**

According to the Family Educational Rights and Privacy Act of 1974 (FERPA), all rights of access to students’ educational records transfer from the parents to the students when the students become 18 years of age OR are enrolled in a postsecondary educational institution. In order to comply with the requirements of FERPA, Wiregrass Georgia Technical College shall obtain written consent from students before disclosing any personally identifiable information from their education records. As a participant in the Dual Enrollment program at Wiregrass Georgia Technical College, I understand that it is the responsibility of the college to release educational records to my high school and/or local school board. Furthermore, there may be situations in which faculty or staff from Wiregrass Georgia Technical College must discuss my educational records with parents or specified guardians. My signature below indicates my authorization for Wiregrass Georgia Technical College to release any information that is necessary when there is a legitimate educational interest. I understand that this permission form only applies while attending WGTC under the status of Dual Enrollment high school student.

### **Everfi Sexual Assault Prevention Modules (SAP)**

The parent/guardian acknowledges that the U.S. Department of Education requires that all post-secondary institutions provide training on sexual assault awareness and prevention under the Violence Against Women Act. Complete information about this mandatory training information can be found on the last page of this packet.

### **Textbook Information**

Many Wiregrass classes require the use of a textbook. For classes that require textbooks, books are provided by Wiregrass Georgia Technical College for Dual Enrollment classes at no cost to the student. Students agree that they are using the book for the duration of the class and agree to return the book to Wiregrass once the course is over. Students who fail to return books or fail to return them in the condition they were given will be billed to replace the textbook.

### **Option B (SB2) Information**

Students participating in the Senate Bill 2 Option must complete all state-required coursework and any state-required assessments associated with these courses per the GADOE assessment guidelines/requirement; prior to enrolling at Wiregrass in SB2.

### **Information on Transferability of Dual Enrollment Courses**

Wiregrass Georgia Technical College, as a member of the Technical College System of Georgia, enjoys a state-wide articulation agreement with the University System of Georgia, allowing much of our degree level core classes to transfer to other colleges and universities within the state of Georgia. Our students have also seen great success transferring our courses outside of the state of Georgia as well. Allowing the transfer of courses is always the right of the receiving institution, so we encourage students to contact their perspective transfer college to ensure credits will transfer for their specific chosen major. The likelihood that they will not transfer is very small, but we encourage students to be proactive in contacting schools you are interested in attending prior to enrolling at Wiregrass. In order to send your official Wiregrass transcript to your future college, please submit a "Transcript Request" to the Wiregrass Registrar's Office through your Banweb account.

### **Students with Disabilities**

Wiregrass Georgia Technical College is committed to assisting students with documented specific learning disabilities, attention deficit hyperactivity disorder, visual, hearing, mobility, psychiatric, and other health impairments. Students who have such impairments, as defined by the Americans with Disability Act, which substantially limit one or more major life activities, may be eligible for services. College students with disabilities are required to disclose their disability to the college and must meet with the Special Populations Department to determine an accommodation plan. Please contact Special Populations at (229) 333-2100 ext. 1236 or (229) 468-2242. I have read and understand the above information.

**Photo Release Information**

I hereby grant to the College System of Georgia on behalf of Wiregrass Georgia Technical College (the "College") the right to reproduce, use, exhibit, display, broadcast, distribute, and create derivative works of College-related photographs or videotaped images of the undersigned person for use in connection with the activities of the College or for promoting, publicizing or explaining the College or its activities. This grant includes, without limitation, the right to publish such images in PR/promotional materials, such as marketing and admissions publications, advertisements, fundraising materials, and any other College-related publication. These images may appear in any of the wide variety of formats and media now available to the College and that may be available in the future, including but not limited to print, broadcast, videotape, CD-ROM, and electronic/online media.

\_\_\_ Please check here if you do not give Wiregrass permission to use your photo.

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Student Signature Date

---

Please Print Student's Name

---

Parent Signature

GTID #: \_\_\_\_\_





## APPLICATION FOR ADMISSION

### SECTION 1 PERSONAL INFORMATION

SOCIAL SECURITY NUMBER		DATE OF BIRTH	
LAST NAME	FIRST NAME	MIDDLE NAME	
PHONE NUMBER		ALL PREVIOUS NAMES USED	
EMAIL ADDRESS			
MAILING ADDRESS		CITY	STATE
ZIP			
COUNTY (CHECK ONE): <input type="checkbox"/> Atkinson <input type="checkbox"/> Ben Hill <input type="checkbox"/> Berrien <input type="checkbox"/> Brooks <input type="checkbox"/> Coffee <input type="checkbox"/> Cook <input type="checkbox"/> Echols <input type="checkbox"/> Irwin <input type="checkbox"/> Lanier <input type="checkbox"/> Lowndes <input type="checkbox"/> Wilcox <input type="checkbox"/> Other: _____			
EMERGENCY CONTACT INFORMATION			
NAME		PHONE	RELATIONSHIP

### SECTION 2 STATISTICAL DATA

THIS INFORMATION IS REQUIRED FOR PURPOSES OF REPORTING TO FEDERAL COMPLIANCE AGENCIES ONLY AND WILL NOT BE USED IN DETERMINING ADMISSION STATUS

GENDER <input type="checkbox"/> MALE <input type="checkbox"/> FEMALE	RACE <input type="checkbox"/> AMERICAN INDIAN OR ALASKAN NATIVE (1) <input type="checkbox"/> ASIAN (2) <input type="checkbox"/> BLACK OR AFRICAN AMERICAN (3) <input type="checkbox"/> NATIVE HAWAIIAN OR PACIFIC ISLANDER (4) <input type="checkbox"/> WHITE (5)
ARE YOU HISPANIC OR LATINO? <input type="checkbox"/> YES <input type="checkbox"/> NO	
DID YOUR MOTHER GRADUATE FROM COLLEGE? <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> UNKNOWN	
DID YOUR FATHER GRADUATE FROM COLLEGE? <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> UNKNOWN	

### SECTION 3A RESIDENCY INFORMATION

ARE YOU A U.S. CITIZEN? <input type="checkbox"/> YES <input type="checkbox"/> NO	IF YES, PLEASE GO TO SECTION 3B
IF NO, ARE YOU A PERMANENT RESIDENT? <input type="checkbox"/> YES <input type="checkbox"/> NO	IF YES, WHAT IS YOUR COUNTRY OF CITIZENSHIP
<b>NOTE: PERMANENT RESIDENT CARD <u>MUST</u> BE PRESENTED FOR IN-STATE OR OUT-OF-STATE TUITION CONSIDERATION</b>	
<b>IF YOU ARE NOT A U.S. CITIZEN OR PERMANENT RESIDENT, PLEASE ANSWER THE FOLLOWING QUESTIONS</b>	
WHAT IS YOUR CURRENT VISA STATUS?	DO YOU NEED AN F OR M STUDENT VISA? <input type="checkbox"/> YES <input type="checkbox"/> NO
WHAT IS YOUR COUNTRY OF CITIZENSHIP?	WHAT IS YOUR COUNTRY OF BIRTH?

### SECTION 3B RESIDENCY INFORMATION

**CHOOSE ONLY ONE OF THE FOLLOWING OPTIONS.**  
 NOTE: THIS WILL BE USED TO DETERMINE TUITION RATES AND FINANCIAL AID ELIGIBILITY. FAILURE TO PROVIDE ACCURATE VALID INFORMATION MAY IMPACT TUITION.

<input type="checkbox"/> <b>I AM 24 YEARS OLD OR OLDER</b> 1. HAVE YOU LIVED IN THE STATE OF GEORGIA FOR THE LAST 12 CONSECUTIVE MONTHS? <input type="checkbox"/> YES <input type="checkbox"/> NO
<input type="checkbox"/> <b>I AM UNDER 24 YEARS OLD AND MY PARENTS / GUARDIAN CLAIMED ME ON THEIR MOST RECENT TAX RETURN</b> 1. WHAT IS YOUR PARENT/ GUARDIAN'S LEGAL STATE OF RESIDENCE? _____ 2. HOW LONG HAVE THEY CONTINUOUSLY LIVED IN THE STATE LISTED? _____ YEARS or MONTHS _____
<input type="checkbox"/> <b>I AM UNDER 24 YEARS OLD AND NO ONE CLAIMED ME ON THEIR MOST RECENT TAX RETURN</b> 1. HAVE YOU LIVED IN THE STATE OF GEORGIA FOR THE LAST 12 CONSECUTIVE MONTHS? <input type="checkbox"/> YES <input type="checkbox"/> NO

### SECTION 3C RESIDENCY INFORMATION

DO YOU WANT TO BE CONSIDERED FOR IN-STATE TUITION IF YOU ARE ELIGIBLE? <input type="checkbox"/> YES <input type="checkbox"/> NO
<b>IF YES, ADDITIONAL DOCUMENTATION MAY BE REQUIRED.</b>

## SECTION 4 HIGH SCHOOL INFORMATION

**WIREGRASS GEORGIA TECHNICAL COLLEGE DOES NOT ACCEPT SPECIAL EDUCATION DIPLOMAS OR CERTIFICATES OF PERFORMANCE. ALL SECONDARY SCHOOLS MUST HAVE THE APPROPRIATE ACCREDITATION FOR ACCEPTANCE.**

CHOOSE **ONE** OF THE FOLLOWING:

<input type="checkbox"/> I GRADUATED FROM:	(NAME OF HIGH SCHOOL)	YEAR:
<input type="checkbox"/> I WILL GRADUATE FROM:	(NAME OF HIGH SCHOOL)	YEAR:
<input type="checkbox"/> I EARNED MY GED IN: (YEAR) _____	<input type="checkbox"/> I WILL EARN MY GED IN: (YEAR) _____	

## SECTION 5 COLLEGE INFORMATION

PLEASE LIST ALL COLLEGES, UNIVERSITIES AND TECHNICAL SCHOOLS ATTENDED:

NAME OF SCHOOL	FROM: _____	TO: _____	DEGREE EARNED
NAME OF SCHOOL	FROM: _____	TO: _____	DEGREE EARNED
NAME OF SCHOOL	FROM: _____	TO: _____	DEGREE EARNED
NAME OF SCHOOL	FROM: _____	TO: _____	DEGREE EARNED

**OFFICIAL TRANSCRIPTS FROM ALL PREVIOUSLY ATTENDED SCHOOLS MUST BE RECEIVED BY WIREGRASS GEORGIA TECHNICAL COLLEGE IN A SEALED ENVELOPE FROM THE ISSUING INSTITUTION. ALL FOREIGN TRANSCRIPTS MUST BE EVALUATED BY AN APPROVED EVALUATION AGENCY. ALL POST SECONDARY INSTITUTIONS MUST HAVE APPROPRIATE ACCREDITATION FOR ACCEPTANCE.**

## SECTION 6 MILITARY INFORMATION

ARE YOU CURRENTLY ACTIVE DUTY, A VETERAN, A MEMBER OF THE NATIONAL GUARD, OR A RESERVIST IN THE U.S. ARMED FORCES?  YES  NO

### IF YES, WHAT BRANCH?

- |  |  |
|--|--|
| <input type="checkbox"/> MAA MILITARY ACTIVE ARMY        | <input type="checkbox"/> MAN MILITARY ACTIVE NAVY          |
| <input type="checkbox"/> MAC MILITARY ACTIVE COAST GUARD | <input type="checkbox"/> MG MILITARY ACTIVE NATIONAL GUARD |
| <input type="checkbox"/> MAF MILITARY ACTIVE AIR FORCE   | <input type="checkbox"/> MR MILITARY ACTIVE RESERVIST      |
| <input type="checkbox"/> MAM MILITARY ACTIVE MARINE      | <input type="checkbox"/> MV MILITARY VETERAN               |

ARE YOU A DEPENDENT/ SPOUSE OF AN ACTIVE DUTY, A VETERAN, A MEMBER OF THE NATIONAL GUARD, OR A RESERVIST IN THE U.S. ARMED FORCES?  YES  NO

### IF YES, WHAT BRANCH?

- |   |   |
|---|---|
| <input type="checkbox"/> RAA DEPENDENT/SPOUSE ARMY        | <input type="checkbox"/> RAN DEPENDENT/SPOUSE NAVY          |
| <input type="checkbox"/> RAC DEPENDENT/SPOUSE COAST GUARD | <input type="checkbox"/> RG DEPENDENT/SPOUSE NATIONAL GUARD |
| <input type="checkbox"/> RAF DEPENDENT/SPOUSE AIR FORCE   | <input type="checkbox"/> RR DEPENDENT/SPOUSE RESERVIST      |
| <input type="checkbox"/> RAM DEPENDENT/SPOUSE MARINE      | <input type="checkbox"/> RV DEPENDENT/SPOUSE VETERAN        |

## SECTION 7 PROGRAM INFORMATION

### PROGRAM OF STUDY:

- |                                 |                                  |                                       |
|---------------------------------|----------------------------------|---------------------------------------|
| <input type="checkbox"/> DAY    | <input type="checkbox"/> EVENING | <input type="checkbox"/> EXTENDED DAY |
| <input type="checkbox"/> DEGREE | <input type="checkbox"/> DIPLOMA | <input type="checkbox"/> CERTIFICATE  |

### SPECIALIZATION OR HEALTH SCIENCE PROGRAM DESIRED:

ARE YOU INTERESTED IN ONLINE CLASSES  YES  NO

### TERM:

- SUMMER SEMESTER  
 FALL SEMESTER  
 SPRING SEMESTER

YEAR: \_\_\_\_\_

### ENTERING STATUS:

- |  |                                      |
|--|--------------------------------------|
| <input type="checkbox"/> BEGINNING   | <input type="checkbox"/> TRANSFER    |
| <input type="checkbox"/> RETURNING   | <input type="checkbox"/> HIGH SCHOOL |
| <input type="checkbox"/> TRANSIENT (YOUR PROGRAM OF STUDY WILL BE LISTED AS TRANSIENT)         |                                      |
| <input type="checkbox"/> SPECIAL ADMIT (YOUR PROGRAM OF STUDY WILL BE LISTED AS SPECIAL ADMIT) |                                      |

### PLEASE CHECK ALL STATEMENTS THAT APPLY TO YOU BELOW.

- I UNDERSTAND THAT PURSUANT TO O.C.G.A 16-10-20, IT IS A FELONY TO MAKE A FALSE STATEMENT ON ANY STATE DOCUMENT. IN ADDITION, MAKING A FALSE STATEMENT MAY RESULT IN DISMISSAL FROM THE COLLEGE.
- I CERTIFY THAT BY SIGNING THIS APPLICATION I HAVE INCURRED A \$20 APPLICATION FEE AND THAT FEE IS NON-REFUNDABLE.
- ALL MATERIALS SUBMITTED FOR APPLICATION BECOME THE PROPERTY OF WIREGRASS GEORGIA TECHNICAL COLLEGE (WGTC) AND WILL NOT BE RETURNED TO THE APPLICANT.
- I GIVE PERMISSION FOR MY LIKENESS, VOICE, OR COMMENTS TO BE USED IN ANY PROMOTIONAL ITEM ON BEHALF OF WGTC.
- I GIVE PERMISSION TO WGTC TO RELEASE INFORMATION TO POTENTIAL EMPLOYERS AS PART OF THE JOB PLACEMENT SERVICE PROVIDED BY THE COLLEGE.
- I UNDERSTAND THAT WGTC IS NOT LIABLE FOR ANY EMERGENCY MEDICAL ATTENTION PROVIDED NOR FOR CHARGES INCURRED FROM SUCH.
- I GIVE WGTC PERMISSION TO CONTACT ME AT THE TELEPHONE NUMBERS I HAVE PROVIDED VIA ANY MEANS, INCLUDING TEXT MESSAGE OR VOICE.
- I AUTHORIZE WGTC TO DEDUCT TUITION, FEES, AND MISCELLANEOUS CHARGES OWED TO WIREGRASS GEORGIA TECHNICAL COLLEGE FROM MY TITLE IV FINANCIAL AID, HOPE GRANT OR HOPE SCHOLARSHIP.

SIGNATURE \_\_\_\_\_

DATE \_\_\_\_\_

Wiregrass Georgia Technical College does not discriminate on the basis of race, color, creed, national or ethnic origin, gender, religion, disability, age, political affiliation or belief, genetic information, veteran status, or citizenship status (except in those special circumstances permitted or mandated by law). Any violation or questions may be directed to: Shalonda Sanders, Title IX Coordinator (all campuses), Executive Associate Vice President of Human Resources, Valdosta Campus, Berrien Hall, Room 114, (229) 333-5356 opt. 4 or shalonda.sanders@wiregrass.edu. Katrina Royal, Student ADA & Section 504 Coordinator (all campuses), Director of Testing & Special Populations, Valdosta Campus, Berrien Hall, Room 105, (229) 333-2100 ext. 1236 or katrina.royal@wiregrass.edu \*student ADA & student disability claims only. Telephone numbers are accessible to persons who are deaf or hard of hearing through the Georgia Relay by dialing 711 or (800) 255-0056 from a TTY/TDD.



## Student Code of Conduct

Wiregrass Georgia Technical College 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, Dual Enrollment 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. For complete information on the Student Code of Conduct, please refer to the Wiregrass Student Handbook at: <https://www.wiregrass.edu/course-catalog/current>

In summary, for 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 acknowledgment.
- 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.

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

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Signature

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Date

Double the credit.  
Half the time.  
Zero the tuition.



DUAL  
ENROLLMENT  
@ WIREGRASS TECH

*Wiregrass' Dual Enrollment Program is accredited by the National Alliance of Concurrent Enrollment Partnerships (NACEP) for courses taught as concurrent enrollment.*

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

*Any violation or questions may be directed to:*

**Shalonda Sanders, Title IX Coordinator (all campuses)**  
Associate Vice President of Human Resources  
Valdosta Campus, Brooks Hall, Room 547  
(229) 333-5356 opt. 4 or shalonda.sanders@wiregrass.edu

**Katrina Royal, Student ADA & Section 504 Coordinator (all campuses)**  
Director of Testing & Special Populations  
Valdosta Campus, Berrien Hall, Room 105  
(229) 333-2100 ext. 1236 or katrina.royal@wiregrass.edu  
**\*student ADA & student disability claims only**

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